# Danville Area Community College
# 2015-2016
# *College Catalog*

# 2015-2016
# 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; Member-North Central Association.



# 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

**General Information**

*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 handicapped individuals, disabled veterans and veterans of the Vietnam era.*

*Danville Area Community College welcomes enrollment of disabled students 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 Student Support Services, Cannon Hall, (217) 443-8853.*

*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.*

**TO: DANVILLE AREA COMMUNITY COLLEGE STUDENTS**

Welcome to Danville Area Community College. Whether you have decided on a certificate or degree program, or are still considering the options, you will find that the College offers a nationally recognized, award-winning faculty and staff concerned with promoting students' academic development and successful completion. Statistics show that most DACC transfer students did as well as, or better than, students who began at a university, and that career graduates find success in their chosen fields.

The faculty and staff at DACC put student service and satisfaction first. From the Student Success Center to the DACC Foundation, student success is the priority. Tutors are available in most subjects; students with documented disabilities may arrange for support services; scholarship disbursements top $470,000 annually; and a student emergency fund exists for unexpected, qualified expenses.

Our unique campus provides students with the most current technology housed in beautifully restored, historic buildings on more than 75 lush acres. Relationships with local businesses and industry assure students that they receive the most advanced training available. Partnerships with four-year universities insure that transfer students may pursue advanced degrees at some of the greatest institutions in the country. Class sizes averaging 15 students per faculty member offer a level of personalized instruction which cannot be found at larger institutions. Reasonable tuition rates insure an affordable education for all members of the community. An open admission policy promises that anyone can walk through these doors and receive a quality education tailored to fit his/her ability and goals.

On behalf of the Board of Trustees, faculty, and staff, I welcome you to explore your endless possibilities at Danville Area Community College.

*Sincerely,*

**Dr. Alice Marie Jacobs**
**President**

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Parking

Bremer Conf. Ctr.

Theater

CCE

Library
Clock Tower Center

Operations Facility

Mary Miller Ctr.

GYM

Parking

Julius W. Hegeler II Greenhouse

OH

Cannon Hall

Lincoln Hall

Prairie Hall

Vermilion Hall

Child Dev. Center

Tech Ctr.

Visitors Parking

Employee Parking

Tillman Street

VA Drive

Parking

DACC Entrance

**East Main Street, U.S. Route 136**
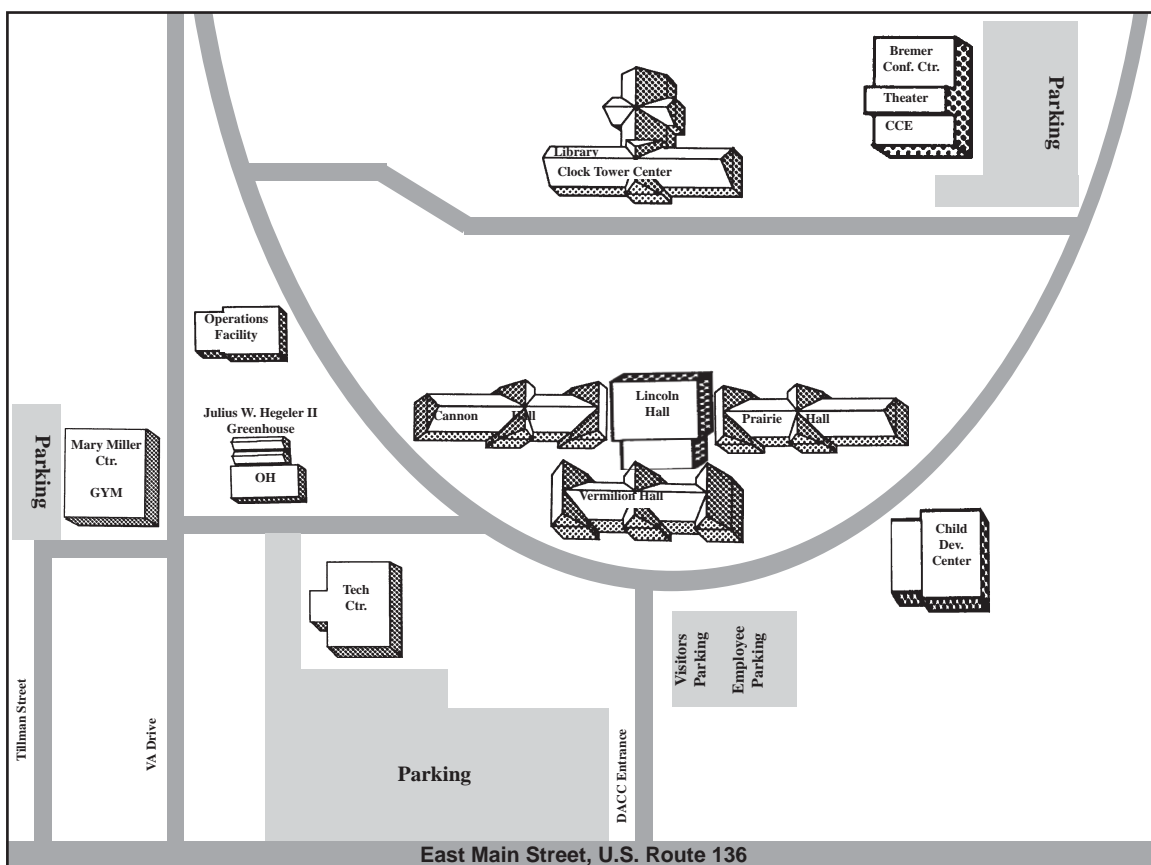
**BREMER CONFERENCE
& WORKFORCE DEVELOPMENT
CENTER**
Conference Rooms
Corporate & Community Education
Culinary Arts
Theater

**CANNON HALL**
Assessment Center
Developmental Ed
Disability Services
General Tutoring
Institutional Effectiveness
Student Success Center

**CHILD DEVELOPMENT CENTER**

**CLOCK TOWER CENTER**
Art/Ceramics/Painting
Audio-Visual
Distance Learning
Instructional Media Center
Liberal Arts
Library
Vermilion Room
Writers' Room

**LINCOLN HALL**
Bookstore
Business Division
  Accounting, Marketing, Office Systems
Career Services
College Express
Copper Penny Room
Counseling/Advisement
Food Service
Laura Lee Room
Recruitment & Retention
Security
Shipping & Receiving
Student Services
Student Union/Subway

**MARY MILLER CENTER**
Agriculture
Athletics
Engineering
Fitness Center
Gymnasium
Health Careers
Mathematics
Nursing
Sciences

**OFF CAMPUS OFFICES:**
Job Training Partnership
407 N. Franklin St., Danville

Community Education and
Small Business Development Center
Village Mall, 2917 N. Vermilion St., Danville

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

**OPERATIONS FACILITY**
  Maintenance

**ORNAMENTAL HORTICULTURE**
  Julius W. Hegeler II Greenhouse

**PRAIRIE HALL**
Adult & Basic Education
Certified Nurse Assistant
GED Services
Literacy
Middle College
Online Services

**TECHNOLOGY CENTER**
Drafting/CAD
Electronics
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
Job Training Partnership
Marketing & College Relations

**General Information**

# ACADEMIC CALENDAR
# 2015-2018

### FALL SEMESTER

|                                      | 2015-2016        | 2016-2017        | 2017-2018        |
|--------------------------------------|------------------|------------------|------------------|
| Staff In-Service Days                | August 19-21     | August 17-19     | August 16-18     |
| Fall Classes Begin                   | August 24        | August 22        | August 21        |
| Labor Day Holiday                    | September 7      | September 5      | September 4      |
| Faculty/Staff In-Service (No Classes)| October 9        | October 7        | October 6        |
| Columbus Day Holiday                 | October 12       | October 10       | October 9        |
| Veterans Day Holiday                 | November 11      | November 11      | November 10      |
| Thanksgiving Holidays                | November 26-27   | November 24-25   | November 23-24   |
| Final Exams                          | December 14-18   | December 13-19   | December 12-18   |

### WINTER SESSION

|                        | 2015-2016     | 2016-2017     | 2017-2018     |
|------------------------|---------------|---------------|---------------|
| Winter Term Begins     | December 21   | December 19   | December 18   |
| Christmas Day Holiday  | December 25   | December 26   | December 25   |
| New Year's Day Holiday | January 1     | January 2     | January 1     |
| Winter Term Ends       | January 8     | January 6     | January 5     |

### SPRING SEMESTER

|                              | 2015-2016     | 2016-2017     | 2017-2018         |
|------------------------------|---------------|---------------|-------------------|
| Faculty/Staff In-Service Days| January 13-15 | January 11-13 | January 10-12     |
| M.L. King's Birthday Holiday | January 18    | January 16    | January 15        |
| Spring Classes Begin         | January 19    | January 17    | January 16        |
| Presidents' Holiday          | February 15   | February 20   | February 19       |
| Semester Break               | March 21-24   | March 20-24   | March 26-29       |
| Spring Holiday               | March 25-28   | April 14-17   | March 30-April 2  |
| Final Exams                  | May 12-18     | May 12-18     | May 10-16         |
| Post Exam Day                | May 19        | --------------| May 17            |
| Commencement                 | May 20        | May 19        | May 18            |

### SUMMER SESSION

|                              | 2015-2016 | 2016-2017 | 2017-2018 |
|------------------------------|-----------|-----------|-----------|
| Begin Early Summer Classes   | May 23    | May 22    | May 21    |
| Memorial Day Holiday         | May 30    | May 29    | May 28    |
| Begin Regular Summer Classes | June 13   | June 12   | June 11   |
| Independence Day Holiday     | July 4    | July 4    | July 4    |
| End Summer Session           | July 29   | July 28   | July 27   |

# Danville Area
# Community College

**History**
**Philosophy**
**Objectives**
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# 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 $37 million in state and local funds in site improvements, new construction, and remodeling. New construction since 1965 includes the 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; and Lincoln Hall.

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 60 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 an active partner in building and maintaining academic excellence and economic vitality of the communities it serves. This vision will be accomplished by:

- Providing a friendly and dynamic environment in which to learn and grow;
- Embracing the ever-changing world of technology;
- Creating a learning culture where assessment of student academic achievement is valued across the institution, departments, and programs;
- Offering an affordable and convenient education for students;
- Promoting a global perspective of education;
- Reflecting diversity and inclusiveness in our students, faculty, and staff;
- Cultivating partnerships with the community to develop innovative and vital solutions to meet changing academic and economic needs;
- Challenging students to explore their full potential through rigorous academics, diverse campus organizations, and innovative career experiences; and
- Enhancing opportunities for student success through comprehensive support services.

# 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.

**General Information**

**General Information**

## 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

When students graduate from Danville Area Community College, faculty and staff want to be confident that they have the needed skills to succeed.

With this goal in mind, the Assessment of Student Learning Committee has established four General Education Outcomes, or "core" skills, that each student should possess once he or she completes a program of study at the College.

The Committee agreed that these skills should be incorporated into the courses that make up every program of study that DACC offers.  In other words, whether a student graduates with an associate degree in history, electronics, or nursing, he or she will have acquired all four of these general education skills as a result of taking courses that make up that major.

1.  **Competence in communications.** Written communications, Oral communications/Listening skills, Visual Communications.
2.  **Competence in critical inquiry and problem solving.** Qualitative analysis, Quantitative analysis, Ability to define a problem and construct methods to gather, analyze, interpret, and evaluate data.
3.  **Technological competence.** Technological competence, Ability to use current resources, methods, technology, Adaptive skills for future learning.
4.  **Cultural awareness and social skills.** Effective human relations in diverse settings, Application of ethical principles, Understanding of local, national, and global issues, Appreciation for aesthetics and the arts.

**General Information**

General Information

# General Information

**Admissions**
**Residency Policies**
**Tuition and Fees**
**Scholastic Requirements**
**Facilities and Services**

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 Assessment 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 General Education Development (GED) 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 Cindy Peck 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 prior to the orientation. Appointments may be made by calling the Assessment Center at 217-443-8708.
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 students are encouraged to meet with a DACC Academic Advisor or Counselor to set up an educational plan of study. Full-time students (12+ credit hours) must register through an Academic Advisor/Counselor. Part-time students, who do not need advisement assistance, may register through the Admissions/Registration office. 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. Bills and schedules will no longer be mailed to students. 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.

**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
- Wind Energy Technician AAS

**Admission Requirements for Baccalaureate-Oriented Curricula—**

Minimum entrance requirements for Associate in Science and Arts and Associate in Engineering Science 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 ASA 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 | 2 | 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 ASA 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 (ASA and AES)
        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. based on recommendation;
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;
5. Provide an affidavit stipulating that adequate finances are available for their support while studying in the United States.
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. Six 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 English as a Second Language classes.

**Auditing Students**

Permission to audit a course may be obtained from Division Deans when space is available. 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).

**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 since Fall 2009 will be required to attend a New Student Orientation due to new policies and procedures.

**SCHOLASTIC REQUIREMENTS**

**Academic Load Definitions**

| Academic Status | Fall & Spring Terms<br>*Please note Financial Aid uses the Fall/Spring definitions for Summer too. | Summer Term<br>*Definitions are used for general DACC use only, not for Financial Aid standards. |
|---|---|---|
| Less than Half-time<br>(also Part-time) | 1-5 credit hours | 1-2 credit hours |
| Half-time<br>(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<br>(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. 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.

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 will be performed within 30 calendar days after the end of the term so that a grade may be recorded.
P      Completed/Passed grade used for successfully completed labs and orientations.
AU     Audit - Student auditing a class will receive an "AU" grade.
(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 eleven (11) 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 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*. Academic Advisors/Counselors should be consulted before changes are made. They can offer advice on the implications of the changes being considered, course availability (i.e., is it a "Spring Only" course), and/or the effect on your 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.

**General Information**

**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**

For classes that meet 5 weeks or longer, students may withdraw from a course up until the end of the week that 75% of the course has been completed (according to course start and end dates). For classes that meet 4 weeks or less, students may withdraw up until the Friday (or end of the week) prior to the end of the course. Since start/end dates vary, withdrawal dates will be posted every semester. It is the student's responsibility to know the dates. Withdrawal dates are posted on the DACC website at 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 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.

**General Education Assessment Requirement**

Danville Area Community College requires all Associate Degree applicants for graduation to complete an assessment of one general education outcome. The assessment is a form of exit assessment, the purpose of which is the improvement of instruction and student learning. Prospective graduates will be notified when they are to take the assessment when they file an "Application to Graduate" with the Records Office. At that time the prospective graduates will participate in an assessment session, approximately 45-60 minutes in length conducted in the Assessment Center, either online or in a group setting. For further information or to schedule an appointment, contact the Assessment Center in Cannon Hall, Room 103. There is no charge to the student for this assessment.

**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.

**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 Assessment 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**

Danville Area Community College 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.

**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 separation papers and/or their military transcript(s) to the Records Office (in Vermilion Hall) for credit evaluation.

**CREDITS IN ESCROW/DUAL ENROLLMENT**

Through Credits In Escrow, academically capable high school students may enroll in college credit courses while still enrolled in high school. The credits earned are placed in escrow pending graduation from high school at which time the credits are applied toward the student's college certificate or degree program.

**Eligibility Criteria for Credits In Escrow/Dual Enrollment:**
1.  High School Seniors with a cumulative grade point average of 4.0 or higher on a 5.0 scale. Students will be considered Seniors the summer after completion of the Junior year in High School.
2.  High School Juniors with a cumulative grade point average of 4.5 or higher on a 5.0 scale. Students will be considered Juniors the summer after completion of the Sophomore year in high school.
3.  Appropriate placement scores in subject area disciplines which require stipulated entry level skills as required by the College.
4.  A recommendation in writing from the high school principal, counselor, or other school designee which approves the student for enrollment in college credit course work.
5.  Additionally, the High School will stipulate on the written recommendation the maximum number of courses and/or credit hours for which the student may enroll during any given term.
6.  Payment of DACC tuition and fees by the student.

**Exceptions:**

High School students requesting an exception to the eligibility criteria excluding placement testing may be considered on an individual basis by the students' home high school.

**DUAL CREDIT GUIDELINES**

Through the High School/College Dual Credit, academically capable high school students may enroll in college credit courses and receive credit toward both the high school diploma and a college certificate or degree program of study.

1.  High School Seniors with a cumulative grade point average of 4.0 or higher on a 5.0 scale. Students will be considered Seniors the summer after completion of the Junior year in High School.
2.  High School Juniors with a cumulative grade point average of 4.5 or higher on a 5.0 scale. Students will be considered Juniors the summer after completion of the Sophomore year in high school.
3.  Appropriate placement scores in subject area disciplines which require stipulated entry level skills as required by the College.
4.  A recommendation in writing from the high school principal, counselor, or other school designee which approves the student for enrollment in the college credit course.
5.  The College will waive tuition costs for Illinois high school students. The student will be responsible for payment of fees and instructional materials if applicable.

NOTE:  Dual Credit/Enrollment coursework is not eligible credits for Federal and/or State Student Financial Aid (Federal Title IV or ILMAP/IIA).

**Exceptions:**

High School students requesting an exception to the eligibility criteria, excluding placement testing, may be considered on an individual basis by the students' home high school.

**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.

**General Information**

## 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 http://www.dacc.edu/tuition/

1. Tuition: Credit Courses
   A. Tuition for in-district students under age 60 is $110.00 per semester hour.
   B. **Tuition is waived for in-district student age 60 or older. The $15 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 $110.00 per semester hour.
   Tuition for out-of-district students without authorized partial student support $190.00 per semester hour.
   D. Out-of-district or out-of-state but employed 35 or more hours per week in-district $110.00 per semester hour.
   E. Tuition for out-of-state students $190.00 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) $165.00 per semester hour.
   G. Tuition for international students $190.00 per semester hour.
   H. Tuition rates applied to specific instructional programs:
      1. Radiologic Technology and Sonography Programs - $220.00 per semester credit hour for in-district students, $275.00 per semester credit hour for Indiana students residing in the 7 county area, and $300.00 per semester credit hour for out-of-district students. The Technology/Activity Fee of $15 per semester credit hour applies to all students.
      2. Tractor Trailer Driving Program - For the 11 credit hour program, $305 per credit hour, plus $15 per hour Technology/Activity fee. ( = $3,520.00 total). For the 16 hour credit hour program, $3,905 plus the $15 per hour Technology/Activity fee ( = $4,145 total).
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 $15.00 technology/activity fee per credit hour.
   B. Students will be charged a fee for each laboratory course. Students will be billed for any breakage of laboratory equipment. Payment for breakage must be made before term grades are released.
   C. Additional charges are required for certain courses using extraordinary equipment or materials or requiring special services.
   D. Official Transcript of Credits . . . Each copy $5.00 each.
   E. Auditing, plus applicable fees, per semester hour . . . $110.00. Proficiency examinations minimum of one credit hour of tuition. Graduation fee (cap and gown rental) . . . approximately $30.00. All fiscal obligations due the College must be cleared prior to registration for a subsequent term and prior to graduation.
4. On-Line Credit Courses: Tuition and Fees
   1. Tuition: In-district students will be charged $110.00 in tuition per semester credit hour; all other residency students will be charged $165.00 per credit hour.
   2. Fees: Students will be charged a fee of $55.00 per course plus a $15.00 Technology/Activity fee per semester credit hour.

### Payment and Access to Account Balance

Tuition and fees are due and payable in full the Friday before classes start, unless the student has already signed up for DACC's payment plan NBS (formerly FACTS). Information about NBS can be found on DACC's home page. Access to account activity and current balance is available on-line only by signing into the Student Services Jaguar Spot. Payments are accepted at the Cashier's office via cash, check, Master Card, Visa or Discover. Students may also pay by signing into the Jaguar Spot for on-line 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 the Friday 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 the State of Illinois' Local Debt Recovery Program (LDRP) or a collection agency. The LDRP is a program whereby amounts are withheld from tax refunds, paychecks of State of Illinois' employees and lottery winnings. Failure to pay will also result in restrictions on the student's ability to register for future classes, receive official transcripts and other College services.

## 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 withdrawal 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 withdrawal 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. The North Central Association as an accrediting agency has not established a refund rule.

## 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 Examinations

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.

Course proficiency examinations and proficiency credit are subject to the following:

1. Proficiency credit may not duplicate credit earned at DACC or 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 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 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 is not included in the computation of a student's grade point average (GPA).
7. A maximum of 30 semester hours earned through course proficiency examinations will be credited toward an associate degree.
8. 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.
9. A copy of the report of the results of the course proficiency examination and of the examination shall be filed with the Vice President for Instruction within ten days of the administration of a course proficiency examination.
10. A person seeking proficiency credit must have previously completed courses in which credits have been earned at Danville Area Community College.

**Proficiency Exam Procedures**

The following procedures will be applied to students wishing to take a proficiency exam for a class in which he/she is currently enrolled:

1.  If the student pays the exam fee, successfully completes the proficiency exam, and withdraws from the class within the first two weeks of the semester, he/she will be reimbursed the tuition paid for the class.
2.  If the student pays the exam fee, successfully completes the proficiency exam and withdraws from the class the third week of the semester or later, he/she will not be reimbursed the tuition paid for the class.
3.  If the student pays the exam fee but does not successfully complete the proficiency exam, he/she will still be enrolled in the class but will not be reimbursed the fee paid for the exam.

**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 file notice and 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. Students 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** and the student must wait to sign up for the course until the week before the class starts. DACC will use the highest grade earned to calculate the student's grade point average. When students transfer from DACC, other colleges may chose 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.

(See next page)

| | 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 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 <u>not</u> 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.
5. Students will only be allowed to officially register for the course if seats are available the week before the class starts. Students may register through the Admissions/Registration office at this point in time.

**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.
- Prior to requesting a Grade Exclusion, the student must have earned a minimum of twelve semester credit hours with a grade point average of 3.0 (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.

**General Information**

**Student Conduct Code**

Membership in the DACC community brings both rights and responsibilities.  The College expects its students and visitors to exhibit conduct compatible with the educational mission and values of the College.  Inappropriate conduct by students is subject to disciplinary action as outlined in the College's Student Code of Conduct, which addresses both academic integrity and social conduct.  The complete Code of Conduct may be obtained from the Dean of Student Services' Office (Lincoln Hall), on the DACC website (www.dacc.edu), and appears in the DACC Student Handbook.

Any student found to have committed or to have attempted to commit the following misconduct is subject to disciplinary sanctions as outlined in section IX of the Student Code of Conduct.

- Acts of dishonesty, including but not limited to the following: Cheating, plagiarism, or other forms of academic dishonesty; Furnishing false information to any DACC administrator, faculty, or staff member, or office; Forgery, alteration, or misuse of any DACC document or record.
- Disruption or obstruction of teaching, administration, disciplinary proceedings, other DACC activities, or of other authorized non-DACC activities when the conduct occurs on DACC premises.
- Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person.
- Sexual assault, domestic violence, dating violence, stalking.
- Sexual Harassment, explicit sexual propositions, innuendos, jokes, obscene materials, unwanted advances, sexual favors, physical, verbal, or visual conduct based on sex.
- Attempted or actual theft and/or damage to property of the DACC or property of a member of the DACC community or other personal or public property, on or off campus.
- Engaging in acts of bullying, hazing, or intimidation towards members of the DACC community; forms of bullying also include stalking and cyber-bullying, or electronically-based communications.
- Failure to comply with directions of DACC administrators or faculty or staff acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- Unauthorized possession, duplication or use of keys to DACC premises.
- Unauthorized access to any DACC office, computer, or premise.
- Violation of any DACC policy, rule or regulation published in hard copy or available electronically on the DACC website.
- Violation of any federal, state or local law.
- Use, distribution, or sale of tobacco, including any smoking device, faux-smoking devices, or carrying of any lighted smoking instrument, in college buildings or on college premises without exception, at events on college premises, or in college-owned, rented or leased vehicles.
- Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances.
- Use, possession, manufacturing, or distribution of alcoholic beverages, or public intoxication.
- Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on DACC premises or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others.
- Participating in an on-campus or off-campus demonstration, riot, or activity that disrupts the normal operations of DACC and/or infringes on the rights of other members of the DACC community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
- Obstruction of the flow of pedestrian or vehicular traffic on DACC premises.
- Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on the DACC premises. Disorderly conduct includes but is not limited to: Any unauthorized use of electronic or other devices to make an audio or video record of any person while on DACC premises without his/her prior knowledge, or without his/hers effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in the Fitness Center, locker rooms, or restrooms.
- Any violation of the DACC Computer/IT policy.
- Abuse of the Student Code of Conduct system, including but not limited to:
    - Failure to obey the notice from the Student Conduct Officer to appear for a meeting or hearing as part of the Student Code of Conduct system.
    - Falsification, distortion, or misrepresentation of information before the Student Conduct Officer or Student Conduct Hearing Committee.
    - Disruption or interference with the orderly conduct of a Student Code of Conduct discipline proceeding.
    - Attempt to discourage an individual's proper participation in, or use of, the Student Code of Conduct system
    - Attempting to influence the impartiality of a member of a Student Conduct Hearing Committee.
    - Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Hearing Committee and/or any witness.

Disciplinary sanctions may be imposed for conduct which occurs on college, DACC Foundation owned property, or Foundation Housing, DACC, in or out of the classroom setting, while using College technology, at off-campus instructional sites, during off-campus college-sponsored events, and for off-campus conduct, which materially and substantially interferes with the college's operational and educational programs or the safety and welfare of the college community. Any charges on Foundation Housing, DACC property, shall not be deemed to be off campus.

The complete Student Conduct Code may be obtained from the Dean of Student Services' Office (Lincoln Hall), on the DACC website (www.dacc.edu), and appears in the DACC Student Handbook.

**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 from the Dean of Student Services and is presented in the DACC Student Handbook and on the DACC website.

**Non-Discrimination Statement**

Danville Area Community College does not discriminate 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 following person has been designated to handle inquiries regarding the non-discrimination policy: Jill A. Cranmore, Director, Human Resources, Affirmative Action Officer, Danville Area Community College, 2000 E. Main St., Martin Luther King Memorial Way, Danville, IL 61832-5199, 217-443-8756.

**Anti-Harassment in Education**

Danville Area Community College is committed to providing its students with an educational environment that is free of discrimination. Accordingly, the College will not tolerate harassment of Danville Area Community college students by anyone, including its president, or any administrator, any (full, part-time, and/or visiting) faculty or staff member, including any graduate assistant, any other College student, or any third party.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, color, race, religion, creed, ancestry, national origin, age, physical or mental disability, marital status, or legally protected statuses. The College will not tolerate harassing conduct that affects tangible benefits of education, that interferes unreasonably with an individual's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Such harassment may include, for example, jokes about another person's protected status, kidding, teasing or practical jokes directed at a person based on his or her protected status.

Sexual harassment deserves special mention. Sexual harassment is conduct based on sex, whether directed toward a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another person's body. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when:

1. The student's submission to such conduct is either explicitly or implicitly made a term or condition of receiving an education;
2. The student's submission to or rejection of such conduct is used to influence the student's educational development or participation in any College activity or program, including but not limited to: whether the student will be admitted to the College; the educational performance required or expected of the student; the attendance or assignment requirements applicable to the student; the courses, fields of study or programs (including honors and graduate programs) to which the student will be admitted; what placement or course proficiency requirements are applicable to the student; the quality of instruction the student will receive; what tuition or fees are required of the student; what scholarship opportunities are available to the student; what extracurricular teams the student will be a member of or in what competitions the student will participate; any grade the student will receive in any examination, course or program of instruction; the progress of the student toward successful completion of a course or program or graduation; what degree, if any, the student will receive; or
3. The conduct has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile, or offensive educational environment.

All College students and employees are responsible to help assure that we avoid harassment regardless of whether the harassment has yet reached a severe or pervasive level that is considered a violation of the law. If any student of the College feels that he/she has experiences or witnessed harassment, he/she is required to notify the College's Affirmative Action Officer, Jill Cranmore, Director of Human Resources, 217-443-8756, the College's Dean of Student Services, Stacy Ehmen, 217-443-8746, or the President, Dr. Alice Marie Jacobs, 217-443-8748. The College forbids retaliation against anyone for reporting harassment, assisting in reporting harassment or cooperating in a harassment investigation. If any student feels that he/she has been retaliated against, he/she is to notify the College's Affirmative Action Officer, Jill Cranmore, Director of Human Resources, 217-443-8756, or the Dean of Student Services, Stacy Ehmen, 217-443-8746.

The College's policy is to investigate all harassment complaints made under this policy impartially, thoroughly, and promptly. To the fullest extent possible, the College will keep harassment complaints, records related to harassment complaints, and the terms of the complaint's resolution confidential. If an investigation confirms that a violation of the policy has occurred, Danville Area Community College will take appropriate corrective action to stop the harassment and

**General Information**

to ensure that the harassment does not reoccur. Such corrective action may include training of the harasser, monitoring the harasser, and/or academic or job-related discipline of the harasser proportional to the offense, up to and including expulsion or discharge.

### Sexual Harassment in Education is Illegal

Under the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., the Illinois Human Rights Act ("Act") prohibits unwelcome advances or conduct of a sexual nature, and requests for sexual favors of students by an executive, faculty member, administrative staff member, or teaching assistant in an institution of higher education when such behavior interferes with the student's performance or creates an intimidating, hostile or offensive environment. Institutions of higher education include public or private universities, colleges, community colleges, junior colleges, business schools, and vocational schools. The Act prohibits retaliation against a student for opposing sexual harassment in higher education or for participating in an investigation (internal or external) of sexual harassment in higher education or for filing a charge. "Sexual harassment in higher education" is defined in Section 5A-101(E) of the Act.

Following are examples of sexual harassment in higher education: 1) a professor who continually makes jokes of a sexual nature in the classroom; 2) a registration advisor who tells a student the student might be able to get a class if the student dates the advisor; 3) an admissions advisor who tells a prospective student that the advisor will put in a "good word" for the prospective student if the student dates the advisor; and 4) a financial assistance advisor who tells a student that "if you have sex with me, I can look out for scholarships for you".

Any student who believes he or she is being subjected to sexual harassment, including sexual advances, should contact Jill Cranmore, Director of Human Resources at 217-443-8756 or Stacy Ehmen, Dean of Student Services at 217-443-8746.

The student may also contact the Illinois Department of Human Rights for further information or to file a charge at 312-814-6200 or 217-785-5100. Charges must be filed within 180 days of alleged sexual harassment. The charge and complaint process is described in more detail at http://www.state.il.us/dhr/Forms/CIS-SXH.htm and http://www.state.il.us/dhr/charges/charge_1.htm.

Freedom of a student to protest by lawful means must and shall be protected by all the authority available to the College. However, when actions of individuals interfere with the legitimate rights of others and are directed at the disruption of the normal processes of college life, appropriate disciplinary action shall be taken.

If interference with the normal function and proper conduct of the College occurs, the College may take appropriate disciplinary action including suspension and/or expulsion, and notification of civil authorities when Local, State or Federal laws are broken.

### 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 Graduation 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 Graduation 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 Graduation ceremony. The student's cumulative grade point average at the completion of Fall Term prior to the May Graduation Ceremony is used to determine Honors Recognition. Certificate completers are not eligible for Honors Recognition at the Graduation 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 graduation 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 graduation ceremony, summa cum laude candidates perform assigned duties.  The candidates will be assembled approximately one month before graduation to determine the 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 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.

## Transfer Credit Evaluation

Danville Area Community College accepts 100-level and 200-level coursework from other postsecondary institutions who have been accredited by approved national, regional, and professional 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.

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, the student will be notified of the results. The evaluation will specify what the transferred coursework equated to at Danville Area Community College.

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. The accepted coursework will also 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.

Danville Area Community College will limit the academic residency to twenty-five percent or less of the degree requirement for all degrees for active-duty servicemembers and their adult family members (spouse and college-age children). In addition, there are no "final semester" residency requirements for active-duty servicemembers and their family members. 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.

## Transfer of Credits

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.

It is highly recommended that a student complete at least 60 semester hours 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.

## FACILITIES

## 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 a Book Buyback during finals each semester. 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.

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

General Information

**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 ages 15 months-5 years. It also serves as a laboratory observation center for DACC classes in related fields. The Center is open from 6:45 a.m. to 5:30 p.m. Monday through Friday and is closed on college holidays. Weekly, daily, and half-day tuition rates are available. Programs at the Center, which is staffed by a director, five teachers, numerous student workers, student interns, and a cook, are intended to promote the social and 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.

**DACC Downtown Center**

The Danville Area Community College Downtown Education Center is located at 407 North Franklin Street, Danville. The DACC Downtown Education Center offers a comprehensive computer lab, including Internet access, which is open to the general public. Hours of operation are Monday-Friday, 8:30 a.m. to 4:30 p.m.

Courses offered at the DACC Downtown Education Center include Adult Basic Education and GED Review.

**Instructional Media**

The Instructional Media Department provides media and technology services to Danville Area Community College. Traditional media services such as audio and video production, DVD and tape duplication, transparency production, lamination and the distribution and maintenance of presentation equipment in classrooms are provided. It is the goal of the department to make every classroom on campus Technology Enhanced with a focus on versatility and user-friendliness. A broadcast television production studio is housed in Instructional Media and can be scheduled for classroom and promotional projects. Interactive Video Classrooms are also available on campus with support and maintenance from the Instructional Media Department. 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 Thursday: 8:00 a.m.-5 p.m. and Friday 8:00 a.m.-4:00 p.m. The Instructional Media Department is located in the lower level of the Clock Tower Building. Phone: (217) 443-8577 Jon Spors, Director, (217) 443-8557 Jeff Rush, Telecommunications/AV Technician, (217) 443-8738 Technical Assistant.

**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 will be 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.

# Student Services

**Academic Advisement and Counseling**
**Assessment Center**
**Career & Employment Services center**
**ENRICH**
**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**
**Veterans Multipurpose Employment Center**

**General Information**

**STUDENT SERVICES**

General Information

**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.

DACC 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. Many of the new students take their placement assessments during this time and tour the DACC campus to acclimate themselves and become familiar with where their classes are located.

Students registering for 12 or more credit hours (fall or spring semester) or more than 6 hours (summer semester) are required to work with a counselor or advisor. Students must also meet with an Advisor to be approved to register themselves online.

It is recommended that all part-time students meet with an advisor to set up an educational plan. The College will provide special assistance, as needed, for disadvantaged and disabled students. Special services are available through the Student Success Center office located in Cannon Hall.

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/

**Assessment Center**

The staff of the DACC Assessment Center administers a variety of assessments, including placement tests for new students (COMPASS), College-Level Examination Program (CLEP) tests, Spanish and French placement tests, Windows proficiency test, Microsoft Office Specialist Certification tests, alternative delivery course tests, and proctored exams for students at other educational institutions. The Assessment Center is also an authorized Pearson Vue Testing site which allows them to test a multitude of tests by Pearson Vue. In cooperation with the College's Corporate and Community Education division, the Assessment Center also serves as a testing site for local businesses. The Assessment Center adheres to the professional guidelines and standards set by the National College Testing Association (NCTA) and it is listed as a national testing site with that organization.

For prospective students who live outside of DACC's college district but wish to enroll in online courses offered by DACC, please contact the Assessment Center for information on how to take the COMPASS 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 assessment center.

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

The staff administers a variety of assessments, including assessment/placement tests for new students and the CAAP post-test for graduating students. Specific tests include:

- COMPASS Placement Test on-line.
- ASSET (a written placement test used for special situations)
- Pearson VUE tests (DACC is an authorized testing center)
- CLEP (College Level Examination Program) in which college level credit is given for successful completion of a test. $77 for test and $20 for non-student proctoring.
- MOS (Microsoft Office Specialist) Certification-Online tests certifying Microsoft Program competence.
- Spanish and French proficiency tests (Placement in Spanish or French 101, 102, 103 or 104)
- Windows proficiency test – Word proficiency test
- LPN/RN ATI Testing (Students enrolled in DACC LPN and RN Program)
- TEAS Nursing Placement Test
- Remote Testing site ($20 fee per two hours for non-DACC students)
- WorkKeys (aptitude test used by local businesses)
- Paraprofessional (for Teachers' Aide certification)
- GED (for Illinois)
- Evaluation Systems (Basic Skills, TAP, APT, Content Exams, etc.)
- AHIMA (American Health Information Management Association)

**Assessment 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 Assessment Center.

Normal Business Hours for the Assessment Center:
Mon, Thurs, & Fri: 8:00am-5:00pm
Tues & Wed: 8:00am-7:00pm

**Additional www.dacc.edu/depts/assess schedules are made for mid-term week and finals week. Please consult the Assessment Center webpages at for up-to-date information each semester.

For more information about the Assessment Center (Cannon Hall, Room 103) or to schedule an appointment, please call 217-443-8708.

### Career & Employment Services Center

The Career & Employment Services, located in Lincoln Hall, Room 104, assists students in making career and life planning choices. Students seeking assistance in their career choice or in identifying skills which will aid them in the job search process may visit the Career & Employment Center. A variety of career information is available, including several computerized career guidance programs. Personnel are available to assist students in the career decision-making process through individual counseling and testing as well as career planning seminars.

Career & Employment Services also helps students with their full-time, part-time and seasonal employment needs. Career & Employment Services personnel serve as liaisons between DACC students, faculty/staff and potential employers. The automated service is designed to help the DACC student acquire the skills necessary for successful job search as well as connect the student with potential employer contacts. Job search information and employer information are available in the Career & Employment Center.

### 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 Assessment Center/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. Assessment 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 Assessment Center (443-8708).
2. Disability Services Specialists: Kelley Cervantes (CH-112, 443-8702) & Ken Horlander (CH-111, 554-2947), review eligibility documentation and coordinates academic auxiliary aids and other accommodations services for eligible students with disabilities. They may be contacted through the Assessment Center or by phone at the numbers listed above.
3. Mike Cunningham, Director 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. Mike Cunningham may be contacted by phone at 443-8831.
4. Jill Cranmore, Director of Human Resources (Affirmative Action Officer and Section 504/ADA Compliance Officer) is responsible for addressing concerns of students, staff, and the public regarding compliance and accessibility. Jill Cranmore may be contacted by phone at 443-8756.

### 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.

### ENRICH Program

ENRICH, Eliminating Negative Reinforcements - Inspiring Confidence and Hope, is based on the philosophy that education is the most fundamental building block of freedom and human rights. The purpose of the program is to work collectively with community members, agencies and educational systems to identify and serve the needs of the most vulnerable members of Vermilion County; equip them with the knowledge and skills necessary to overcome barriers to access, greater opportunity and academic achievement; embrace access and inclusion and foster a climate that values diversity, individual abilities, and interest; and offer guidance, encouragement and unconditional support to those with a desire to improve their life circumstances through education and who demonstrate a willingness to invest in themselves. For additional information contact 217-443-8755.

### Housing

The College does not maintain campus residence hall facilities. A courtesy list of housing is maintained in the Academic Advisement and Counseling Office and is available to students, parents, and other interested parties.

### 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. Students may obtain access to the Jaguar Spot twenty-four hours after they've completed the DACC Application/Student Information form. 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. For students and staff, DACC ID cards serve as library cards. A resident of the college district may request a courtesy library card. 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. There is also a group study room which may be reserved through the Circulation staff. A "Listening Room" and audio-visual equipment are provided for in-house use of music and visual media. 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.

## Student Success Center

The DACC Student Success Center, located in Cannon Hall, Room 113, offers academic support services that promote and enhance student success. These services include the General Tutoring Lab and the TRiO Student Support Services Program. The General Tutoring Lab is open Monday through Thursday, 10:00 a.m. to 3:00 p.m. Tutoring services are free to DACC students. Students may receive tutoring in the following courses: DEVE 098 and 099, DEVM 098 to MATH 105, GSCI 100, BIOL 100 and BIOL 102, PSYC 100, CBUS 150, and other subjects upon request. In addition, students can receive tutoring in note taking, memory improvement, time management, and spelling and vocabulary. Note: The General Tutoring Lab is based on a walk-in schedule and students do not receive appointments.

The TRiO Student Support Services Program is a competitive five-year grant funded by the United States Department of Education and is designed to increase college retention and degree completion. TRiO offers support to 190 first generation, low income or students with disabilities each year. 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, and academic success workshops. Individuals can learn more about the General Tutoring Lab and TRiO Student Support Services Program by visiting the Student Success Center located in Cannon Hall, Room 113 or by calling 443-8898 (TDD/TTY 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.

## Tutoring

The college offers 3 forms of tutoring services:

**General Tutoring:** General Tutoring is provided to all DACC students through the Assessment Center. Peer Tutoring is offered in development and basic-level courses of Math, Science, and English, Psychology, and Computer Business. Peer 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. Tutoring is available for walk-in students. No appointments are needed. Students should visit the Assessment Center in CH-103 to learn more about their options. Please note, tutoring sessions take place in the Student Success Center, Cannon Hall Room 113.

Courses tutored include: DEVR 098/099; DEVE 098/099; DEVM 098/099/100; CBUS 150; BIOL 100; and PSYC 100,

**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

**General Information**

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 in the following math and science courses:

- Math 101, 105, 115, 120 (is offered when tutors are available, see schedule)
- Biology 102
- Anatomy and Physiology 136
- Chemistry and Physics
- Nursing

Visit the MASS webpages at http://www.dacc.edu/depts/MASS for more information.

**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, and 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.

**Veterans Multipurpose Employment Center**

The Veterans Multipurpose Employment Center serves the Veteran population in the areas of training and employment. The Center is designed to help Veterans successfully compete in the job market while alleviating employment-related barriers. Services provided include:  career counseling and skills assessment, workshops, current listing of employment opportunities, labor market information and job search tips, resume development, online career libraries and access links, assistance in navigating the college system, training access, and other supportive services. The Veterans Center is the hub of information for other Veterans-based community services and networks. The Veterans Center is located within the Career & Employment Services Center.

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**FINANCIAL ASSISTANCE**

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**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 indicate 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 visit the Human Resources Office, Vermilion Hall, 2nd floor, west wing, and complete the Student Worker Packet.

**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
- Attend loan counseling and other special requirements that include financial literacy sessions
- 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 grade transcripts must be submitted to the Records Office and be evaluated for "transfer in" credits.

**Federal Direct Stafford Loan Program (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.
- New 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.

**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.

**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 (the ISIR) 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, in bulk in FAO Lobby and on-line) and submits it to the DACC FAO it will be reviewed for eligibility for the program.

A student must complete the Financial Literacy Session, USA Funds Life Skills, before the loan request will be considered.

Once a student is entering the Grace Period of their loans they will be contacted by USA Funds representatives to review their terms and responsibility as a borrower and to help the student get on the right track in loan repayment.

**Division of Rehabilitation Services (DORS)**

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

**Veterans' Educational Benefits**
1.  Montgomery G. I. 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. The North Central Association as an accrediting agency has not established a refund rule.

**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 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.

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), formerly FACTS, 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 $25.00 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/financial/short loan.

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, National Guard and the MIA/POW Scholarship

**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.

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 c*alculate 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 SUSUPENSION 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.

**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* is 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 <u>before</u> 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 maybe 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/ar/oss.

**Scholarships for Students**

Each year through the generosity of our donors, scholarships valued at more than $400,000 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 mid-December through mid-February at area high schools, the DACC Foundation office, and several student service offices at DACC. An on-line application is available at www.dacc.edu/foundation/ . This will provide a link to the on-line application.

A second round of applications is considered during the summer.

**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, the College President, 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.

**General Information**

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.

### 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 $6,000. The DACC Foundation provides funding for the first year of the Presidential Scholarship and a gift from the Frank Brittingham Estate supports the second year of the program.

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 promotional 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 Government Association (SGA)

Students at DACC are represented by a twelve-member Student Government Association (SGA). SGA elections are held each September. SGA members must maintain a minimum semester and cumulative grade point average of 2.00 ("C") and carry a minimum of nine semester hours. Petitions for a SGA seat may be obtained from the SGA Advisor at the beginning of the fall semester.

The purposes of the Student Government Association are:
- To provide an effective means of communication;
- To promote a positive relationship between the students and faculty, students and administration, and within the student body;
- To be knowledgeable of all DACC policies/procedures and appropriately channel student questions and concerns;
- To support the development and promotion of students activities at DACC.

Students are encouraged to contact their SGA members. The SGA office is located in the Lincoln Hall, Room 115. The phone number is 443-8711.

### 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 443-8741.

### 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 **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 Dawn Nasser at 443-8755 or dnass@dacc.edu for more information regarding DACC clubs and organizations.

### Accounting Club

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 Barbara Thomas can be reached at bthomas@dacc.edu.

### 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 advisor at 217-443-8816.

**AMALE**

The African-American Males Addressing Life Effectively (AMALE) group is a student organization designed to increase the graduation rate of men of color. This goal is achieved by connecting students to the DACC campus, resources and networks that are necessary for student success.  Activities include, but are not limited to, workshops and social interactions with other men of color, faculty and staff to address obstacles to student success. Advisor Stan Oglesby can be reached at soglesby@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, and women's softball. 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. Students interested in becoming a member of the Squad should contact Coach Susan Willaman by e-mailing jsmmm@cooketech.net.

**College Republicans**

The College Republicans work to bring young people into the Republican Party, and ensure the future of the conservative movement in America. They promote the principles of the Republican Party among members of the campus and community and encourage and assist in the organization and active functioning of the Republican Party at local, state, and national levels. The Club will develop political skills and leadership abilities among Republican students as preparation for future service by them to the Party and community. They operate as the foot soldiers of the party and carry out the grassroots efforts that drive the Republican Party forward. Advisor Ryan Wyckoff can be reached at the Clock Tower Center or e-mail him at rwyckoff@dacc.edu.

**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 Eric Simonson (Music Professor) by e-mailing simonson@dacc.edu.

**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 Dawn Nasser at dnasser@dacc.edu for more 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 Eric Simonson (Music Professor) by emailing simonson@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 can contact Dawn Nasser at dnasser@dacc.edu for more information.

**The GUILD**

The GUILD is focused on educational and emotional support for DACC students, through means of trading card games and video game tournaments. The club promotes good sportsmanship and sharing knowledge through events on and off campus. Advisor Wes Brown can be contacted at wbrown1@dacc.edu.

**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.

**General Information**

**Intercollegiate Athletics**

The College is an NJCAA, Division II recognized school which fields several highly competitive intercollegiate teams including men's and women's basketball, cross-country, men's baseball, and women's softball. Athletic Scholarships are available in each sport for students who meet the award criteria as determined by the College and by the NJCAA, Division II. For more information contact the Athletic Department, 443-8551.

**Pep Band**

Students may earn humanities credit for participation in the DACC Pep Band. See the course description for MUSI 153. For more information contact the Liberal Arts Division at 443-8724.

**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 unequaled 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. Advisor Patricia Harlow can be contacted at pharlow@dacc.edu.

**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. Alberto Bello, Director of Radiology Technology Program, is the advisor and he may be contacted by e-mailing abello@dacc.edu.

**DACC Scholars Program**

The DACC Scholars Program is an independent study honors program that will expand your intellectual horizons and enhance your academic experience. The program provides additional intellectual stimulation, academic challenge, scholastic opportunity, and personal enrichment beyond the confines of the classroom. In this program, students complete a total of four independent study projects in eligible classes prior to graduation. The scope of these projects is limited only by your own creativity and effort. In addition, members participate in at least 2 special scholar's activities each semester. Because DACC is a member of the National Collegiate Honors Council, completion of this program is usually transferable to honors programs at four year universities. For more information about this program, please contact Marla Jarmer, Director of Scholars Programs, at 217-443-8796 or at mjarmer@dacc.edu

**Student Veterans of America (SVA)**

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.

**Sustainability Working Group**
The Sustainability Working Group consists of students, faculty, and staff who are interested in completing sustainability projects on campus and in the community. The group is involved with special events such as Campus Sustainability Day, America Recycles Day, and Earth Day as well as on-going efforts to make the campus greener and more sustainable. Contact Andrew Kerins at akerins@dacc.edu for more information.

**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.

**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.

**WISE**
The focus of WISE (Women Inspiring Success Effectively) is to build the foundation for student success and retention. Our goal is to identify the skills "of a good leader" and provide the tools to develop African American females into academically skilled leaders of tomorrow. Advisor Carla Boyd can be contacted at cboyd@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, and maintenance help.

Students interested in student employment should visit the DACC Human Resources (HR) Office (2nd Floor of Vermilion Hall) and request the Student Employment Packet. Once completed HR will forward your Student Worker Referral Form to the Career Services Office, this office will distribute your Referral Form to student worker supervisors across campus.

**Federal Work-Study Program**
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

**College Work-Study Program**
Students are eligible to participate in the College Work-Study Program if they qualify under the following terms:
- Degree Seeking and 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 & Employment Services Center**
The Student Employment service, located in this center, helps students with their full-time, part-time and seasonal employment needs. Career & Employment Services personnel serve as liaisons between DACC students, faculty/staff and potential employers. A computerized service is designed to help the DACC student acquire the skills necessary for successful job searching as well as connect the student with potential employer contacts. Job search information is available in the Career & Employment Center. The Career & Employment Services Center is located in Lincoln Hall, Room 104 or phone 217-443-8597.

General Information

**General Information**

# ASSOCIATE DEGREES

**Associate Degree in Applied Science**
**Associate Degree in General Studies**
**Associate Degree in Science & Arts**
**Associate Degree in Engineering Science**
     **General Education Requirements**


**Alternative Delivery Learning Options**
**Cooperative Agreements Offered**
**Dual Enrollment Programs: University Transfer,**
     **College Express, and Project Lead The Way**
**Lakeview College of Nursing**
**Online Classes and Accreditation**
**Partnership for College & Career Success**
**University 2+2 Agreements**
**University Degree Completion Partnerships**
**University Dual Admission Programs**
**University Partnerships**
**University Transfer Curriculum Guide**

**Degree Programs**

# ASSOCIATE  DEGREES

**Degree Programs**

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 Science and 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.

DACC requires all Associate Degree applicants for graduation to complete an assessment of one general education outcome. The assessment is a form of exit assessment, the purpose of which is the improvement of instruction and student learning. Prospective graduates will participate in an assessment session, approximately 45-60 minutes in length conducted in the Assessment Center, either online or in a group setting. You may contact the Assessment Center for additional information and to schedule an appointment. There is no charge to the student for this assessment.

Not more than forty-five hours will be accepted by transfer and approved testing toward degree requirements. If less than 30 hours are earned at Danville Area Community College, the final fifteen (15) semester hours preceding graduation must be earned here.

A maximum of 15 semester hours may be transferred back to Danville Area Community College from another college or university to complete requirements for an Associate Degree.

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.

Subsequent to earning an Associate Degree, the 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.

## 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 & Mathematics ......................................3 hours
Humanities/Social Science or additional Communications,
    Math, and/or Sciences ...................................9 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 Board of Trustee's baccalaureate degree program, 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 <u>one</u> 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, ASA, AES, or AAS degree requirements.

| | | |
|---|---|---|
| 1. Communications | | 6 hours |
| 2. Social or Behavioral Sciences | | 3 hours |
| 3. Humanities or Fine Arts | | 6 hours |
| 4. Life or Physical Science or Math | | 6 hours |
| 5. DACC Degree Requirement - Success in College | | 1 hour |
| 6. 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 including the CAAP Post Testing.

F. Student(s) pursuing two or more degrees at DACC must complete an additional 24 hours for each degree.

**Degree Programs**

# Transfer Degrees

The Associate in Engineering Science Degree and the Associate in Science and Arts 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 Engineering Science Degree

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

Engineering Speciality Courses.................... 21-33 hours

Total ............................ 60-66 hours

## Requirements for an Associate in Science and Arts 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 ........................................................... 7-8 hours
Mathematics ..................................................... 3-6 hours
Humanities............................................................9 hours
Social Science .....................................................9 hours

Electives in areas of interest for fulfillment of sequences, prerequisites, and other transfer requirements.................................................. 19-23 hours

Total ..................................60 hours

**Degree Programs**

# 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 ASA degree are recommended to take a non-western culture class from either the humanities or the social science categories.

**Human Relations:**  Students seeking an ASA, AES, AGS or AAS 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.

**Degree Programs**

# 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 ........................................... 3
___ ENGL 101 Rhetoric I .............................................................. 3
___ ENGL 102 Rhetoric II ............................................................. 3
___ ENGL 121 Communication Skills ............................................ 3
___ ENGL 122 Technical Communication ....................................... 3
___ ENGL 130 Communication Skills (Office Personnel) ................... 3
___ *SPCH 101 Oral Communication* ............................................ 3
___ SPCH 102 Public Speaking .................................................... 3

## II. SCIENCE/MATHEMATICS — AAS: 3 — AGS: 6

Science:
___ AGRI 180 Soil Science ........................................................... 4
___ BIOL 100 Life Science I ......................................................... 4
___ BIOL 101 Human Biology ....................................................... 4
___ BIOL 102 Principles of Biology ............................................... 4
___ BIOL 103 Principles of Biology II ............................................ 4
___ BIOL 104 Zoology ................................................................. 4
___ BIOL 105 Intro to the Environment ......................................... 3
___ BIOL 131 Biological Science ................................................... 4
___ BIOL 136 Anatomy & Physiology I .......................................... 4
___ BIOL 137 Anatomy & Physiology II ......................................... 4
___ BIOL 140 Microbiology .......................................................... 4
___ BIOL 150 Botany .................................................................. 4
___ CHEM 100 General Chemistry ................................................ 4
___ CHEM 101 College Chemistry I ............................................... 4
___ CHEM 102 College Chemistry II .............................................. 4
___ CHEM 105 Introduction to Forensic Chemistry ......................... 4

___ CHEM 133 Organic Chemistry ................................................ 5
___ GSCI 105 Human Body Structure & Function ........................... 3
___ PHYS 100 Conceptual Physics ............................................... 4
___ 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 114 Physical Geology ................................................... 4
___ PHYS 141 Physical Science I .................................................. 4
___ PHYS 142 Physical Science II ................................................. 4
___ PHYS 143 Astronomy ........................................................... 3
___ PHYS 144 Conceptual Physics ............................................... 3
___ PHYS 152 Applied Mechanics (Statics) ................................... 3
___ PHYS 211 Applied Mechanics (Dynamics) ............................... 3
___ PHYS 235 Electrical Circuit Analysis ....................................... 4

Mathematics:
___ MATH 107 Applied Mathematical Concepts .............................. 6
___ MATH 111 College Algebra .................................................... 5
___ MATH 114 Trigonometry ....................................................... 3
___ MATH 115 Survey of Statistics ............................................... 3
___ MATH 118 Intro to Mathematics ............................................ 4
___ MATH 120 Calculus & Analytic Geometry I .............................. 5
___ MATH 125 Intro Analysis I—Business Calc .............................. 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 (for LAS degrees only) ........... 4
___ MATT 133 Technical Math I .................................................... 4
___ MATT 134 Technical Math II ................................................... 3

## III. SOCIAL SCIENCE: — AGS: 3

___ *ANTH 103 Anthropology* ..................................................... 3
___ *ANTH 107 Cultural Anthropology* ......................................... 3
___ *CECN 102 Microeconomics* .................................................. 3
___ CECN 103 Macroeconomics ................................................... 3
___ *CECN 108 Elements of Economics* ....................................... 3
___ CRIM 101 Criminal Law ........................................................ 3
___ CRIM 105 Intro to Corrections ............................................... 3
___ CRIM 204 Criminology .......................................................... 3
___ GEOG 134 World Regional Geography .................................... 3
___ *HIST 111 Western Civilization I* ........................................... 3
___ *HIST 112 Western Civilization II* .......................................... 3
___ *HIST 121 Latin America—Colonial Period* .............................. 3
___ *HIST 122 Modern Latin America* .......................................... 3
___ HIST 131 History of England I ............................................... 3
___ HIST 132 History of England II .............................................. 3
___ *HIST 141 Early Asian History* .............................................. 3
___ *HIST 142 Modern Asian History* .......................................... 3
___ *HIST 151 U.S. History to 1865* ............................................ 3
___ *HIST 152 U.S. History Since 1865* ........................................ 3
___ HIST 160 History of Illinois .................................................... 3
___ *HIST 170 Women in America* ............................................... 3
___ HIST 181 Ancient World I ...................................................... 3
___ HIST 182 Ancient World II ..................................................... 3
___ *HIST 190 African-American History* ...................................... 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
___ *PSYC 100 Intro to Psychology* ............................................. 3
___ PSYC 101 Child Development ................................................ 3
___ PSYC 120 Intro to Substance Abuse ...................................... 3
___ PSYC 205 Industrial Psychology ............................................ 3
___ PSYC 210 Psychology of Human Development ......................... 3
___ PSYC 230 Abnormal Psychology ............................................ 3
___ *PSYC 240 Social Psychology* ............................................... 3
___ PSYC 250 Personality ........................................................... 3
___ PSYC 260 Social Psychology of Aging .................................... 3
___ *SOCY 100 Intro to Sociology* ............................................... 3
___ SOCY 200 Marriage & The Family .......................................... 3
___ *SOCY 201 Social Problems* .................................................. 3
___ *SOCY 202 Social Work* ....................................................... 3
___ *SOCY 203 Women's Studies* ................................................ 3
___ SOCY 205 Juvenile Delinquency ............................................ 3
___ *SOCY 225 Race & Ethnic Relations* ...................................... 3
___ SOCY 230 Service Learning ................................................. 1-3
___ SOCY 299 Sociology of Sports .............................................. 3

# 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: 6 |
|---|---|
| ___ ARTS 103 Research Methods & Professional Practices ............. 1 | ___ LITR 101 Intro to Poetry.................................................................. 3 |
| ___ ARTS 111 Art History I............................................................................ 3 | ___ LITR 102 Intro to Drama ................................................................. 3 |
| ___ ARTS 112 Art History II........................................................................... 3 | ___ *LITR 103 Intro to Fiction*.................................................................... *3* |
| ___ ARTS 115 Art Appreciation.................................................................... 3 | ___ *LITR 104 Afro-American Literature*........................................................ *3* |
| ___ ARTS 117 Drawing I................................................................................ 3 | ___ LITR 105 Intro to Film ...................................................................... 3 |
| ___ ARTS 118 Drawing II............................................................................... 3 | ___ *LITR 106 Women in Literature* ......................................................... *3* |
| ___ ARTS 119 Basic Design 2-D .................................................................. 3 | ___ LITR 107 Intro to Midwestern Literature............................................ 3 |
| ___ ARTS 120 Basic Design 3-D I ................................................................ 3 | ___ LITR 109 The Bible as Literature ...................................................... 3 |
| ___ ARTS 121 Basic Design 3-D II ............................................................... 3 | ___ *LITR 111 Non-Western Literature*....................................................... *3* |
| ___ ARTS 122 Life Drawing (Pending Approval) ................................. 3 | ___ LITR 113 American Literature I ......................................................... 3 |
| ___ ARTS 125 Ceramics I ............................................................................. 3 | ___ LITR 114 American Literature II ........................................................ 3 |
| ___ ARTS 126 Ceramics II ............................................................................ 3 | ___ LITR 121 Chief English Writers I........................................................ 3 |
| ___ ARTS 130 Sculpture I ............................................................................. 3 | ___ LITR 122 Chief English Writers 1800-Present ........................... 3 |
| ___ ARTS 141 Painting I ............................................................................... 3 | ___ LITR 131 Intro to Shakespeare ........................................................ 3 |
| ___ ARTS 142 Painting II .............................................................................. 3 | ___ MUSI 100 Rudiments of Music........................................................... 3 |
| ___ ARTS 151 Graphics Design .................................................................. 3 | ___ MUSI 115 Music Appreciation ........................................................... 3 |
| ___ ARTS 152 Graphic Design II ................................................................. 3 | ___ MUSI 120 American Music.................................................................. 3 |
| ___ ARTS 153 Graphic Abstraction ............................................................ 3 | ___ MUSI 121 Ethnic Traditions in American Music .......................... 3 |
| ___ ARTS 154 Typography (Pending Approval) ................................. 3 | ___ MUSI 122 History of Rock and Roll.................................................... 3 |
| ___ ENGL 105 Creative Writing................................................................... 3 | ___ MUSI 123 Intro Electronic/Computer Music................................. 3 |
| ___ ENGL 106 Fiction Writing...................................................................... 3 | ___ MUSI 124 Music History I.................................................................... 3 |
| ___ ENGL 108 Poetry Writing....................................................................... 3 | ___ MUSI 125 Music History II................................................................... 3 |
| ___ FREN 101 Elementary French I ........................................................... 4 | ___ MUSI 126 Non-Western Music.......................................................... 3 |
| ___ FREN 102 Elementary French II .......................................................... 4 | ___ MUSI 150 Vermilion Festival Chorus ......................................... 1 |
| ___ FREN 103 Intermediate French I ......................................................... 4 | ___ MUSI 151 Orchestra ......................................................................... 1 |
| ___ FREN 104 Intermediate French II ........................................................ 4 | ___ MUSI 152 College Singers................................................................. 1 |
| ___ *HIST 111 Western Civilization I* .......................................................... *3* | ___ MUSI 153 Pep Band .......................................................................... 1 |
| ___ *HIST 112 Western Civilization II* ......................................................... *3* | ___ *PHIL 101 Intro to Philosophy* ............................................................. *3* |
| ___ *HIST 121 Latin America - Colonial Period*............................................. *3* | ___ PHIL 102 Logic  ................................................................................. 3 |
| ___ *HIST 122 Modern Latin America* ........................................................ *3* | ___ *PHIL 103 Ethics* .................................................................................. *3* |
| ___ HIST 131 History of England I.............................................................. 3 | ___ *PHIL 104 World Religions*.................................................................... *3* |
| ___ HIST 132 History of England II............................................................. 3 | ___ *PHIL 105 Death and Dying*................................................................. *3* |
| ___ *HIST 141 Early Asian History* ............................................................. *3* | ___ PHIL 106 Black Churches in America ............................................... 3 |
| ___ *HIST 142 Modern Asian History* ......................................................... *3* | ___ SPAN 100 Spanish for Public Safety ................................................ 3 |
| ___ HUMN 101 Intro to Humanities ............................................................ 3 | ___ SPAN 101 Elementary Spanish I ...................................................... 4 |
| ___ HUMN 102 Chinese Humanities ........................................................... 3 | ___ SPAN 102 Elementary Spanish II ..................................................... 4 |
| ___ HUMN 103 Fantasy & Mythology.......................................................... 3 | ___ SPAN 103 Intermediate Spanish I..................................................... 4 |
| ___ HUMN 110 Japanese Culture ............................................................... 3 | ___ SPAN 104 Intermediate Spanish II.................................................... 4 |
| ___ JRNM 109 Journalism............................................................................ 3 | ___ *SPCH 113 Group Discussion* .......................................................... *3* |
| ___ JRNM 110 Intro to Television Production ............................................. 3 | ___ SPCH 141 Oral Interpretation ........................................................... 3 |
| ___ JRNM 111 Newswriting ......................................................................... 3 | ___ SPCH 145 Acting I ............................................................................. 3 |
| ___ JRNM 112 Intro to Mass Media............................................................. 3 | ___ SPCH 146 Acting II ............................................................................ 3 |

**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.**

**\* A Human Relations course is required for graduation**

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

**Degree Programs**

# Associate in Engineering Science and Associate in Science and Arts Degrees

**Degree Programs**

The Associate in Engineering Science and the Associate in Science and Arts degrees are designed to transfer and fulfill the course requirements for the first two years of a baccalaureate degree. 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 ASA or AES 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 Science and Arts or the Associate in Engineering Science degree 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.

# Transfer Degrees Graduation Requirements

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.

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 Arts Degree or the Associate in Engineering Science Degree must present an organized program of study that meets the General Education requirements below.

*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.

|  | Communications | Science | Math | Social Science | Humanities | Major-Specific | Total |
|---|---|---|---|---|---|---|---|
| Associate in Engineering Science | 6 | 8 | 13 | 3-6 | 3-6 | 21-33 | 60-66 |
| Associate in Science and Arts | 9 | 7-8 | 3-6 | 9 | 9 | 19-23 | 60 |
| State-wide Gen. Ed. Core (No Degree) | 9 | 7-8 | 3-6 | 9 | 9 | 0 | 37-41 |

**I.    COMMUNICATIONS  (2 writing, 1 speech)**                                  ASA: 9      AES: 6      GEC: 9

___ ENGL 101    Rhetoric I .................................................... 3
___ ENGL 102    Rhetoric II ................................................... 3
___ **SPCH 101    Speech, Oral Communications ....................... 3**
___ SPCH 102    Speech, Public Speaking.................................... 3

**II.    SCIENCE  (1 Life Science, 1 Physical Science)**                         ASA: 7-8      AES: 8      GEC: 7-8

Life Sciences:
___ BIOL 100    Life Science I ................................................ 4
___ BIOL 101    Human Biology ............................................. 4
___ BIOL 102    Principles of Biology ....................................... 4
___ BIOL 104    Zoology........................................................ 4
___ BIOL 105    Introduction to Environment................................. 3
___ BIOL 150    Botany ........................................................ 4

Physical Sciences:
___ CHEM 100    General Chemistry ......................................... 4
___ CHEM 101    College Chemistry I ....................................... 4
___ CHEM 105    Introduction to Forensic Chemistry .................... 4
___ PHYS 101    Physics (Mechanics, Sound, Heat) ................... 5
___ PHYS 106    General Physics:  Mechanics ........................... 4
___ PHYS 114    Physical Geology ........................................... 4
___ PHYS 141    Physical Science I ......................................... 4
___ PHYS 142    Physical Science II ........................................ 4
___ PHYS 143    Intro. to Astronomy ....................................... 3

**III.    MATHEMATICS**                                                          ASA: 3-6      AES: 13      GEC: 3-5

___ MATH 115    Survey of Statistics ........................................ 3
___ MATH 120    Calc and Analytic Geom. .................................. 5
___ MATH 125    Introductory Analysis ...................................... 4
___ MATH 130    Calc and Analytic Geom. II ................................ 5
___ MATH 135    Intro Analysis II  (Finite Math)............................ 3
___ MATH 140    Calc and Analytic Geom. III ............................... 3
___ MATH 161    Statistics ..................................................... 3

**IV.    SOCIAL SCIENCE* (select from two or more subject areas)**              ASA: 9      AES: 3-6      GEC: 9

___ ANTH 103    Anthropology ................................................ 3
___ ANTH 107    Cultural Anthropology ...................................... 3
___ CECN 102    Microeconomic Principles................................. 3
___ CECN 103    Macroeconomic Principles................................ 3
___ CECN 108    Elements of Economics .................................... 3
___ GEOG 134    World Regional Geography .............................. 3
___ **HIST 111    Western Civil I................................................ 3**
___ **HIST 112    Western Civil II............................................... 3**
___ **HIST 121    History, Latin America I.................................... 3**
___ **HIST 122    History, Latin America II................................... 3**
___ **HIST 141    History, Far East to 1800.................................. 3**
___ **HIST 142    History, Modern Asia........................................ 3**
___ **HIST 151    U.S. History to 1865........................................ 3**
___ **HIST 152    U.S. History 1865 to Present.............................. 3**
___ POLI 130    Principles of Political Science............................. 3
___ POLI 150    American Government........................................ 3
___ POLI 160    International Relations...................................... 3
___ POLI 231    State & Local Governm. .................................... 3
___ POLI 238    Comparative Governm. .................................... 3
___ POLI 240    Non-Western Comparative Gov........................... 3
___ **PSYC 100    Intro to Psychology......................................... 3**
___ PSYC 101    Child Development ......................................... 3
___ PSYC 210    Psychology, Human Development......................... 3
___ PSYC 240    Social Psychology .......................................... 3
___ PSYC 260    Social Psychology of Aging ............................... 3
___ **SOCY 100    Intro to Sociology.......................................... 3**
___ SOCY 200    Marriage and the Family.................................... 3
___ **SOCY 201    Social Problems............................................. 3**
___ **SOCY 203    Intro. to Women's Studies ............................... 3**
___ **SOCY 225    Race and Ethnic Relations ............................... 3**

**V.    HUMANITIES* (1 humanities, 1 fine arts)**                               ASA: 9      AES: 3-6      GEC: 9

Humanities:
___ HUMN 101    Intro to Humanities ........................................ 3
___ HUMN 103    Fantasy & Mythology ....................................... 3
___ LITR 101    Intro to Poetry .............................................. 3
___ LITR 102    Intro to Drama............................................... 3
___ LITR 103    Intro to Fiction.............................................. 3
___ **LITR 104    Afro-American Literature.................................. 3**
___ **LITR 106    Women in Literature........................................ 3**
___ LITR 109    The Bible as Literature .................................... 3
___ **LITR 111    Non-Western Literature.................................... 3**
___ LITR 113    American Lit I............................................... 3
___ LITR 114    American Lit II.............................................. 3
___ LITR 121    English/Writers Prior to 1800............................. 3
___ LITR 122    English/Writers 1800 to Present ......................... 3
___ LITR 131    Intro to Shakespeare ...................................... 3
___ **PHIL 101    Intro to Philosophy......................................... 3**
___ PHIL 102    Logic.......................................................... 3
___ **PHIL 103    Ethics......................................................... 3**
___ **PHIL 104    World Religions ............................................. 3**
___ SPAN 104    Intermediate Spanish II.................................... 4

Fine Arts:
___ ARTS 105    Theater Appreciation ...................................... 3
___ ARTS 111    Art History I................................................. 3
___ ARTS 112    Art History II................................................ 3
___ ARTS 115    Art Appreciation ............................................ 3
___ LITR 105    Intro to Film................................................. 3
___ MUSI 115    Music Appreciation ........................................ 3
___ MUSI 120    Intro to American Music................................... 3
___ MUSI 121    Ethnic Traditions in American Music.................... 3
___ MUSI 124    Music History I.............................................. 3
___ MUSI 125    Music History II............................................. 3
___ MUSI 126    Non-Western Music......................................... 3

**Degree Programs**

**Degree Programs**

## VI. MAJOR-SPECIFIC     ASA: 19-23   AES: 21-33   GEC: 0

### MAJOR-SPECIFIC BACCALAUREATE COURSES

| | Course | Title | Cr. |
|---|---|---|---|
| ___ | AGRI 101 | Animal Science | 4 |
| ___ | AGRI 102 | Ag Economics | 3 |
| ___ | AGRI 103 | Ag Mechanization | 3 |
| ___ | AGRI 121 | Agronomy | 3 |
| ___ | AGRI 180 | Soil Science | 4 |
| ___ | ARTS 103 | Research Methods & Professional Practices | 1 |
| ___ | ARTS 117 | Drawing I | 3 |
| ___ | ARTS 118 | Drawing II | 3 |
| ___ | ARTS 119 | Basic Design 2-D | 3 |
| ___ | ARTS 120 | Basic Design 3-D I | 3 |
| ___ | ARTS 121 | Basic Design 3-D II | 3 |
| ___ | ARTS 122 | Life Drawing (Pending) | 3 |
| ___ | ARTS 125 | Ceramics I | 3 |
| ___ | ARTS 126 | Ceramics II | 3 |
| ___ | ARTS 130 | Sculpture I | 3 |
| ___ | ARTS 141 | Painting I | 3 |
| ___ | ARTS 142 | Painting II | 3 |
| ___ | ARTS 150 | Computer Art I | 3 |
| ___ | ARTS 151 | Graphics Design | 3 |
| ___ | ARTS 152 | Graphic Design II | 3 |
| ___ | ARTS 153 | Graphic Abstraction | 3 |
| ___ | ARTS 154 | Typography (Pending) | 3 |
| ___ | BIOL 103 | Principles of Biology | 4 |
| ___ | BIOL 131 | Biological Science | 4 |
| ___ | BIOL 136 | Anatomy & Physiology I | 4 |
| ___ | BIOL 137 | Anatomy & Physiology II | 4 |
| ___ | BIOL 138 | Human Cadaver Anatomy I | 2 |
| ___ | BIOL 139 | Human Cadaver Anatomy II | 2 |
| ___ | BIOL 140 | Microbiology | 4 |
| ___ | CACC 101 | Financial Accounting | 3 |
| ___ | CACC 105 | Managerial Accounting | 3 |
| ___ | CACC 166 | Cost Accounting | 3 |
| ___ | CBUS 104 | Intro Business | 3 |
| ___ | CBUS 150 | Business Computer Systems | 3 |
| ___ | CBUS 203 | Business Law I | 3 |
| ___ | CBUS 204 | Business Law II | 3 |
| ___ | CHEM 102 | College Chemistry II | 4 |
| ___ | CHEM 133 | Organic Chemistry | 5 |
| ___ | CHEM 134 | Chemistry II (Organic) | 5 |
| ___ | DRAF 161 | Engineering Graphics | 3 |
| ___ | DRAF 166 | Intro to Autocad | 3 |
| ___ | EDUC 101 | Nature Teaching Profession | 3 |
| ___ | EDUC 209 | Child Psychology | 3 |
| ___ | EDUC 211 | Educational Psychology | 3 |
| ___ | EDUC 270 | Education of Exceptional Children | 3 |
| ___ | ENGL 105 | Creative Writing | 3 |
| ___ | ENGL 106 | Fiction Writing | 3 |
| ___ | ENGL 107 | Advanced Fiction Writing | 3 |
| ___ | ENGL 108 | Poetry Writing | 3 |
| ___ | FREN 101 | Elementary French I | 4 |
| ___ | FREN 102 | Elementary French II | 4 |
| ___ | FREN 103 | Intermediate French I | 4 |
| ___ | FREN 104 | Intermediate French II | 4 |
| ___ | HIST 131 | History, England to 1688 | 3 |
| ___ | HIST 132 | History, England 1688 to Present | 3 |
| ___ | HIST 160 | History of Illinois | 3 |
| ___ | ***HIST 170*** | ***Women in America*** | ***3*** |
| ___ | HIST 181 | Ancient World I | 3 |
| ___ | HIST 182 | Ancient World II | 3 |
| ___ | ***HIST 190*** | ***History, African-American*** | ***3*** |
| ___ | HIST 215 | History, Special Topics | 3 |
| ___ | HLTH 101 | Contemporary Health | 3 |
| ___ | HLTH 102 | Standard First Aid and Safety | 2 |
| ___ | HLTH 103 | First Aid & CPR/Young Children | 2 |
| ___ | HLTH 130 | Nutrition | 3 |
| ___ | HLTH 200 | Pharmacology & Psychoactives | 2 |
| ___ | HUMN 102 | Chinese Humanities | 3 |
| ___ | HUMN 110 | Japanese Culture | 3 |
| ___ | INST 101 | Success In College | 1 |
| ___ | INST 105 | Library Research Skills | 2 |
| ___ | JRNM 109 | Journalism | 3 |
| ___ | JRNM 110 | Intro. to Television Production | 3 |
| ___ | JRNM 111 | Newswriting | 3 |
| ___ | JRNM 112 | Intro. to Mass Media | 3 |
| ___ | LITR 107 | Intro. Midwestern Literature | 3 |
| ___ | LITR 110 | Science Fiction | 3 |
| ___ | LITR 112 | Detective Fiction | 3 |
| ___ | MATH 110 | Intro to Computer Science | 3 |
| ___ | MATH 111 | College Algebra | 5 |
| ___ | MATH 114 | Trigonometry | 3 |
| ___ | MATH 118 | Intro. to Mathematics | 4 |
| ___ | MATH 137 | Linear Algebra | 4 |
| ___ | MATH 211 | Differential Equations | 3 |
| ___ | MUSI 100 | Rudiments of Music | 3 |
| ___ | MUSI 122 | History of Rock and Roll | 3 |
| ___ | MUSI 123 | Intro. Electronic/Computer Music | 3 |
| ___ | MUSI 150 | Vermilion Festival Chorus | 1 |
| ___ | MUSI 151 | Orchestra | 1 |
| ___ | MUSI 152 | College Singers | 1 |
| ___ | MUSI 153 | Pep Band | 1 |
| ___ | PEMW 103 | Volleyball | 1 |
| ___ | PEMW 106 | Golf | 1 |
| ___ | PEMW 109 | Physical Fitness | 1 |
| ___ | PEMW 110 | Yoga I | 1 |
| ___ | PEMW 111 | Pilates I | 1 |
| ___ | PEMW 112 | Boot Camp I | 1 |
| ___ | PEMW 113 | Weight Training | 1 |
| ___ | PEMW 114 | Intermediate Weight Training | 1 |
| ___ | PEMW 115 | Advanced Weight Training | 1 |
| ___ | PEMW 116 | Intermediate Golf | 1 |
| ___ | PEMW 119 | Expert Weight Training | 1 |
| ___ | PEMW 120 | Racquetball | 1 |
| ___ | PEMW 135 | Fitness Center I | 1 |
| ___ | PEMW 136 | Fitness Center II | 1 |
| ___ | PEMW 137 | Fitness Center III | 1 |
| ___ | PEMW 138 | Fitness Center IV | 1 |
| ___ | PEMW 150 | Elementary Games | 2 |
| ___ | PEMW 151 | Intro to Physical Education | 2 |
| ___ | PEMW 153 | Introduction to Sports Psychology | 3 |
| ___ | PEMW 250 | Advanced Conditioning | 3 |
| ___ | PHIL 105 | Death and Dying | 3 |
| ___ | ***PHIL 106*** | ***Black Churches In America*** | ***3*** |
| ___ | PHYS 102 | Physics (Wave Motion, Elec., Optics) | 5 |
| ___ | PHYS 107 | Physics (Heat, Elect. Magnetism) | 4 |
| ___ | PHYS 108 | Physics (Wave Mo., Optics, Md. Phys) | 4 |
| ___ | PHYS 152 | Applied Mechanics (Statics) | 3 |
| ___ | PHYS 211 | Applied Mechanics (Dynamics) | 3 |
| ___ | PHYS 235 | Electrical Circuit Analysis | 4 |
| ___ | POLI 170 | American Judicial Process | 3 |
| ___ | POLI 250 | Internship in Government | 3 |
| ___ | POLI 270 | Special Topics: International Terrorism | 3 |
| ___ | PSYC 120 | Intro to Substance Abuse | 3 |
| ___ | PSYC 205 | Industrial Psychology | 3 |
| ___ | PSYC 230 | Abnormal Psychology | 3 |
| ___ | PSYC 250 | Personality | 3 |
| ___ | ***SOCY 202*** | ***Intro. Social Work*** | ***3*** |
| ___ | SOCY 205 | Juvenile Delinquency | 3 |
| ___ | SOCY 230 | Service Learning | 1-3 |
| ___ | SOCY 299 | Sociology of Sports | 3 |
| ___ | SPAN 100 | Spanish for Public Safety | 3 |
| ___ | SPAN 101 | Elementary Spanish I | 4 |
| ___ | SPAN 102 | Elementary Spanish II | 4 |
| ___ | SPAN 103 | Intermediate Spanish I | 4 |
| ___ | ***SPCH 113*** | ***Group Disc/Conferences*** | ***3*** |
| ___ | SPCH 141 | Oral Interpretation | 3 |
| ___ | SPCH 145 | Acting I | 3 |
| ___ | SPCH 146 | Acting II | 3 |
| ___ | SUST 100 | Principles of Sustainability | 3 |

### CAREER COURSES WHICH CAN BE USED AS MAJOR-SPECIFIC COURSES

| | Course | Title | Cr. |
|---|---|---|---|
| ___ | BMGT 114 | Principles of Management | 3 |
| ___ | BMGT 117 | Intro to Marketing | 4 |
| ___ | BMGT 200 | Intro to Sports Management | 3 |
| ___ | BOFF 121 | Intro Computer Typing | 4 |
| ___ | BOFF 122 | Interm Computer Typing | 3 |
| ___ | BOFF 125 | Business Correspondence | 3 |
| ___ | BOFF 140 | Medical Terminology | 3 |
| ___ | BOFF 224 | Advanced Computer Typing | 3 |
| ___ | CRIM 100 | Intro to Law Enforcement | 3 |
| ___ | CRIM 101 | Criminal Law | 5 |
| ___ | CRIM 103 | Patrol Techniques | 3 |
| ___ | CRIM 105 | Intro to Corrections | 3 |
| ___ | CRIM 170 | Community Based Corrections | 3 |
| ___ | CRIM 180 | Probation and Parole | 3 |
| ___ | CRIM 204 | Criminology | 3 |
| ___ | HLTH 207 | Advanced First Aid | 3 |
| ___ | HORT 101 | Intro Horticulture Science | 3 |
| ___ | HORT 160 | Intro. Floral Design | 4 |
| ___ | INFO 135 | Concepts in Programming:  C | 3 |
| ___ | INFO 155 | COBOL I | 3 |
| ___ | INFO 215 | COBOL II | 3 |

SPAN 100 is transferable as an elective, but does NOT count towards the foreign language requirement needed for 4 year institutions.

# 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........................ 60-66**

**PLEASE NOTE THAT COLLEGE ALGEBRA, PRE-CALCULUS, 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.

**Degree Programs**

**Degree Programs**

| 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 |  |  |
| PHYS 235 Electrical Circuit Analysis | 4 |  |  |
|  |  |  |  |
| **2. Chemical Engineering** |  |  |  |
| CHEM 133 Organic Chemistry | 5 |  |  |
| CHE 202 Organic Chemistry II (Coop. @ Parkland) | 5 |  |  |
|  |  |  |  |
| **3. Civil Engineering** |  |  |  |
| DRAF 161 Engineering Graphics | 3 |  |  |
| PHYS 152 Applied Mechanics - Statics | 3 |  |  |
| PHYS 211 Applied Mechanics - Dynamics | 3 |  |  |
|  |  |  |  |
| **4. Computer & Electrical Engineering** |  |  |  |
| PHYS 235 Electrical Circuit Analysis | 4 |  |  |
|  |  |  |  |
| **5. Industrial Engineering** |  |  |  |
| PHYS 152 Applied Mechanics - Statics | 3 |  |  |
| PHYS 211 Applied Mechanics - Dynamics | 3 |  |  |
| CECN 102 Microeconomics | 3 |  |  |
|  |  |  |  |
| **6. Material Sciences & Engineering** |  |  |  |
| PHYS 152 Applied Mechanics - Statics | 3 |  |  |
| PHYS 235 Electrical Circuit Analysis | 4 |  |  |
|  |  |  |  |
| **7. Mining Engineering (Only Offered @ S.I.U.-Carbondale)** |  |  |  |
| PHYS 152 Applied Mechanics - Statics | 3 |  |  |
| PHYS 211 Applied Mechanics - Dynamics | 3 |  |  |
|  |  |  |  |
| **8. 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 |  |  |
|  |  |  |  |
| **9. 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 |  |  |

**Degree Programs**

# 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

**Degree Programs**

**Degree Programs**

# HEALTH CAREERS

# HORTICULTURE CAREERS

# INDUSTRIAL CAREERS

# INFORMATION SYSTEMS

# PUBLIC SAFETY CAREERS

# PUBLIC SERVICE CAREERS

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 (ASA 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/French

**Degree Programs**

# University Partnerships
## Includes:  Illinois Articulation Initiative, University Transfer Agreements, University 2 + 2 Agreements, University Dual Admission Programs, University Degree Completion Programs, University Transfer Curriculum Guides

**Degree Programs**

**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 and Arts and Associate in Engineering Science 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
- Eastern Illinois University
- Eureka College
- Franklin University
- Grand Canyon University
- Illinois State University
- Indiana State University
- Indiana Wesleyan University
- Northern Illinois University
- Purdue University
- Saint Mary-of-the-Woods College
- 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.

# 2+2 Agreements

2 + 2 agreements, sometimes called capstones, allow a student pursuing a career degree (Associate in Applied Science) 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 programs that have active 2 + 2 agreements in place and the institutions that accept those credits.

**Eastern Illinois University**
- AAS Criminal Justice Corrections or Law Enforcement to BA in Sociology
- AAS Criminal Justice Parole Office to BA in Sociology
- AAS Industrial Maintenance to BS in Applied Engineering & Technology
- AAS Manufacturing Engineering Tech to BS in Applied Engineering & Technology
- AAS Electronic Technology to BS in Applied Engineering & Technology
- ASA and AGS to Bachelor of Art in General Studies
- Journalism ASA to Journalism BA
- Liberal Arts ASA to Foreign Language BA
- History ASA to History BA

**Grand Canyon University**
- ASA to any Grand Canyon's Online Programs

**Illinois State University**
- AAS Agri Business to Agri BS Business

**Indiana State University**
- AAS Automotive Technology to BS in Automotive Engineering Tech
- ASA Business Emphasis to BS in Accounting
- ASA Business Emphasis to BS in Business Administration
- ASA Business Emphasis to BS in Business Education
- ASA Business Emphasis to BS in Finance
- ASA Business Emphasis to BS in Information Design End-User Computing
- ASA Business Emphasis to BS in Insurance and Risk Management
- ASA Business Emphasis to BS in Management
- ASA Business Emphasis to BS in Management Information Systems
- ASA Business Emphasis to BS in Marketing
- ASA Business Emphasis to BS in Operations Management and Analysis
- AAS Elementary Education to BS Elementary Education with Optional Special Education Licensure
- AAS Manufacturing Engineering Technology CAD Option to BS in Computer Integrated Manufacturing Technology
- AAS Manufacturing Engineering Technology to BS in Computer Integrated Manufacturing Technology
- AAS Manufacturing Engineering Technology to BS in Manufacturing Technology
- AAS in any technology related field to BS in Human Resource Development
- AAS Electronic Technology to BS in Electronics Technology

**Indiana Wesleyan University**
- ASA to Bachelor of Science (BS) in Accounting
- ASA to BS in Addictions Counseling
- ASA to BS in Biblical Studies
- ASA to BS in Business Administration
- ASA to BS in Business Information Systems
- ASA to BS in Criminal Justice
- ASA to BS in in Early Childhood Education
- ASA to BS in General Studies
- ASA to BS in Healthcare Administration
- ASA to BS in Human Services
- ASA to BS in Management
- ASA to BS in Marketing
- ASA to BS in Nursing
- ASA to MS in Nursing
- ASA to BS in Psychology
- ASA to BS in Social Work

**Kaplan  University**
- DACC students with Associate of Science/Arts degree are eligible to enter Kaplan's "Advanced Start Bachelor's Program."

**Lakeview College of Nursing**
- AAS Nursing to BS degree

**Southern Illinois University Carbondale**
- AAS to BS Electronic Systems Technology
- AAS to BS Information Systems Technology
- AAS Fire Science to BS

*In addition to these articulated programs, a student may also work with Southern Illinois University to develop individual 2+2 and Capstone Programs that assure the student with certain AAS degrees can complete a Bachelor's degree by completing sixty hours.*

**University of Illinois - Springfield**
- AAS Emphasis in Sociology to BS in Social Work
- AAS Emphasis in Political Science to BS in Political Science

**Western Illinois University**
- AAS Criminal Justice Corrections or Law Enforcement to BS in Law Enforcement and Justice Administration

**Degree Programs**

# Dual Admission Programs

Dual Admission to Eastern Illinois University is available to students planning to complete an Associate in Science and Arts (ASA) 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.

**Degree Programs**

**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**   ILLINOIS

**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


**Program Guidelines:**
•     Students must be enrolled at Danville Area Community College

•     Admission is competitive to ensure that students entering the program are the most likely to succeed.

•     * Students can work towards admission to any of Illinois' 150 programs of studey. After successful completion of the DACC Pathway to illinois program participants will be guaranteed admission to the specific correlating University of Illinois at Urbana-Champaign major. Check out the DACC Pathway to Illinois website at: http://www.admissions.illinois.edu/apply/requirements_DACC.html.

•     Students must enroll in the DACC Pathway to Illinois program by the time 30 graded hours have been earned at the community college. **

•     * Guaranteed Admission will be offered to participating students to an Illinois major if all requirements have been met as posted in the Transfer Handbook: www.transferhandbook.illinois.edu. The competiitiveness of admission to certain programs will depend on the quality of the applicant pool, which may vary from year to year. Participants must complete the same coursework as stated in the Transfer Handbook that is required of transfer applicants by major. Dropping or failing to pass required course(s) will jeopardize program standing.

•     Students must complete 60 transferable hours of college credit at the community college.

•     Students will have access to an Illinois advisor on DACC's campus approximately twice a semester. This advisor will assist participating students in carefully selecting their coursework to make sure they are staying on track for admission to Illinois.

•     The Undergraduate Admissions Office will also be available to take appointments orhold information sessions on DACC's campus approximately twice a semester.

•     Students may terminate their participation in the program at any time.

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

**     DACC Pathway to Illinois is but one way for students to plan their transfer program. Illinois will continue to welcome Danville Area Community College students' transfer applications to all colleges. DACC will continue to support students' efforts to transfer to Illinois and other institutions with a wide variety of resources.

# University Degree Completion Partnerships

University degree completion partnerships allow students to complete an Associate of Science and Arts (ASA) degree at DACC, and then transfer those credits to complete a Bachelor's degree either online or through university courses delivered on the DACC campus. Currently, degree completion partnerships exist with Eastern Illinois University, Franklin University (Bachelor's & Master's), University of Illinois-Springfield, and Western Illinois University. For more information, contact:

***Danville Area Community College***
Counseling Office: (217) 443-8750
Registrar Office: (217) 443-8803
2000 East Main St.
Danville, IL  61832
www.dacc.edu

***Eastern Illinois University***
Transfer Relations
600 Lincoln Ave.
Charleston, IL  61920
(217) 581-2120; (217) 581-6452 fax
www.eiu.edu

***University of Illinois-Springfield,***
Office of Admission
(800) 252-8533
www.uis.edu

***Franklin University***
Community College Alliance
(888) 341-6237
www.alliance.franklin.edu

***Western Illinois University***
Office of Admission
(309) 298-3157
www.wiu.edu

**Degree Programs**

# 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 http://www.dacc.edu/aac/cguides. They are listed first by academic year, then by major, and finally by transfer school. 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.*

**Degree Programs**

**Eastern Illinois University**
- Architecture/Art/Graphic Design
    - ~ Studio Art
    - ~ Art Education
    - ~ Art History
    - ~ Graphic Design
- Business
    - ~ Accounting
    - ~ Computer Information Systems
    - ~ Finance
    - ~ 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)
- Engineering/Industrial Technology
    - ~ Industrial Technology (BS)
- Health Care (Medical Technology, Nursing, Pre-Medicine, Pre-Occupational Therapy, Pre-Pharmacy, Pre-Physical Therapy)
    - ~ Physical Education (Athletic Training)
- Math/Science
    - ~ Biological Sciences
    - ~ Chemistry
- Social Sciences (Criminal Justice, Political Science, Psychology, Social Work, Sociology)
    - ~ Criminal Justice (Corrections) BA Sociology
    - ~ Criminal Justice (Law Enforcement) BA Sociology
    - ~ History
    - ~ Political Science
    - ~ Psychology
    - ~ Sociology

**Illinois State University**
- Architecture/Art/Graphic Design
    - ~ Studio Arts
    - ~ Graphic Design
    - ~ Art History
    - ~ Art Education
    - ~ Art Therapy
- Agriculture/Forestry/Horticulture/Pre-Veterinary Medicine
    - ~ Agribusiness
    - ~ Horticulture
- 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 Science
    - ~ Applied Computer Science: Computer Science
- Education (Early Childhood, Elementary Education, Physical Education, Secondary Education, Special Education)
    - ~ Elementary Education (K-9)
    - ~ Mathematics Education
    - ~ Physical Education
    - ~ Special Education
- Engineering/Industrial Technology
    - ~ Construction Management
    - ~ Industrial Computer Systems
    - ~ Integrated Manufacturing Systems
    - ~ Graphic Communications
- Health Care (Medical Technology, Nursing, Pre-Medicine, Pre-Occupational Therapy, Pre-Pharmacy, Pre-Physical Therapy)
    - ~ Nursing
- Social Sciences (Criminal Justice, Political Science, Psychology, Social Work, Sociology)
    - ~ Criminal Justice Sciences
    - ~ History
    - ~ Political Science
    - ~ Psychology
    - ~ Social Work

# University Transfer Curriculum Guides

**Indiana State University**

- Business
  - ~ Accounting
  - ~ Business Administration
  - ~ Finance
  - ~ Insurance and Risk Management
  - ~ Management
  - ~ Management Information Systems and Marketing
  - ~ Quality and Decision Systems
- Education (Early Childhood, Elementary Education, Physical Education, Secondary Education, Special Education)
  - ~ Elementary Education
- Social Sciences (Criminal Justice, Political Science, Psychology, Social Work, Sociology)
  - ~ 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

**Purdue University**

- Health Care (Medical Technology, Nursing, Pre-Medicine, Pre-Occupational Therapy, Pre-Pharmacy, Pre-Physical Therapy)
  - ~ Pre-Pharmacy

**Southern Illinois University**

- Architecture/Art/Graphic Design
  - ~ Architectural Studies
  - ~ Art Education
  - ~ Art History
  - ~ General Studio Art
- Agriculture/Forestry/Horticulture/Pre-Veterinary Medicine
  - ~ Forestry
  - ~ General Agriculture
  - ~ Plant and Soil Science
  - ~ Zoology (formerly Wildlife/Conservation)
- Business
  - ~ Accounting
  - ~ Business and Administration
  - ~ Business Economics
  - ~ Finance
  - ~ Management
  - ~ Marketing
- Communications/English/Journalism/Public Relations/Speech Pathology
  - ~ Communication Disorders and Sciences (Teacher Education Program)
  - ~ English
  - ~ English Education
  - ~ Journalism
  - ~ Radio and Television
  - ~ Speech Communication
- 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 (Elementary Education Option) Behaviorally Disordered, Mentally Retarded, or Learning Disabled
- Engineering/Industrial Technology
  - ~ Engineering (Civil, Electrical or Computer, Mechanical, Mining)
  - ~ Engineering Technology (Electrical)
  - ~ Industrial Technology (BS – Manufacturing)
- 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
- Social Sciences (Criminal Justice, Political Science, Psychology, Social Work, Sociology)
  - ~ Administration of Justice
  - ~ History
  - ~ Paralegal Studies for Legal Assistants
  - ~ Psychology
  - ~ Social Work
  - ~ Sociology

**University of Illinois**

- Architecture/Art/Graphic Design
  - ~ Architectural Studies
  - ~ Art Education
  - ~ Art History
  - ~ Crafts
  - ~ Graphic Design
  - ~ Industrial Design
  - ~ Painting
  - ~ Sculpture
  - ~ Metals
  - ~ Glass
  - ~ Ceramics
- Agriculture/Forestry/Horticulture/Pre-Veterinary Medicine
  - ~ Agriculture and Consumer Economics
  - ~ Agribusiness
  - ~ Farm and Financial Management
  - ~ Commodity
  - ~ Food and Textile Marketing
  - ~ International
  - ~ Resource and Consumer Economics

**Degree Programs**

# University Transfer Curriculum Guides

**Degree Programs**

- ~ Animal Science
- ~ Pre-Veterinary Medicine
- Business
  - ~ Accountancy
  - ~ Business Administration
  - ~ Economics
  - ~ Finance
- Communications/English/Journalism/Public Relations/Speech Pathology
  - ~ Advertising
  - ~ Jounalism (News Editorial and Broadcast Journalism)
  - ~ Media Studies
- Computer Science
  - ~ Mathematics
  - ~ Actuarial Sciences
  - ~ Mathematics/Computer Science
  - ~ Statistics and Statistics/Computer Science
- Education (Early Childhood, Elementary Education, Physical Education, Secondary Education, Special Education)
  - ~ Elementary/Early Childhood Education
  - ~ Physical Education
- Engineering/Industrial Technology
  - ~ Engineering
- Health Care (Medical Technology, Nursing, Pre-Medicine, Pre-Occupational Therapy, Pre-Pharmacy, Pre-Physical Therapy)
  - ~ Nursing
  - ~ Pre-Pharmacy
  - ~ Pre-Physical Therapy
- Math/Science
  - ~ Integrative Biology
  - ~ Molecular and Cellular Biology
  - ~ Chemistry
- Social Sciences (Criminal Justice, Political Science, Psychology, Social Work, Sociology)
  - ~ Political Science
  - ~ Psychology

**Western Illinois University**
- Business
  - ~ Accountancy
  - ~ Economics
  - ~ Finance
  - ~ Human Resource Management
  - ~ Information Management
  - ~ Management
  - ~ Marketing
- Education (Early Childhood, Elementary Education, Physical Education, Secondary Education, Special Education)
  - ~ Elementary Education and Early Childhood Education
  - ~ Special Education: Learning Behavior Specialist I
- Math/Science
  - ~ Mathematics (BS)
- Social Sciences (Criminal Justice, Political Science, Psychology, Social Work, Sociology)
  - ~ 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

**Degree Programs**

**Degree Programs**

# 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 Excel I (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 226 Access I | 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 | 3 | | |
| CACC 108 Intermediate Accounting I | 3 | | |
| CBUS 203 Business Law I | 3 | | |
| BACC 228 Computerized Accounting | 3 | | |
| > Income Tax Elective | 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

**Degree Programs**

**Degree Programs**

| | 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 230 Excel II | 3 | | |
| BOFF 260 Job Search Seminar | 2 | | |
| BOFF 127 Intro to PowerPoint | 2 | | |
| BOFF 235 Access II | 3 | | |
| CBUS 150 Computer Business Systems | 3 | | |
| CBUS 204 Business Law II | 3 | | |
| CECN 103 Macroeconomic Principles | 3 | | |
| | | | |
| **> Income Tax Electives - must take 3 hours** | | | |
| BACC 230 Business Income Tax Accounting (Fall) | 3 | | |
| BACC 229 Individual Income Tax Accounting (Spring) | 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 Excel I | 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 *OR* | | | |
| BACC 230 Business Income Tax Accounting | 3 | | |
| # BOFF 226 Access I (pre: BOFF 130) | 3 | | |
| BACC 228 Computerized Accounting | 3 | | |
| CACC 166 Cost Accounting (pre:  CACC 105) | 3 | | |
| Total | 15 | | |

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://dacc.edu/aac/cguides/2014-2015.

**Degree Programs**

# Accounting Office
## Certificate Program

This program is designed to develop the basic employment skills required for assisting with office and financial records.

| REQUIRED COURSES | HOURS | F,S,I,SU | GRADE |
|---|---|---|---|
| BOFF 108 Ethics in the Workplace | 1 | | |
| + BOFF 121 Typing & Document Processing | 3 | | |
| BOFF 130 Windows | 2 | | |
| BOFF 135 Intro to the Office | 3 | | |
| # BOFF 237 Word I (pre: BOFF 130) | 3 | | |
| BACC 100 Intro to Accounting | 3 | | |
| INST 101 Success in College | 1 | | |

Total          16

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

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://dacc.edu/aac/cguides/2014-2015.

**Degree Programs**

# Advanced Accounting Office
## Certificate Program

It is strongly suggested that students complete the Accounting Office Certificate before enrolling in this certificate.

| REQUIRED COURSES | HOURS | F,S,I,SU | GRADE |
|---|---|---|---|
| BACC130 Payroll Accounting (pre:  CACC 101) | 3 | | |
| ENGL 121 Communication Skills | 3 | | |
| # BOFF 225 Excel I (pre: BOFF 130) | 3 | | |
| CACC 101 Financial Accounting | 3 | | |
| * MATT 104 Business Math | 3 | | |

Total          15

Gainful Employment:
For program costs, completion and graduate information see http://dacc.edu/aac/cguides/2014-2015.

# Accounting Office Personnel
## Associate in Applied Science Degree

This program prepares the students for positions in business with a specialty in accounting and a major emphasis in office systems.  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** | | | |
| INST 101 Success in College | 1 | | |
| BOFF 130 Windows | 2 | | |
| + BOFF 121 Typing & Document Processing | 3 | | |
| BOFF 135 Intro. to the Office (pre: enrollment in or completion of BOFF 121 or consent) | 3 | | |
| # BOFF 237 Word I (pre: enrollment in or completion of BOFF 130) | 3 | | |
| CACC 101 Financial Accounting | 3 | | |
| BOFF 108 Ethics in the Workplace | 1 | | |
| Total | 16 | | |
| **Second Semester** | | | |
| CACC 105 Managerial Accounting (pre: CACC 101) | 3 | | |
| # BOFF 238 Word II (pre: BOFF 237) | 3 | | |
| BOFF 225 Excel I (pre: BOFF 130) | 3 | | |
| * MATT 104 Business Math | 3 | | |
| CBUS 104 Introduction to Business | 3 | | |
| * Communications Elective (ENGL 121 or ENGL 101) | 3 | | |
| Total | 18 | | |
| **Third Semester** | | | |
| BOFF 230 Excel II (pre: BOFF 225) | 3 | | |
| # BOFF 226 Access I (pre: BOFF 225 or consent) | 3 | | |
| * BOFF 125 Business Communications (pre: BOFF 114 and BOFF 228, OR BOFF 121; or consent) | 3 | | |
| BACC 230 Business Income Tax Accounting | 3 | | |
| BACC 228 Computerized Accounting (pre: CACC 105) | 3 | | |
| CBUS 203 Business Law I | 3 | | |
| Total | 18 | | |
| **Fourth Semester** | | | |
| BOFF 151 Records Management | 3 | | |
| BOFF 260 Job Search (pre: completion of 40 hours or consent) | 2 | | |
| BACC 130 Payroll Accounting (pre: BACC 100 or CACC 101) | 3 | | |
| BACC 229 Individual Income Tax Accounting | 3 | | |
| * CECN 108 Elements of Economics OR CECN 102 Microeconomic Principles | 3 | | |
| * Humanities Elective | 3 | | |
| Total | 17 | | |

Total Hours    69

* General Education.

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

+Placement depends on demonstrated proficiency.

See list of Human Relations requirements.

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

**Degree Programs**

# Administrative Professional
## Associate in Applied Science Degree

This program is designed to provide the technical training needed for the position of administrative assistant. 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 | | |
| BOFF 130 Windows | 2 | | |
| + BOFF 121 Typing & Document Processing | 3 | | |
| BOFF 135 Intro. to the Office (pre: enrollment in or completion of BOFF 121 or consent) | 3 | | |
| # BOFF 237 Word I (pre: enrollment in or completion of BOFF 130) | 3 | | |
| *    MATT 104 Business Math | 3 | | |
| BOFF 108 Ethics in the Workplace | 1 | | |
| Total | 16 | | |
| **Second Semester** | | | |
| + BOFF 122 Document Processing II (pre: BOFF 121/38 wpm) | 3 | | |
| # BOFF 238 Word II (pre: BOFF 237) | 3 | | |
| BOFF 180 Layout & Design | 2 | | |
| # BOFF 219 Publisher | 2 | | |
| # BOFF 225 Excel I (pre: BOFF 130) | 3 | | |
| * Communications Elective (ENGL 121 or ENGL 101) | 3 | | |
| Total | 16 | | |
| **Third Semester** | | | |
| # BOFF 227 PowerPoint (pre: BOFF 130) | 3 | | |
| # BOFF 226 Access I (pre: BOFF 225 or consent) | 3 | | |
| * BOFF 125 Business Communications (pre: BOFF 114 and BOFF 228; or BOFF 121; or consent) | 3 | | |
| BACC 100 Introduction to Accounting _OR_ CACC 101 Financial Accounting | 3 | | |
| BOFF 100 Outlook/One Note | 3 | | |
| Total | 15 | | |
| **Fourth Semester** | | | |
| BOFF 151 Records Management | 3 | | |
| BOFF 250 Systems and Procedures (pre: BOFF 122) | 3 | | |
| BOFF 260 Job Search (pre: completion of 40 hours or consent) | 2 | | |
| * CECN 108 Elements of Economics _OR_ CECN 102 Microeconomic Principles | 3 | | |
| * General Education Elective | 3 | | |
| Total | 14 | | |

Total Hours     61

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

+Placement depends on demonstrated proficiency.

\* 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
Associate in Applied Science Degree

This program prepares students for mid-management and sales positions in agri-business such as fertilizer, seed, feed, chemicals, and businesses related to these product service areas.  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** | | | |
| * 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 Excel I 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

**Degree Programs**

**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 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.

**Degree Programs**

# Agribusiness Management Option
## Associate in Applied Science Degree

This Agribusiness program with a Management Option 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. 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** | | | |
| **General Education Physical 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 Basic Excel 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*

**Degree Programs**

**Agribusiness Management Option (continued)**

| | HOURS | F,S,I,SU | GRADE |
|---|---|---|---|
| **Agriculture Electives** | | | |
| AGRI 101 Introduction to Animal Science | 4 | | |
| AGRI 103 Ag Mechanization | 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.

**Degree Programs**

# Automotive Collision Repair
Certificate Program

This automotive collision repair concentration focuses on developing the technical skills needed to restore automobiles after they have sustained damage.  Emphasis is placed on problem-solving, understanding automotive body materials, and installation techniques.

| REQUIRED COURSES | HOURS | F,S,I,SU | GRADE |
|---|---|---|---|
| **First Semester** | | | |
| AUTO 101 Fundamentals of Collision Repair | 4 | | |
| AUTO 131 Collision Repair Electrical Analysis | 3 | | |
| AUTO 151 Nonstructural Analysis/Damage Repair | 4 | | |
| WELD 280 MIG Welding | 4 | | |
| Total | 15 | | |
| **Second Semester** | | | |
| AUTO 201 Refinishing | 4 | | |
| AUTO 231 Collision Repair Mechanical Analysis | 3 | | |
| AUTO 251 Structured Analysis/Damage Repair | 4 | | |
| AUTO 271 Custom Refinishing Techniques | 2 | | |
| MATT 132 Elementary Technical Math | 4 | | |
| Total | 17 | | |

Total Hours    32

Gainful Employment:
For program costs, completion and graduate information see http://dacc.edu/aac/cguides/2014-2015.

**Degree Programs**

# Automotive Collision Repair Technician

Associate in Applied Science Degree

This curriculum is designed to prepare graduates with the basic skills for use in a collision repair facility.

***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 101 Fundamentals of Collision Repair | 4 | | |
| AUTO 151 Nonstructural Analysis/Damage Repair | 4 | | |
| AUTO 159 Shop Orientation | 2 | | |
| MATT 132 Elementary Technical Math | 4 | | |
| Total | 14 | | |
| **Second Semester** | | | |
| AUTO 131 Collision Repair Electrical Analysis | 3 | | |
| AUTO 147 Principles of Air Conditioning | 4 | | |
| AUTO 199 Worksite Experience | 1 | | |
| WELD 280 MIG Welding | 4 | | |
| ENGL 101 Rhetoric _or_ ENGL 121 Communications Skills | 3 | | |
| Total | 15 | | |
| **Third Semester** | | | |
| AUTO 201 Refinishing | 4 | | |
| AUTO 231 Collision Repair Mechanical Analysis | 3 | | |
| AUTO 135 Braking Systems | 4 | | |
| AUTO Elective | 3 | | |
| Communications Elective | 3 | | |
| Total | 17 | | |
| **Fourth Semester** | | | |
| AUTO 251 Structured Analysis/Damage Repair | 4 | | |
| AUTO 271 Custom Refinishing Techniques | 2 | | |
| AUTO 269 Supervised Occupational Experience | 3 | | |
| Humanities Elective | 3 | | |
| Social Science Elective | 3 | | |
| Total | 15 | | |

Total Hours　　61

**Degree Programs**

# 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 _or_ 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 (pre: AUTO 134) | 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 | | |
| AUTO 253 Manual Transmissions (pre: AUTO 113) | 4 | | |

**Degree Programs**

# 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 Overhald | 3 | | |
| AUTO 134 Steering & Suspension Systems | 3 | | |
| AUTO 135 Braking Systems | 4 | | |
| AUTO 147 Principles of Air Conditioning | 4 | | |
| AUTO 159 Dealership Operations | 2 | | |
| AUTO 169 Supervised Occupational Experience (pre: consent of instructor) | 3 | | |
| AUTO 242 Automatic Transmissions (pre: AUTO 113) | 3 | | |
| AUTO 244 Alignment & Balance (pre: AUTO 134) | 2 | | |
| AUTO 253 Manual Transmissions (pre: AUTO 113) | 4 | | |
| 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://dacc.edu/aac/cguides/2014-2015.

# 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

*Degree Programs*

# Certified 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 taks. 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://dacc.edu/aac/cguides/2014-2015.

**Degree Programs**

# 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 Academy I | 3 | | |
| INFO 183 Cisco Academy II (pre: INFO 133) | 3 | | |
| INFO 203 Cisco Academy III (pre: INFO 183) | 3 | | |
| INFO 273 Cisco 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://dacc.edu/aac/cguides/2014-2015.

**Degree Programs**

# Commercial Floriculture
## Associate in Applied Science Degree

The student in this program will receive on-the-job training as well as a sound background for a career in greenhouse or floral shop operations. 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 160 Intro. to Floral Design | 4 | | |
| HORT 284 Woody Plant Ident | 3 | | |
| + CBUS 150 Business Computer | 3 | | |
| ENGL 121 Communication Skills | 3 | | |
| Total | 16 | | |
| **Second Semester** | | | |
| HORT 161 Floral Design I | 3 | | |
| HORT 176 Landscape Principles | 3 | | |
| HORT 102 Internship | 3 | | |
| SPCH 101 Oral Communications | 3 | | |
| Math Elective | 5 | | |
| Total | 17 | | |
| **Third Semester** | | | |
| HORT 200 Interiorscape Technology | 3 | | |
| HORT 287 Floral Design II (pre: HORT 160) | 3 | | |
| HORT 288 Greenhouse Culture | 3 | | |
| BMGT 114 Principles of Management | 3 | | |
| INFO 245 Employment Seminar | 1 | | |
| Total | 13 | | |
| **Fourth Semester** | | | |
| HORT 192 Tree & Shrub Maintenance | 3 | | |
| HORT 292 Floral Design III (pre: HORT 160) | 3 | | |
| HORT 204 Internship | 3 | | |
| Social Science Elective | 3 | | |
| Humanities Elective | 3 | | |
| Total | 15 | | |

Total Hours 62

Designated as a Partnership for College & Career Success program.

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

**Degree Programs**

# Computer Communications & Networks
### 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 Network Academy I | 3 | | |
| INFO 153 A+ Software Preparation | 3 | | |
| INFO 163 Client Operating Systems | 3 | | |
| Total | 12 | | |
| **Second Semester** | | | |
| INFO 183 Cisco Network Academy II | 3 | | |
| INFO 190 Worksite Seminar/Employment Seminar | 2 | | |
| INFO 213 Server Operating Systems | 3 | | |
| INFO 283 A+ Hardware Preparation | 3 | | |
| INFO 249 Help Desk Skills | 3 | | |
| ENGL 121 Communication Skills | 3 | | |
| Total | 17 | | |
| **Third Semester** | | | |
| INFO 203 Cisco Network Academy III | 3 | | |
| INFO 253 Managing a Network Environment | 3 | | |
| Social Science Elective | 3 | | |
| MATT 133 Technical Mathematics | 4 | | |
| ENGL 122 Technical Communication | 3 | | |
| Total | 16 | | |
| **Fourth Semester** | | | |
| INFO 263 Network Security | 3 | | |
| INFO 273 Cisco Network Academy IV | 3 | | |
| INFO 293 Wireless Networking | 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.

**Degree Programs**

# Computer Communications & Networks
## 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+ Software Preparation (pre: INFO 110 or consent) | 3 | | |
| INFO 163 Client Operating Systems (pre: INFO 110 or consent) | 3 | | |
| INFO 283 A+ Hardware Preparation (pre: INFO 110 or consent) | 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 (pre: INFO 213) | 3 | | |
| INFO 293 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://dacc.edu/aac/cguides/2014-2015.

**Degree Programs**

# Computer Programming - PC
### Certificate Program

The certificate program in Computer Programming/PC Systems prepares the students for employment as personal computer programmers.  Topics include Visual Basic, C++,  and Internet Development Tools.

| REQUIRED COURSES | HOURS | F,S,I,SU | GRADE |
|---|---|---|---|
| CBUS 150 Business Computer Systems | 3 | | |
| INFO 135 Concepts in Programming:  C++ (pre: INFO 105 or consent) | 3 | | |
| INFO 153 A+ Software Preparation (pre: INFO 110 or consent) | 3 | | |
| INFO 154 C++ Programming (pre: INFO 135) | 3 | | |
| INFO 164 Visual Basic Programming  (pre: INFO 135) | 3 | | |
| INFO 244 Advanced Windows Programming (pre: INFO 164) | 3 | | |
| INFO 283 A+ Hardware Preparation (pre: INFO 110 or consent) | 3 | | |
| MATT 133 Technical Mathematics | 4 | | |
| ENGL 121 Communication Skills | 3 | | |

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://dacc.edu/aac/cguides/2014-2015.

**Degree Programs**

# Computer Programming and Web Design
## 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 | | |
| INFO 135 Concepts in Programming Principles:  C++ | 3 | | |
| INFO 174 Internet Development Tools | 3 | | |
| ENGL 121 Communication Skills | 3 | | |
| MATT 133 Technical Mathematics | 4 | | |
| Total | 16 | | |
| **Second Semester** | | | |
| INFO 154 Advanced C++ Programming | 3 | | |
| INFO 284 Web Programming: JavaScript | 3 | | |
| INFO 249 Help Desk Skills | 3 | | |
| SPCH 101 Oral Communication | 3 | | |
| Social Science Elective | 3 | | |
| Total | 15 | | |
| **Third Semester** | | | |
| INFO 164 Visual Basic Programming | 3 | | |
| INFO 232 Java Programming | 3 | | |
| INFO 230 Web Programming | 3 | | |
| INFO 285 Database Concepts: SQL | 3 | | |
| INFO 190 Worksite/Employment Seminar | 2 | | |
| Total | 14 | | |
| **Fourth Semester** | | | |
| INFO 244 Advanced Windows Programming | 3 | | |
| INFO 237 Advanced Java Programming | 3 | | |
| INFO 276 Developing Mobil Phone Apps | 3 | | |
| INFO 290 Supervised Occupational Experience | 3 | | |
| Humanities Elective | 3 | | |
| Total | 15 | | |

Total Hours     60

**Degree Programs**

# 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 OR ENGL 101 Rhetoric and Composition I | 3 | | |
| * SOCY 100 Introduction to Sociology | 3 | | |
| *        Science Elective OR 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 | 5 | | |
| CRIM 204 Criminology | 3 | | |
| 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

**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.

**Degree Programs**

# Criminal Justice
# Corrections - Parole Officer Option
### Certificate Program

**Degree Programs**

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 _OR_ ENGL 101 Rhetoric and Composition I | 3 | | |
| * PSYC 100 Introduction to Psychology _OR_ SOCY 100 Introduction to Sociology | 3 | | |
| Total | 16 | | |
| **Second Semester** | | | |
| CRIM 101 Criminal Law | 5 | | |
| CRIM 170 Community Based Corrections | 3 | | |
| CRIM 204 Criminology | 3 | | |
| PSYC 120 Introduction to Substance Abuse (pre: PSYC 100) _OR_ 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://dacc.edu/aac/cguides/2014-2015.

# 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 _OR_ ENGL 101 Rhetoric I | 3 | | |
| BOFF 130 Windows or computer elective (see list) | 2 | | |
| Total | 14 | | |
| **Second Semester** | | | |
| CRIM 101 Criminal Law | 5 | | |
| CRIM 200 Criminalistics | 4 | | |
| * 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

**Degree Programs**

*continue on next page*

**Criminal Justice Law Enforcement Option (continued)**

|  | HOURS | F,S,I,SU | GRADE |
|---|---|---|---|
| Computer Electives |  |  |  |
| BOFF 225 Excel I | 3 |  |  |
| BOFF 226 Access I | 3 |  |  |
| BOFF 227 PowerPoint | 3 |  |  |
| 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.

**Degree Programs**

# 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 | | |
| Total | 30 | | |

**Degree Programs**

Gainful Employment:
For program costs, completion and graduate information see http://dacc.edu/aac/cguides/2014-2015.

# Design and Desktop Publishing
## Certificate Program

This program is designed to provide entry level employment skills using desktop publishing and graphics design software.

It is strongly suggested that students complete the Office Assistant Certificate before enrolling in this certificate.

| REQUIRED COURSES | HOURS | F,S,I,SU | GRADE |
|---|---|---|---|
| BOFF 180 Layout and Design | 2 | | |
| # BOFF 217 InDesign (pre: BOFF 130, BOFF 180) | 3 | | |
| # BOFF 219 Publisher (pre: BOFF 130) | 2 | | |
| # BOFF 220 Photoshop | 2 | | |
| # BOFF 227 PowerPoint (pre: BOFF 130) | 3 | | |

Total          12

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

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://dacc.edu/aac/cguides/2014-2015.

**Degree Programs**

# 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.

This rigorous program offers a wide variety of educational experiences in professional/technical coursework. In addition to classroom and laboratory sessions, students will complete over 1000 hours of clinical education 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. Its graduates are eligible to take the national certification examinations in echocardiography given by the American Registry of Diagnostic Medical Sonographers (ARDMS) and Cardiovascular Credentialing International.

**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.

| 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 Cardiac Sectional Anatomy | 2 | | |
| Total | 15 | | |
| **First Summer Semester** | | | |
| **ECHO 104 Clinical Education II | 13 | | |
| + ECHO 105 Special Topics in Echocardiography | 3 | | |
| Total | 16 | | |

Total Hours  46

+ 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 Alberto Bello at 217-443-8552 to obtain this application. Application deadline is May 15.

Gainful Employment:
For program costs, completion and graduate information see http://dacc.edu/aac/cguides/2014-2015.

**Degree Programs**

# 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 _OR_ * 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 _OR_ 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 *OR* * 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 *OR* 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.

**Degree Programs**

# 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 _OR_ ENGL 101 Rhetoric & Composition I | 3 | | |
| EDUC Electives | 10 | | |
| Total | 16 | | |

Total Hours     31

**Education Electives**

| | |
|---|---|
| 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://dacc.edu/aac/cguides/2014-2015.

**Degree Programs**

# 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 | | |
| * SOCY 100 Introduction to Sociology | 3 | | |
| EDUC 207 Children's Literature | 3 | | |
| Total | 15 | | |
| **Second Semester** | | | |
| **EDUC 208 Language Development (pre or concurrent enrollment in PSYC 101) | 3 | | |
| Education Elective | 3 | | |
| * MATH 118 Introduction to Mathematics | 4 | | |
| **PSYC 101 Child Development (pre: PSYC 100) | 3 | | |
| * SPCH 101 Oral Communication | 3 | | |
| Total | 16 | | |
| **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.

**Degree Programs**

# 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.***

<div style="writing-mode: vertical">**Degree Programs**</div>

| 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 (pre: ELEC 160) | 4 | | |
| ELEC 269 Mechatronics III (pre: ELEC 160) | 3 | | |
| * MATT 134 Technical Math II | 3 | | |
| *     Communications Elective (ENGL 101 or 121) | 3 | | |
| Total | 17 | | |
| **Third Semester** | | | |
| ELEC 275 Industrial Automation: PLC-5 (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 PLCS | 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.

# Fire Science
## Associate in Applied Science Degree

The Fire Science curriculum is designed to give students the academic background and initial training for careers in fire fighting. To be eligible to participate in the DACC Fire Science program, an individual must be engaged in fire fighting in an organized Illinois fire department as a fire protection person according to the Act, as attested to by the employing Fire Chief of the individual seeking participation. This is an occupational program typically not designed to transfer; however, this program has been articulated to some senior instutions. Please contact a counselor for specific detials.

***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** | | | |
| + FIRE 100 Techniques of Fire Fighting (Module A) | 3 | | |
| + FIRE 130 EMT Basic | 5 | | |
| + FIRE 170 Fire Instructor I | 3 | | |
| ^ FIRE 195 Volunteer Fire Service | 1 | | |
| * ENGL 121 Communication Skills (C) *OR* * ENGL 101 Rhetoric I (T) | 3 | | |
| Total | 15 | | |
| **Second Semester** | | | |
| + FIRE 101 Techniques of Fire Fighting (Module B) | 3 | | |
| + FIRE 110 Fire Prevention Principles I | 3 | | |
| + FIRE 151 Fire Apparatus Engineer | 4 | | |
| ^ FIRE 195 Volunteer Fire Service | 1 | | |
| * MATT 133 Tech Math I (C) | 4 | | |
| Total | 15 | | |
| **Third Semester** | | | |
| + FIRE 102 Techniques of Fire Fighting (Module C) | 3 | | |
| + FIRE 140 Fire Management I | 3 | | |
| + FIRE 161 Hazardous Materials Operations | 3 | | |
| ^ FIRE 195 Volunteer Fire Service | 1 | | |
| * SOCY 100 Intro to Sociology (T) *OR* PSYC 100 Intro to Psychology (T) *OR* POLI 150 American Government (T) | 3 | | |
| * SPCH 101 Oral Communications (T) *OR* SPCH 102 Public Speaking (T) | 3 | | |
| Total | 16 | | |
| **Fourth Semester** | | | |
| + FIRE 120 Tactics and Strategy I | 3 | | |
| + FIRE 142 Fire Management II | 3 | | |
| + FIRE 180 Technical Rescue Awareness | 1 | | |
| ^ FIRE 195 Volunteer Fire Service | 1 | | |
| CBUS 150  Business Computer Systems (T) | 3 | | |
| * SPAN 100 Spanish for Public Safety (C) | 3 | | |
| Total | 14 | | |

Total Hours    60

*General Education          • Internet Classes offered

+ Eligibility to sit for Illinois State Fire Marshall certification: Student must be 18 years old before day of final exam and an active member of an Illinois fire department, whether on paid or volunteer status.

^ All active duty fire fighters must provide documentation.

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

(C) Career credit (T) Transfer credit

Credit will be granted to students holding Illinois State Fire Marshall certificates issued from the latest version of the tests.

**Degree Programs**

# Fire Science Tech Specialist
## Certificate Program

The Fire Science curriculum is designed to give students the academic background and initial training for careers in fire fighting. To be eligible to participate in the DACC Fire Science program, an individual must be engaged in fire fighting in an organized Illinois fire department as a fire protection person according to the Act, as attested to by the employing Fire Chief of the individual seeking participation. EMT Basic-prerequisite for admission into program.

| REQUIRED COURSES | HOURS | F,S,I,SU | GRADE |
|---|---|---|---|
| **First Semester** | | | |
| + FIRE100 Techniques of Fire Fighting   (Module A) | 3 | | |
| + FIRE 102 Techniques of Fire Fighting  (Module C) | 3 | | |
| Math Elective | 3-4 | | |
| + FIRE140  Fire Management I | 3 | | |
| + FIRE170  Fire Instructor I | 3 | | |
| Total | 15-16 | | |
| **Second Semester** | | | |
| + FIRE101 Techniques of Fire Fighting   (Module B) | 3 | | |
| + FIRE120 Tactics and Strategies I | 3 | | |
| + FIRE142 Fire Management II | 3 | | |
| + FIRE161 Hazardous Materials Operations | 3 | | |
| + FIRE110  Fire Prevention Principles I / Fire Service Laws and Regulations | 3 | | |
| + FIRE180  Technical Rescue Awareness | 1 | | |
| ENGL101 Rhetoric and Composition I *OR* | | | |
| * ENGL121 Communication Skills | 3 | | |
| Total | 19 | | |

Total Hours   34-35

* General Education

+ Eligibility for Illinois State Fire Marshal Certification: Student must be 18 years old before the day of final exam and an active member of a fire department, whether on paid or volunteer status.

Credit will be granted to students holding Illinois State Fire Marshal certificates issued from the latest version of the test.

Gainful Employment:
For program costs, completion and graduate information see http://dacc.edu/aac/cguides/2014-2015.

**Degree Programs**

# Floral Design
Certificate Program

The core of specialized courses in the Floriculture program has been selected to prepare the student for employment in a commercial floral shop as a designer or assistant to the manager.

| REQUIRED COURSES | HOURS | F,S,I,SU | GRADE |
|---|---|---|---|
| HORT 160 Intro. to Floral Design | 4 | | |
| HORT 161 Floral Design I (pre:  HORT 160) | 3 | | |
| SUST 150 Green Facilities Management | 3 | | |
| HORT 287 Floral Design II (pre:  HORT 160) | 3 | | |
| HORT 292 Floral Design III (pre:  HORT 160) | 3 | | |
| Communications Elective | 3 | | |
| Math Elective | 3 | | |

Total    22

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://dacc.edu/aac/cguides/2014-2015.

**Degree Programs**

# Golf Course Management
## Associate in Applied Science Degree

The diversified training required for employment in turf management or golf course maintenance is provided in this program. Student specialization will be enhanced by the full-time job training experiences on a golf course. 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 Year Fall Semester** | | | |
| * HORT 101 Intro. to Horticulture Science | 3 | | |
| HORT 189 Turfgrass Culture | 3 | | |
| HORT 284 Woody Plant Identification | 3 | | |
| SUST 100 Principles of Sustainability | 3 | | |
| * ENGL 121 Communication Skills | 3 | | |
| Total | 15 | | |
| **First Year Spring Semester** | | | |
| HORT 176 Landscape Principles (pre: HORT 284) | 3 | | |
| HORT 191 Turf Pest Control (pre: HORT 189) | 3 | | |
| HORT 202 Golf Course Internship | 3 | | |
| MATT 104 Business Math | 3 | | |
| * SPCH 101 Oral Communications | 3 | | |
| Total | 15 | | |
| **Summer** | | | |
| HORT 250 Golf Course Internship | 3 | | |
| Total | 3 | | |
| **Second Year Fall Semester** | | | |
| HORT 280 Turf Irrigation | 3 | | |
| HORT 282 Landscape Design/Construction | 4 | | |
| HORT 290 Golf Course Internship | 3 | | |
| CBUS 150 Business Computer | 3 | | |
| INFO 245 Employment Seminar | 1 | | |
| Total | 14 | | |
| **Second Year Spring Semester** | | | |
| HORT 187 Horticulture Mechanices | 2 | | |
| HORT 192 Tree/Shrub Maintenance | 3 | | |
| Social Science Elective | 3 | | |
| SUST 150 Green Facilities Management | 3 | | |
| Humanities Elective | 3 | | |
| Total | 14 | | |
| Total | 61 | | |

+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.

# 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 Culture | 3 | | |
| HORT 192 Tree & Shrub Maintenance | 3 | | |
| HORT 282 Landscape Design/Construction (pre: HORT 176) | 4 | | |
| HORT 284 Woody Plant Ident | 3 | | |
| HORT 280 Turf Irrigation | 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://dacc.edu/aac/cguides/2014-2015.

**Degree Programs**

# 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 the program, students will be eligible to take the National Accreditation Examination. 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. 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 101 (Basic Algebra) or higher level algebra-based math course OR placement by test into MATH 105 (Intermediate Algebra) or higher algebra-based math course.

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**Degree Programs**

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| REQUIRED COURSES | HOURS | F,S,I,SU | GRADE |
|---|---|---|---|
| **First Semester** | | | |
| BIOL 136 Anatomy and Physiology I | 4 | | |
| BOFF 140 Medical Terminology | 3 | | |
| HITT 101 Introduction to Health Information Management (Completion or enrollment in BIOL 136, BOFF 140) | 4 | | |
| * CBUS 150 Business Computer Systems | 3 | | |
| Total | 14 | | |
| **Second Semester** | | | |
| HITT 110 Coding in Ambulatory Care Settings (pre: BIOL 136, HITT 101) | 4 | | |
| BIOL 137 Anatomy and Physiology II | 4 | | |
| HITT 245 Current Trends in Health Information Technology (pre: HITT 101) | 3 | | |
| HITT 205 Legal Aspects of Health Information Management and Ethics (pre: HITT 101) | 2 | | |
| Total | 13 | | |
| **Summer Session** | | | |
| **HITT 125 Clinical Practicum I (pre: HITT 101, HITT 205) | 2 | | |
| * ENGL 101 Rhetoric and Composition, SPCH 101 Oral Communications, OR PSYC 100 Introduction to Psychology | 3 | | |
| Total | 5 | | |
| **Third Semester** | | | |
| HITT 106 ICD Coding (pre: BIOL 136, BOFF 140) | 4 | | |
| HITT 255 Alternative Healthcare Settings Insurance Procedures (pre: HITT 101, completion or current enrollment in HITT 106) | 3 | | |
| HITT 115 Patho-Physiology and Pharmacology (Admittance to HIT program) | 4 | | |
| * ENGL 101 Rhetoric and Composition, SPCH 101 Oral Communications, OR PSYC 100 Introduction to Psychology | 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, placement into MATH 105 or completion of MATH 101) | 3 | | |
| HITT 250 Clinical Practicum III Supervision (pre: HITT 101, HITT 125, enrollment in HITT 240) | 2 | | |
| * ENGL 101 Rhetoric and Composition, SPCH 101 Oral Communications, OR PSYC 100 Introduction to Psychology | 3 | | |
| Total | 14 | | |

Total Hours     60

**Degree Programs**

# 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.***

**Degree Programs**

| 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 106 ICD Coding (pre: BIOL 136) | 4 | | |
| HITT 255 Alternative Healthcare Settings Insurance Procedures (pre: HITT 101, completion or current enrollment in HITT 106) | 3 | | |
| CBUS 150 Business Computer Systems | 3 | | |
| Total | 14 | | |
| **Second Semester** | | | |
| HITT 110 Coding in Ambulatory Settings (pre: HITT 101 & HITT 106) | 4 | | |
| HITT 115 Patho-Physiology and Pharmacology | 4 | | |
| HITT 235 Advanced Coding | 3 | | |
| + HITT 205 Legal Aspects of Health Information Management and Ethics | 2 | | |
| Total | 13 | | |
| **Summer Session** | | | |
| HITT 150 Clinical Practicum | 3 | | |
| Total | 3 | | |
| Total | 41 | | |

+ Hybrid Courses

Gainful Employment:
For program costs, completion and graduate information see http://dacc.edu/aac/cguides/2014-2015.

# 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 | | |
| WELD 185 Soldering/Brazing | 2 | | |
| HVAC 150 Heating Plants | 3 | | |
| MATT 132 Elementary Technical Math | 4 | | |
| Total | 14 | | |
| **Second Semester** | | | |
| HVAC 200 Advanced Air Conditioning | 3 | | |
| HVAC 240 Refrigeration | 3 | | |
| HVAC 260 Air Handling | 3 | | |
| ELEC 255 Service Electronics | 2 | | |
| Communications Elective | 3 | | |
| Total | 14 | | |

Total Hours    28

Gainful Employment:
For program costs, completion and graduate information see http://dacc.edu/aac/cguides/2014-2015.

**Degree Programs**

# Internet 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 110 Internet & Telecommunications | 3 | | |
| INFO 135 Concepts in Programming:  C++ | 3 | | |
| INFO 153 A+ Software Preparation | 3 | | |
| INFO 164 Visual Basic Programming | 3 | | |
| INFO 174 Internet Development Tools | 3 | | |
| INFO 224 Advanced Internet Development | 3 | | |
| INFO 230 Web Programming | 3 | | |
| ENGL 121 Communication Skills | 3 | | |
| MATT 133 Technical Mathematics | 4 | | |

Total            31

+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://dacc.edu/aac/cguides/2014-2015.

**Degree Programs**

# Landscape Design/Construction
## Associate in Applied Science Degree

The diversified training required for employment in nursery or landscape 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 Culture | 3 | | |
| HORT 284 Woody Plant Identification | 3 | | |
| SUST 100 Principles of Sustainability | 3 | | |
| * ENGL 121 Communication Skills | 3 | | |
| Total | 15 | | |
| **Second Semester** | | | |
| HORT 176 Landscape Principles (pre: HORT 284) | 3 | | |
| HORT 191 Turf Pest Control (pre: HORT 189) | 3 | | |
| HORT 215 Landscape Internship | 3 | | |
| * SPCH 101 Oral Communication | 3 | | |
| Math Elective | 4 | | |
| Total | 16 | | |
| **Summer** | | | |
| HORT 255 Landscape Internship | 3 | | |
| Total | 3 | | |
| **Third Semester** | | | |
| HORT 280 Turf Irrigation | 3 | | |
| HORT 282 Landscape Design/Construction | 4 | | |
| HORT 295 Landscape Internship | 3 | | |
| CBUS 150 Business Computer Systems | 3 | | |
| INFO 245 Employment Seminar | 1 | | |
| Total | 14 | | |
| **Fourth Semester** | | | |
| HORT 187 Horticulture Mechanics | 2 | | |
| HORT 192 Tree & Shrub Maintenance | 3 | | |
| *     Social Science Elective | 3 | | |
| SUST 150 Green Facilities Management | 3 | | |
| Humanities Elective | 3 | | |
| Total | 14 | | |

Total Hours    62

**Degree Programs**

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

See list of Human Relations requirements.

# Machine Tool Operations

Certificate Program
NIMS Certified Program

This curriculum is designed to prepare students for employment in conventional machine shops as a machinist.

**Degree Programs**

| REQUIRED COURSES | HOURS | F,S,I,SU | GRADE |
|---|---|---|---|
| MFRG 160 Machining I | 3 | | |
| ELEC 104 Industrial Safety | 3 | | |
| DRAF 162 Technology in Advanced Manufacturing | 3 | | |
| DRAF 160 Machining Graphics | 2 | | |
| 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        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://dacc.edu/aac/cguides/2014-2015.

# 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 110 or 160) | 4 | | |
| ELEC 160 Intro to Electricity/Electronics | 5 | | |
| MFRG 230 Electrical Diagnosis and Repair (pre: ELEC 160) | 4 | | |
| MFRG 231 Mechatronics V | 4 | | |
| ELEC 250 Mechatronics IV | 4 | | |
| WELD 280 MIG Welding | 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://dacc.edu/aac/cguides/2014-2015.

# 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 TIG Welding | 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://dacc.edu/aac/cguides/2014-2015.

**Degree Programs**

# 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://dacc.edu/aac/cguides/2014-2015.

**Degree Programs**

# 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** | | | |
| * WELD 280 MIG Welding | 4 | | |
| 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 | 18 | | |
| **Third Semester** | | | |
| * WELD 270 TIG Welding | 4 | | |
| MFRG 220 Mechanical Diagnosis and Repair | 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    67

**Degree Programs**

* 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 | 2 | | |
| DRAF 166 Intro to AutoCAD | 3 | | |
| * ENGL 101 Rhetoric *OR* ENGL 121 Communication Skills | 3 | | |
| Total | 15 | | |
| **Second Semester** | | | |
| * MATT 134 Technical Math II | 3 | | |
| 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 | 16 | | |
| **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 | | |
| ELEC 104 Key Principles of Advanced Manufacturing | 3 | | |
| MFRG 280 CAD/CAM (pre: DRAF 266 & MFRG 169) | 3 | | |
| *      Social Science Elective | 3 | | |
| Technical Elective | 3 | | |
| Total | 16 | | |

Total Hours　　67

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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 III | 3 |  |  |
| WELD 180 Arc Welding | 4 |  |  |

* 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.

**Degree Programs**

# 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 | 2 | | |
| DRAF 166 Intro to AutoCAD | 3 | | |
| MFRG 160 Machining I | 3 | | |
| * ENGL 101 Rhetoric _OR_ ENGL 121 Communication Skills | 3 | | |
| Total | 15 | | |
| **Second Semester** | | | |
| * MATT 134 Technical Math II | 3 | | |
| 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 | 16 | | |
| **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** | | | |
| ELEC 104 Key Principles in Advanced Manufacturing | 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    63

**Degree Programs**

**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.

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

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

**Degree Programs**

# Marketing
### Associate in Applied Science

This program is designed to give an individual a variety of career options such as Customer Service, 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.

***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** | | | |
| BMGT 117 Principles of Marketing | 4 | | |
| BMGT 103 Customer Service | 2 | | |
| BMGT 104 Interpersonal Relationships | 3 | | |
| # BOFF 228 Intro to Word (pre: BOFF 130) | 2 | | |
| CBUS 104 Introduction Business | 3 | | |
| *       Communications Elective | 3 | | |
| Total | 17 | | |
| **Second Semester** | | | |
| BMGT 201 Promotional Strategy | 3 | | |
| BMGT 160 Entrepreneurial Skills | 3 | | |
| # BOFF 127 Intro to PowerPoint (pre: BOFF 130) | 2 | | |
| BOFF 180 Layout & Design | 2 | | |
| BMGT 114 Principles of Management | 3 | | |
| Communication Elective | 3 | | |
| Total | 16 | | |
| **Third Semester** | | | |
| BMGT 115 Trade Shows, Events and Meetings | 3 | | |
| BMGT 213 Principles of Advertising (pre: BOFF 180, BMGT 117 or consent of instructor) | 3 | | |
| BMGT 244 Direct Marketing (pre:  BMGT 117) | 2 | | |
| BOFF 255 Digital Presentations (pre: BOFF 127) | 3 | | |
| * CECN 108 Elements of Economics | 3 | | |
| Humanities Elective | 3 | | |
| Total | 17 | | |
| **Fourth Semester** | | | |
| BMGT 118 Professional Selling | 3 | | |
| BMGT 217 Principles of Retailing | 3 | | |
| BMGT 212 Human Resource Management | 3 | | |
| BMGT 104 Supervisory Skills | 3 | | |
| Math Elective | 3 | | |
| Business Core Elective (see approved list) | 3 | | |
| Total | 18 | | |

Total Hours        68

**Degree Programs**

**Marketing (continued)**

|  | HOURS | F,S,I,SU | GRADE |
|---|---|---|---|
| **\*\*Approved Business Core Electives** |  |  |  |
| BMGT 212 Human Resources | 3 |  |  |
| CACC 101 Financial Accounting | 3 |  |  |
| BACC 120 Principles of Finance | 3 |  |  |
| BOFF 217 InDesign (pre: BOFF 130, BOFF 180) | 3 |  |  |
| BOFF 265 E-Communication | 3 |  |  |
| BOFF 219 Publisher | 2 |  |  |

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

\* 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.

**Degree Programs**

# 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://dacc.edu/aac/cguides/2014-2015.

**Degree Programs**

# Medical Laboratory Technology
Kankakee Community College
Associate in Applied Science Degree

This is a shared cooperative program with Kankakee Community College which provides both the classroom and clinical experience necessary for a graduate to pursue a career in the clinical laboratory science field. General education and prerequisite courses can be completed at Danville Area Community College. Major specific courses offered by Kankakee Community College can be completed through internet delivery. Clinical experiences can be done at Provena United Samaritans Medical Center in Danville, Christie Clinic, Carle Clinic, and Provena Covenant Hospital in Champaign/Urbana.

Please note: Only students who are considered as "in-district residents" (for the DACC College District #507), will be eligible for the cooperative agreement tuition rates determined by the Illinois Community College Board and the community colleges involved.

| REQUIRED COURSES | HOURS | F,S,I,SU | GRADE |
|---|---|---|---|
| **DACC Courses** | | | |
| CHEM 101 College Chemistry I | 4 | | |
| BIOL 102 Principles of Biology | 4 | | |
| * BIOL 136 Anatomy & Physiology I | 4 | | |
| * BIOL 137 Anatomy & Physiology II | 4 | | |
| CHEM 102 College Chemistry II | 4 | | |
| ENGL 101 Rhetoric and Composition I | 3 | | |
| PSYC 100 Introduction to Psychology | 3 | | |
| BIOL 140 Introduction to Microbiology | 4 | | |
| MATH 111 College Algebra | 5 | | |
| ENGL 102 Rhetoric and Composition II | 3 | | |
| Humanities Elective (any IAI approved humanities course) | 3 | | |
| Total | * 41 or 33 | | |
| **Kankakee Courses** | | | |
| MEDT 1114 Urinalysis & Body Fluids | 4 | | |
| MEDT 1124 Hematology & Coagulation | 4 | | |
| * MEDT 1415 Physiologic Systems | 5 | | |
| MEDT 2124 Serology & Blood Banking | 4 | | |
| MEDT 2214 Clinical Chemistry | 4 | | |
| MEDT 2044 Clinical Microbiology | 4 | | |
| MEDT 2316 Clinical Practicum I | 6 | | |
| MEDT 2462 Med Lab Tech Seminar | 2 | | |
| MEDT 2326 Clinical Practicum II | 6 | | |
| Total | * 39 or 34 | | |

* BIOL 136 and BIOL 137 can be taken in place of MEDT 1415 at Kankakee.

MEDT student labs are held at the KCC campus biweekly during the semester. It is strongly recommended that all students complete their labs there; however, upon permission of the director, labs may be completed at a cooperating clinical site for distance students.

Clinical Practicum I and II spend four consecutive days every week (32 hours/week) in affiliated hospitals for Spring Semester Practicum. Students will be assigned to their clinicals as close to their residence as possible, depending on available sites.

**Degree Programs**

# Medical Office
## Certificate Program

This program is designed to provide entry level employment skills for office personnel in a medical facility. This is designed as a Fall start program.

| REQUIRED COURSES | HOURS | F,S,I,SU | GRADE |
|---|---|---|---|
| BOFF 108 Ethics in the Workplace | 1 | | |
| BOFF 130 Windows | 2 | | |
| + BOFF 121 Typing & Document Processing | 3 | | |
| * Communication Skills (ENGL 121 or ENGL 101) | 3 | | |
| # BOFF 237 Word I (pre: BOFF 130) | 3 | | |
| BOFF 140 Medical Terminology | 3 | | |
| INST 101 Success in College | 1 | | |

Total        16

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

+ Placement depends on demonstrated proficiency.

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://dacc.edu/aac/cguides/2014-2015.

# Advanced Medical Office
## Certificate Program

It is strongly suggested that students complete the Medical Office Assistant Certificate before enrolling in this certificate.

| REQUIRED COURSES | HOURS | F,S,I,SU | GRADE |
|---|---|---|---|
| + BOFF 122 Document Processing II (pre: BOFF 121/38 wpm) | 3 | | |
| BOFF 139 Medical Office Procedures | 3 | | |
| BOFF 141 Intro. Medical Transcription (pre: BOFF 121; BOFF 140) | 3 | | |
| * GSCI 105 Human Body Structure and Function | 3 | | |
| BOFF 171 Basic Coding | 3 | | |

Total        15

*   General Education

+ Placement depends on demonstrated proficiency.

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://dacc.edu/aac/cguides/2014-2015.

**Degree Programs**

# Medical Office Personnel
## Associate in Applied Science Degree

   This program is designed to provide the  basic training necessary for office personnel in a medical facility.  The program content is subject to change pending American Medical Records Association recommendations and approval.  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** | | | |
| INST 101 Success in College | 1 | | |
| BOFF 130 Windows | 2 | | |
| + BOFF 121 Typing & Document Processing | 3 | | |
| # BOFF 237 Word I (pre: BOFF 130) | 3 | | |
| BOFF 140 Medical Terminology | 3 | | |
| BOFF 108 Ethics in the Workplace | 1 | | |
| * Communications Elective (ENGL 121 or ENGL 101) | 3 | | |
| Total | 16 | | |
| **Second Semester** | | | |
| + BOFF 122 Document Processing II (pre: BOFF 121/38 wpm) | 3 | | |
| # BOFF 238 Word II (pre: BOFF 237) | 3 | | |
| * GSCI 105 Human Body Structure | 3 | | |
| BOFF 139 Medical Office Procedures | 3 | | |
| # BOFF 225 Excel I (pre: BOFF 130) | 3 | | |
| *       Humanities Elective | 3 | | |
| Total | 18 | | |
| **Third Semester** | | | |
| BOFF 141 Intro. Medical Transcription (pre: BOFF 121; BOFF 140) | 3 | | |
| BOFF 226 Access I (pre: BOFF 225 or consent) | 3 | | |
| * BOFF 125 Business Communications (pre: BOFF 114 and BOFF 228; or BOFF 121; or consent) | 3 | | |
| BOFF 249 Medical Office Procedures II | 3 | | |
| * PSYC 100 Introduction to Psychology | 3 | | |
| Total | 15 | | |
| **Fourth Semester** | | | |
| BOFF 151 Records Management | 3 | | |
| BOFF 250 Systems and Procedures (pre: BOFF 122) | 2 | | |
| BOFF 260 Job Search (pre: completion of 40 hours or consent) | 2 | | |
| BOFF 242 Intermediate Medical Transcription (pre: BOFF 141) | 3 | | |
| BACC 100 Introduction to Accounting OR CACC 101 Financial Accounting | 3 | | |
| BOFF 127 Intro to PowerPoint (pre: BOFF 130) | 2 | | |
| Total | 16 | | |

Total Hours     65

**Degree Programs**

# Prerequisite:  BOFF 130 Windows class (or concurrent enrollment) or a qualifying score on the Windows
    Placement Test.
+ Placement depends on demonstrated proficiency.
* 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.

# Nurse Assistant (CNA)
## Certificate Program

Nursing assistants work in licensed and/or certified skilled nursing facilities, intermediate care facilites, 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

**Degree Programs**

# Nursing
## Associate Degree in Nursing (AAS)

This program is accredited by the Higher Learning Commission and approved by the Illinois Community College Board and the Illinois Department of Financial and Professional Regulation. This nursing education program is also accredited by the Accreditation Commission for Education in Nursing. Associate Degree Nursing education prepares practitioners who provide direct care and meet complex health needs of individuals in community-based environments. The graduate of the Associate Degree program is prepared to make collaborative nursing assessments with other health care professionals, to act as a health educator and client advocate, and to provide leadership by making responsible, ethical decisions within the nursing profession. The Nursing program at DACC implements a ladder approach in which the student may exit after the first level of nursing education with a Level I Nursing Certificate, qualified to take the licensure exam for Practical Nursing (NCLEX-PN) OR the student can continue in the second level and earn an Associate Degree in Nursing/Registered Nursing. Upon satisfactory completion of both levels of this curriculum the graduate is qualified to take the licensure exam for Registered Nursing (NCLEX-RN). The purpose of the ladder associate degree nursing curriculum is to prepare qualified men and women to fulfill the current responsibilities of the Practical Nurse (Level I) and of the Registered Nurse (Level II).

Clinical laboratories include a variety of health care facilities, and students are required to provide their own transportation. Acceptance into the program is dependent upon student meeting program qualifications. Students are then ranked accordingly to admission criteria point system.

For further information regarding the Admission Guidelines or Applications, visit www.dacc.edu/depts/nursing.

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

| REQUIRED COURSES | HOURS | F,S,I,SU | GRADE |
|---|---|---|---|
| **Level One First Semester** | | | |
| NURS 192 Concepts of Nursing | 12 | | |
| BIOL 136 Anatomy and Physiology I | 4 | | |
| ENGL 101 Rhetoric I | 3 | | |
| Total | 19 | | |
| **Level One Second Semester** | | | |
| NURS 194 Adult Nursing | 8 | | |
| NURS 195 Maternal-Child Health Nursing | 4 | | |
| BIOL 137 Anatomy & Physiology II | 4 | | |
| | | | |
| Total | 16 | | |
| **Level Two First Semester** | | | |
| NURS 296 Advanced Nursing I | 6 | | |
| NURS 297 Advanced Nursing II | 6 | | |
| BIOL 140 Microbiology | 4 | | |
| Total | 16 | | |
| **Level Two Second Semester** | | | |
| NURS 298 Advanced Nursing III | 8 | | |
| NURS 299 Advanced Nursing IV | 4 | | |
| PSYC 100 Intro to Psychology | 3 | | |
| Total | 15 | | |

Total Hours     66

**Degree Programs**

# Nursing
## Level I Nursing Certificate

This program is accredited by the Higher Learning Commission and approved by the Illinois Community College Board and the Illinois Department of Financial and Professional Regulation. Level I Nursing education prepares nurses who provide direct care and meet common, well-defined health needs of individuals in structred settings. The graduate of the Level I Nursing Certificate program is prepared to work in various environments as a member within the discipline of nursing, and may assist in the assessment of needs and the management of nursing care in some situations. Graduates can exit after completion of Level I Nursing or continue to the second level of nursing courses for the Associate Degree. Level I Nursing Certificate completers are eligible to take the licensure exam for Practical Nursing (NCLEX-PN). The purpose of the Level I Nursing Certificate curriculum is to prepare qualified men and women to fulfill the current responsibilities of the Practical Nurse.

Clinical laboratories include a variety of health care facilities, and students are required to provide their own transportation. Acceptance into the program is dependent upon student meeting program qualifications. Students are then ranked according to admission criteria point system.

For information regarding Admission Guidelines or Applications, visit www.dacc.edu/depts/nursing.

| REQUIRED COURSES | HOURS | F,S,I,SU | GRADE |
|---|---|---|---|
| **Level One First Semester** | | | |
| NURS 190 Concepts of Nursing I | 4 | | |
| NURS 191 Concepts of Nursing II | 8 | | |
| BIOL 136 Anatomy and Physiology I | 4 | | |
| ENGL 101 Rhetoric I | 3 | | |
| Total | 19 | | |
| **Level One Second Semester** | | | |
| NURS 194 Adult Nursing | 8 | | |
| NURS 195 Maternal-Child Health Nursing | 4 | | |
| BIOL 137 Anatomy & Physiology II | 4 | | |
| Total | 16 | | |

Total Hours    35

Gainful Employment:
For program costs, completion and graduate information see http://dacc.edu/aac/cguides/2014-2015.

**Degree Programs**

# 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 108 Ethics in the Workplace | 1 | | |
| BOFF 130 Windows | 2 | | |
| + BOFF 121 Typing & Document Processing | 3 | | |
| BOFF 135 Intro. to the Office (pre: enrollment in or completion of BOFF 121 or consent) | 3 | | |
| # BOFF 237 Word I  (pre: BOFF 130) | 3 | | |
| * MATT 104 Business Math | 3 | | |
| INST 101 Success in College | 1 | | |

Total          16

* General Education

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

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

\+ Placement depends on demonstrated proficiency.

Gainful Employment:
For program costs, completion and graduate information see http://dacc.edu/aac/cguides/2014-2015.

**Degree Programs**

# Advanced Office Assistant
## Certificate Program

It is strongly suggested that students complete the Office Assistant Certificate before enrolling in this certificate.

| REQUIRED COURSES | HOURS | F,S,I,SU | GRADE |
|---|---|---|---|
| + BOFF 122 Document Processing II (pre: BOFF 121/38 wpm) | 3 | | |
| ENGL 121 Communication Skills | 3 | | |
| BOFF 180 Layout and Design | 2 | | |
| BOFF 219 Publisher | 2 | | |
| BOFF 225 Excel I | 3 | | |
| BOFF 238 Word II (pre: BOFF 237) | 3 | | |

Total          16

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

\+ Placement depends on demonstrated proficiency.

Gainful Employment:
For program costs, completion and graduate information see http://dacc.edu/aac/cguides/2014-2015.

# Physical Therapy Assistant
### Lake Land College
### Associate in Applied Science Degree

   This is a shared cooperative program with Lake Land College.  General education and prerequisite courses can be completed at Danville Area Community College.  Major specific courses offered by Lake Land College will be completed there.

   Please note: Only students who are considered as "in-district residents" (for the DACC College District #507), will be eligible for the cooperative agreement tuition rates determined by the Illinois Community College Board and the community colleges involved.

**Degree Programs**

| REQUIRED COURSES | HOURS | F,S,I,SU | GRADE |
|---|---|---|---|
| **DACC Courses** | | | |
| BIOL 102 Principles of Biology | 4 | | |
| ENGL 101 Rhetoric and Composition I | 3 | | |
| PSYC 100 Introduction to Psychology | 3 | | |
| * BIOL 136 Anatomy & Physiology I | 4 | | |
| HLTH 102 First Aid and Personal Safety | 2 | | |
| SPCH 101 Oral Communications | 3 | | |
| * BIOL 137 Anatomy & Physiology II | 4 | | |
| PHYS 100 Conceptual Physics | 4 | | |
| PSYC 210 Psychology, Human Development | 3 | | |
| Total | 30 | | |
| **Lake Land Courses** | | | |
| PTA 080 Fundamentals of PTA I | 4 | | |
| PTA 081 PTA Clinical Practicum I | 1 | | |
| PTA 082 Fundamentals of PTA II | 6 | | |
| PED 244 Kinesiology | 4 | | |
| PTA 085 PTA Clinical Practicum III | 3 | | |
| PTA 094 Fundamentals of PTA III | 6 | | |
| PTA 095 Orthopedic Concepts and Applications | 4 | | |
| PTA 097 PTA Clinical Practicum IV | 2 | | |
| PTA 096 Fundamentals of PTA IV | 5 | | |
| PTA 093 Pathology for PTA | 2 | | |
| PTA 098 PTA Seminar | 2 | | |
| PTA 099 PTA Clinical Practicum V | 4 | | |
| Total | 43 | | |

* If not a recent high school graduate, student needs to take Compass Test; scores factor into selection process at Lake Land College. Scores will be sent to Lake Land College upon application.

* No math is required for entry into the program, but math scores will be evaluated from test scores (ACT or Compass) for selection process. **Please note that a math requirement must be met to enroll into certain classes at DACC.**

For additional information contact Martha Mioux, Director, at (217) 540-3551.

# 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 1300 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 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.

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

**Entrance Requirements:**
Math[*] – placement by test into college algebra (MATH 111) or higher algebra-based mathematics or successful completion of MATH 105 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 | HOURS | F,S,I,SU | GRADE |
|---|---|---|---|
| **First Semester** | | | |
| RDTC 10 Introduction to Radiologic Technology | 2 | | |
| RDTC 102 Patient Care in Radiologic Technology | 2 | | |
| RDTC 103 Radiologic Physics I | 3 | | |
| RDTC 104 Radiologic Procedures I | 3 | | |
| SPCH 101 Oral Communications** | 3 | | |
| Total | 13 | | |
| **Second Semester** | | | |
| RDTC 105 Radiologic Procedures II | 3 | | |
| RDTC 107 Radiation Biophysics | 2 | | |
| RDTC 108 Radiologic Physics II | 3 | | |
| RDTC 109 Clinical Education I | 2 | | |
| ENGL 101 Rhetoric and Composition I** | 3 | | |
| Total | 13 | | |
| **First Summer Semester** | | | |
| RDTC 106 Radiologic Procedures III | 3 | | |
| RDTC 110 Clinical Education II | 2 | | |
| Total | 5 | | |
| **Third Semester** | | | |
| RDTC 201 Digital Applications in Imaging | 2 | | |
| RDTC 202 Radiologic Procedures IV | 2 | | |
| RDTC 209 Clinical Education III | 2 | | |
| RDTC 200 Atypical Radiologic Procedures | 3 | | |
| PSYC 100 Introduction to Psychology** | 3 | | |
| Total | 12 | | |

*continue on next page*

**Degree Programs**

Radiologic Technology (continued)

| REQUIRED COURSES | HOURS | F,S,I,SU | GRADE |
|---|---|---|---|
| **Fourth Semester** | | | |
| RDTC 204 Radiographic Pathology | 2 | | |
| RDTC 205 Image Analysis | 3 | | |
| RDTC 203 Radiologic Procedures V | 2 | | |
| RDTC 210 Clinical Education IV | 2 | | |
| Humanities Elective** (from approved IAI) | 3 | | |
| Total | 12 | | |
| **Second Summer Semester** | | | |
| RDTC 211 Clinical Education V | 2 | | |
| RDTC 212 Special Topics in Radiologic Technology | 2 | | |
| Total | 4 | | |

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. Students who have begun the Biology sequence with BIOL 102 in the Fall semester are still eligible for selection consideration.  However, if selected into the program, BIOL 137 must be successfully completed during the Summer Session immediately preceding entry into the program.

\*\*     Recommended sequence for general education courses.

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

JRCERT
20 North Wacker Drive
Suite 2850
Chicago, IL  60606
312-704-5300
www.jrcert.org

# Respiratory Care
### Parkland College
### Associate in Applied Science Degree

Respiratory Care is a life supporting, life enhancing health care profession, practiced under the direction of qualified physicians. Respiratory services are provided to patients with disorders of the cardiopulmonary system. Respiratory services include a variety of diagnostic testing and therapeutic procedures. Patient, family and public education is central to the mission of the profession. Respiratory services are provided in all health care facilities--e.g. hospitals, subacute centers, long term care centers, rehabilitation centers, and in-home care. Respiratory therapists are a key member of the healthcare team in the intensive care areas, special care nurseries, the emergency department, and patient transport. Additional opportunities can be found in cardiopulmonary testing, management, education, sales and clinical support for medical companies. Placement into Math 105 (Intermediate Algebra) or by taking Math 101 (Basic Algebra) is a Pre-requisite to apply for Respiratory Care.

| REQUIRED COURSES | HOURS | F,S,I,SU | GRADE |
|---|---|---|---|
| **First Year Summer Session** | | | |
| BIOL 102 Principles of Biology | 4 | | |
| Total | 4 | | |
| **First Year First Semester** | | | |
| RTT 130 Respiratory Therapy I | 4 | | |
| RTT 131 Respiratory Science | 3 | | |
| RTT 132 Respiratory Therapy II | 4 | | |
| * BIOL 136 Anatomy & Physiology | 4 | | |
| Total | 15 | | |
| **First Year Second Semester** | | | |
| RTT 134 Respiratory Therapy III | 4 | | |
| RTT 135 Respiratory Therapy IV | 4 | | |
| **RTT 133 Clinical Practicum | 1 | | |
| RTT 151 Respiratory Therapy V | 3 | | |
| * BIOL 137 Anatomy & Physiology | 4 | | |
| * ENGL 101 Rhetoric & Composition I | 3 | | |
| Total | 19 | | |
| **Second Year Summer Session** | | | |
| **RTT 136 Clinical Practicum | 1 | | |
| RTT 137 Advanced Mechanical Ventilation | 3 | | |
| Total | 4 | | |
| **Second Year First Semester** | | | |
| RTT 213 Respiratory Therapy VI | 3 | | |
| RTT 215 Respiratory Therapy VII | 2 | | |
| **RTT 212 Clinical Practicum | 2 | | |
| * BIOL 140 Microbiology | 4 | | |
| * ENGL 102 Rhetoric & Composition II | 3 | | |
| Total | 14 | | |
| **Second Year Second Semester** | | | |
| **RTT 214 Clinical Practicum | 2 | | |
| RTT 217 Respiratory Therapy VIII | 3 | | |
| * PSYC 100 Introduction to Psychology | 3 | | |
| PHIL 102 Logic _OR_ PHIL 105 Death and Dying | 3 | | |
| Total | 11 | | |
| Total Hours | 67 | | |

Minimum graduation requirement--67 semester hours.  *Supportive courses offered at DACC.  **Clinical practicums offered at Provena United Samaritans Medical Center and the VA.

**Degree Programs**

# 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 Setup | 2 | | |
| BACC 100 Introduction to Accounting | 3 | | |
| CBUS 104 Introduction to Business | 3 | | |
| BMGT 117 Principals of Marketing | 4 | | |
| CBUS 150 Business Computer Systems | 3 | | |
| Total | 15 | | |

Gainful Employment:
For program costs, completion and graduate information see http://dacc.edu/aac/cguides/2014-2015.

**Degree Programs**

# Beginning Software Application
## Certificate Program

This program is designed to provide entry level employment skills for office personnel.

It is strongly suggested that students complete the Office Assistant Certificate before enrolling in this certificate.

| REQUIRED COURSES | HOURS | F,S,I,SU | GRADE |
|---|---|---|---|
| ENGL 121 Communication Skills | 3 | | |
| BOFF 180 Layout and Design | 2 | | |
| # BOFF 219 Publisher (pre: BOFF 130) | 2 | | |
| # BOFF 225 Excel I (pre: BOFF 130) | 3 | | |
| BOFF 238 Word II (pre: BOFF 237) | 3 | | |

Total        13

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

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://dacc.edu/aac/cguides/2014-2015.

**Degree Programs**

# Advanced Software Application
## Certificate Program

It is strongly suggested that students complete the Office Assistant Certificate and Beginning Software Application Certificate before enrolling in this certificate.

| REQUIRED COURSES | HOURS | F,S,I,SU | GRADE |
|---|---|---|---|
| # BOFF 217 InDesign (pre: BOFF 130, BOFF 180) | 3 | | |
| # BOFF 226 Access I (pre: BOFF 130) | 3 | | |
| # BOFF 227 PowerPoint (pre: BOFF 130) | 3 | | |
| BOFF 220 Photoshop | 2 | | |
| BOFF 230 Excel II (pre: BOFF 225) | 3 | | |

Total        14

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

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://dacc.edu/aac/cguides/2014-2015.

# Software Specialist
## Associate in Applied Science Degree

This program is designed to provide microcomputer software training with a concentration on the Microsoft Office Suite.  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 | | |
| BOFF 130 Windows | 2 | | |
| + BOFF 121 Typing and Document Processing | 3 | | |
| BOFF 135 Intro to the Office (pre: enrollment in or completion of | | | |
| BOFF 121 or consent) | 3 | | |
| # BOFF 237 Word I (pre: enrollment in or completion of BOFF 130) | 3 | | |
| * MATT 104 Business Math | 3 | | |
| BOFF 108 Ethics in the Workplace | 1 | | |
| Total | 16 | | |
| **Second  Semester** | | | |
| BOFF 238 Word II (pre: BOFF 237) | 3 | | |
| # BOFF 225 Excel I (pre: BOFF 130) | 3 | | |
| BOFF 180 Layout & Design | 2 | | |
| # BOFF 219 Publisher (pre: BOFF 130) | 2 | | |
| BACC 100 Introduction to Accounting OR | | | |
| CACC 101 Financial Accounting | 3 | | |
| *      Communications Elective (ENGL 121 or ENGL 101) | 3 | | |
| Total | 16 | | |
| **Third Semester** | | | |
| BOFF 230 Excel II (pre: BOFF 225) | 3 | | |
| # BOFF 226 Access I (pre: BOFF 225 or consent) | 3 | | |
| * BOFF 125 Business Communications (pre: BOFF 114 and BOFF 228; | | | |
| or BOFF 121; or consent) | 3 | | |
| # BOFF 227 PowerPoint (pre: BOFF 130) | 3 | | |
| BOFF 100 Outlook/One Note | 3 | | |
| BOFF 217 InDesign | 3 | | |
| Total | 18 | | |
| **Fourth Semester** | | | |
| BOFF 235 Access II (pre: BOFF 226) | 3 | | |
| *      Humanities Elective | 3 | | |
| BOFF 220 Photoshop | 2 | | |
| BOFF 260 Job Search (pre: completion of 40 hours or consent) | 2 | | |
| BOFF 265 E-Communications | 3 | | |
| * CECN 108 Elements of Economics OR | | | |
| CECN 102 Microeconomic Principles | 3 | | |
| Total | 18 | | |

Total Hours     66

+Placement depends on demonstrated proficiency.     * General Education.

# Sonography
## 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.

This rigorous program offers a wide variety of educational experiences in professional/technical coursework. In addition to classroom work, students will complete over 1000 hours of clinical education 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 hands-on application of knowledge. Its graduates are eligible to take the national certification examinations given by the American Registry of Radiologic Technologists (ARRT) and the American Registry of Diagnostic Medical Sonographers (ARDMS).

**Entrance Requirements:**
Completed degree or 2 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 | 6 | | |
| SONO 102   OB/GYN Sonography | 5 | | |
| SONO 104   Sonography Physics & Instrumentation | 3 | | |
| Total | 14 | | |
| **Second Semester** | | | |
| * SONO 107   Clinical Education I | 13 | | |
| + SONO 103   Cardiovascular Sonography | 2 | | |
| Total | 15 | | |
| **First Summer Semester** | | | |
| **SONO 108   Clinical Education II | 13 | | |
| + SONO 106   Special Topics | 3 | | |
| Total | 16 | | |

Total Hours     45

+ 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 Kasey Moore at 217-554-1652 or director Alberto Bello at 217-443-8552 to obtain this application. Application deadline is May 15.

Gainful Employment:
For program costs, completion and graduate information see http://dacc.edu/aac/cguides/2014-2015.

**Degree Programs**

# 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.

**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 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://dacc.edu/aac/cguides/2014-2015.

**Degree Programs**

# 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 | | |
| Welding Elective | 4 | | |
| Welding Elective | 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://dacc.edu/aac/cguides/2014-2015.

# 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.

| REQUIRED COURSES | HOURS | F,S,I,SU | GRADE |
|---|---|---|---|
| MATT 132 Elementary Technical Math | 4 | | |
| WELD 101 Blueprint Reading | 4 | | |
| WELD 200 Welding Equipment & Codes | 2 | | |
| Welding Elective | 4 | | |
| Welding Elective | 4 | | |
| Welding Elective | 4 | | |
| Welding Elective | 4 | | |
| Communications Elective | 3 | | |
| Total | 29 | | |

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://dacc.edu/aac/cguides/2014-2015.

| | HOURS | F,S,I,SU | GRADE |
|---|---|---|---|
| Welding Electives | | | |
| WELD 170 Gas Welding | 4 | | |
| WELD 180 Arc Welding | 4 | | |
| WELD 270 TIG Welding | 4 | | |
| WELD 280 MIG Welding | 4 | | |
| WELD 290 Plasma Welding & Cutting (pre: WELD 101, WELD 170, WELD 180, WELD 270 & WELD 280) | 4 | | |

**Degree Programs**

# 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 | 4 | | |
| SUST 100 Principles of Sustainability | 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

**Degree Programs**

# Online Classes and Accreditation

DACC offers more than 100 online courses in Transfer, Career, and Basic Skills programs. The Higher Learning Commission of the North Central Association of Colleges and Schools 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 Science and Arts (ASA) 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 <u>mandatory</u> 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.

**Degree Programs**

## Basic Skills
| | |
|---|---|
| ASED 056 | GED Review |
| DEVE 098 | English |
| DEVE 099, 991, 992, 993 | English |
| DEVM 098, 981, 982, 983 | Mathematics |
| DEVM 099, 991, 992, 993 | Mathematics |
| DEVM 100 | Mathematics |
| DEVR 099, 991, 992, 993 | Reading Skills |
| DEVR 098, 981, 982, 983 | Study & Reading Skills |
| MATH 101 | Basic Algebra |

## Career
| | |
|---|---|
| BACC 100 | Introduction to Accounting |
| BACC 120 | Principles of Finance |
| BACC 130 | Payroll Accounting |
| BMGT 103 | Customer Service |
| BMGT 104 | Interpersonal Relationships |
| BMGT 106 | Supervisory Training |
| BMGT 114 | Principles of Management |
| BMGT 115 | Trade Shows, Events and Meetings |
| BMGT 117 | Principles of Marketing |
| BMGT 118 | Professional Selling |
| BMGT 160 | Entrepreneurial Skills |
| BMGT 201 | Promotional Strategy |
| BMGT 212 | Human Resource Management |
| BMGT 213 | Principles of Advertising |
| BMGT 217 | Principles of Retail Merchandising |
| BMGT 244 | Direct Marketing |
| BOFF 140 | Medical Terminology |
| BOFF 151 | Records Management |
| BOFF 217 | InDesign |
| BOFF 220 | PhotoShop |
| BOFF 225 | Excel I |
| BOFF 230 | Excel II |
| BOFF 237 | Word I |
| BOFF 238 | Word II |
| CRIM 100 | Introduction to Criminal Justice |
| CRIM 101 | Criminal Law |
| CRIM 105 | Introduction to Corrections |

| | |
|---|---|
| CRIM 180 | Probation and Parole |
| CRIM 202 | Laws of Evidence |
| CRIM 204 | Criminology |
| EDUC 159 | Issues in Exceptionalities |
| EDUC 220 | Day Care Administration |
| ENGL 121 | Communication Skills |
| HITT 205 | Legal Aspects of Health Information Management and Ethics |
| HITT 215 | Alternative Health Care Settings |
| HITT 240 | Supervision for Health Information Technologists |
| INFO 110 | Internet & Telecommunications |
| INFO 244 | Advanced Internet Development |
| MATH 105 | Intermediate Algebra |
| MATT 104 | Business Mathematics |

## Transfer
| | |
|---|---|
| ANTH 103 | Anthropology |
| ANTH 107 | Cultural Anthropology |
| ARTS 111 | Art History I |
| ARTS 112 | Art History II |
| ARTS 115 | Art Appreciation |
| BIOL 100 | Life Science I |
| BIOL 101 | Human Biology |
| BIOL 102 | Principles of Biology |
| BIOL 105 | Introduction to Environment |
| BIOL 137 | Anatomy & Physiology II |
| BIOL 140 | Microbiology |
| BMGT 114 | Principles of Management |
| BMGT 117 | Principles of Marketing |
| CACC 101 | Financial Accounting |
| CACC 105 | Managerial Accounting |
| CACC 108 | Intermediate Accounting I |
| CACC 109 | Intermediate Accounting II |
| CACC 166 | Cost Accounting |
| CBUS 104 | Introduction to Business |
| CBUS 150 | Business Computer Systems |
| CBUS 203 | Business Law I |
| CBUS 204 | Business Law II |

**Degree Programs**

**Transfer (continued)**

| | |
|---|---|
| CECN 102 | Microeconomic Principles |
| CECN 103 | Macroeconomic Principles |
| CRIM 100 | Introduction to Criminal Justice |
| CRIM 101 | Criminal Law |
| CRIM 204 | Criminology |
| EDUC 211 | Educational Psychology |
| EDUC 270 | Education/Exceptional Child |
| ENGL 101 | Rhetoric and Composition I |
| ENGL 102 | Rhetoric and Composition II |
| GEOG 134 | World Regional Geography |
| HIST 111 | Western Civilization I |
| HIST 112 | Western Civilization II |
| HIST 122 | Modern Latin America |
| HIST 151 | History of U.S. to 1865 |
| HIST 152 | History of U.S. Since 1865 |
| HIST 215 | History:  Special Topics |
| HLTH 101 | Contemporary Health |
| HLTH 130 | Nutrition |
| HUMN 101 | Introduction to Humanities |
| INST 101 | Success in College |
| INST 105 | Library Research Skills |
| LITR 102 | Introduction to Drama |
| LITR 103 | Introduction to Fiction |
| LITR 106 | Women in Literature |
| LITR 111 | Non-Western Literature |
| LITR 131 | Introduction to Shakespeare |
| MATH 111 | College Algebra |

| | |
|---|---|
| MATH 115 | Survey of Statistics |
| MATH 161 | Statistics |
| MUSI 115 | Music Appreciation |
| PHIL 101 | Introduction to Philosophy |
| PHIL 102 | Logic |
| PHIL 103 | Ethics |
| PHYS 142 | Physical Science II |
| PHYS 143 | Introduction to Astronomy |
| POLI 130 | Principles of Political Science |
| POLI 150 | American Government |
| POLI 160 | International Relations |
| POLI 170 | American Judicial Process |
| POLI 231 | State and Local Government |
| POLI 238 | Comparative Government |
| POLI 240 | Non-Western Comparative Government |
| POLI 270 | Special Topics: International Terrorism |
| PSYC 100 | Introduction to Psychology |
| SOCY 100 | Introduction to Sociology |
| SONO 103 | Cardiovascular Sonography |
| SONO 106 | Special Topics |
| SPAN 101 | Elementary Spanish I |
| SPAN 102 | Elementary Spanish II |
| SPAN 103 | Intermediate Spanish I |
| SPCH 102 | Public Speaking |

**Advanced Certificates**

| | |
|---|---|
| ECHO 105 | Special Topics in ECHO |
| ECHO 107 | Cardiac Sectional Anatomy |

# Dual Enrollment Programs: University Transfer, College Express, and Project Lead the Way

Dual enrollment means that an Illinois high school student is taking a college-level class that will be used for high school credit and college credit. Dual enrollment at Danville Area Community College can be earned with transfer eligible courses and career/technical courses. Junior and Senior level high school students are eligible for dual enrollment with approval from their high school counselor.

**Traditional Dual Credit:**

Illinois high school students enrolled in dual credit courses will have their course tuition waived. However, some courses will still require a course fee to be paid and/or textbooks to be purchased. Home school students and Indiana students are not eligible for the tuition waiver.

Dual enrollment 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 in an interactive video classroom or satellite location.

To compliment 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.

**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 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 12-16 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. Home school students and Indiana high school students are not eligible for the program. 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, or the VVEDS office, at 217-442-0461.

**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, (800) 373-6201, contact@vermilionadvantage.com, or 28 West North Street, Suite 101, 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 enrollment. Students are required to take any placement assessments and prerequisites necessary for the chosen college course. The college administers the ASSET and COMPASS placement assessment. ACT and SAT scores may be used, as well. A foreign-language assessment is required for enrollment in all foreign language courses above the entry-level DACC course.

**Degree Programs**

# Dual Enrollment Programs: University Transfer, College Express, and Project Lead the Way

**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*

**Degree Programs**

**AGRICULTURE**
| | |
|---|---|
| Grain/Drying-Storage | Agriculture Management |
| Agriculture Economics | Ag Mechanization |
| Employment Seminar | |

**AUTO BODY**
| | |
|---|---|
| Fundamentals of Collision Repair | |
| Nonstructural Analysis & Damage Repair | |
| Refinishing | Collision Repair Electrical Analysis |

**AUTO MECHANICS**
| | |
|---|---|
| Intro to Engine Technology | Engine Overhaul |
| Fuel Systems & Emission Controls | |
| Steering & Suspension Systems | Braking Systems |

**COMPUTER AIDED DESIGN**
| | |
|---|---|
| Machining Graphics | Intro to AutoCAD |
| Advanced AutoCAD Applications I | Applied AutoCAD |

**COMPUTER NETWORKING**
| | |
|---|---|
| A+ Software Preparation | A+ Hardware Preparation |
| Client Operating Systems | Server Operating Systems |

**COMPUTER PROGRAMMING/WEB DESIGN**
Concepts in Programming C++
Visual Basic Programming
Internet Development Tools - HTML and CSS
Advanced Internet Development

**CRIMINAL JUSTICE ***
| | |
|---|---|
| Intro to Criminal Justice | Criminology |
| Patrol Techniques | Intro to Corrections |

**CULINARY ARTS**
| | |
|---|---|
| Food Sanitation and Safety | Culinary Essentials I |
| Culinary Essentials II | Nutrition and Menu Planning |

**EARLY CHILDHOOD EDUCATION ***
| | |
|---|---|
| Guiding Children | Creative Learning Experiences |
| Children's Literature | Math/Science for Children |

**ELECTRONICS**
| | |
|---|---|
| Intro to Electricity/Electronics | |
| PC Applications in Electronics | |
| Industrial Electricity | Digital Electronics I |

**GRAPHIC DESIGN**
| | |
|---|---|
| Layout & Design Principles | Publisher |
| InDesign | Illustrator |
| Photoshop | |

**HEALTH OCCUPATIONS ***
| | |
|---|---|
| Orientation to Health Occupations | |
| Health Occupations I | Health Occupations II |
| Basic Nursing Procedures | |
| Health Occupations Seminar/Internship | |

**HORTICULTURE**
| | |
|---|---|
| Intro to Horticulture Science | Intro to Floral Design |
| Greenhouse Culture | Landscape Principles |

**INDUSTRIAL TECHNOLOGY**
Introduction to Industrial Technology
Industrial Technology Management Quality
Paid Internship (Summer)

**LOGISTICS/DISTRIBUTION**
*(One year program for high school seniors)*
Working in the Warehousing Environment
Warehousing & Distribution Processes
Warehousing & Workforce Skills
Warehousing Technology Skills
Representative Warehousing Skills/Paid Internship

**NIMS**
| | |
|---|---|
| Machining I | Industrial Safety |
| Elementary Technical Math | Machining II |
| Machining III | Machine Tools IV |

**WELDING**
| | |
|---|---|
| Gas Welding | Arc Welding |
| MIG Welding | TIG Welding |

* Courses in these programs have reading; writing and/or math prerequisites.

**PROJECT LEAD THE WAY**
*(This program meets from 7:30-9:00 a.m.)*
Intro to Engineering Design
Principles of Engineering
Digital Electronics I
Computer Integrated Manufacturing

**For more information**
**217-443-8742**
**www.dacc.edu**

# Lakeview College of Nursing
## Baccalaureate Nursing Program

The College cooperatively provides the basic life and physical sciences, behavioral and social sciences, communication and humanities courses for students admitted to the Lakeview College of Nursing

The majority of the general education and prerequisite courses taken within the first four semesters (for full-time students) are completed at DACC. All nursing courses are taken through Lakeview College of Nursing, beginning the first semester of the third year (for full-time students).

**The suggested curriculum plan is as follows:**

| SUGGEST CURRICULUM PLAN | HOURS | F,S,I,SU | GRADE |
|---|---|---|---|
| **YEAR 1: SEMESTER I** | | | |
| BIOL 102 Principles of Biology or Elective | 4 | | |
| ENGL 101 Rhetoric I | 3 | | |
| Any IAI Elective (Behavioral/Social or Science Preferred) | 3 | | |
| PSYC 100 Intro to Psychology | 3 | | |
| SPCH 101 Oral Communications | 3 | | |
| Total | 16 | | |
| **YEAR 1: SEMESTER II** | | | |
| ENGL 102 Rhetoric II | 3 | | |
| HLTH 130 Nutrition | 3 | | |
| IAI Fine Arts Elective | 3 | | |
| BIOL 136 Anatomy & Physiology I | 4 | | |
| PSYC 210 Psychology of Human Development | 3 | | |
| INST 101 Success in College | 1 | | |
| Total | 17 | | |
| **YEAR 2: SEMESTER I** | | | |
| BIOL 137 Anatomy & Physiology II | 4 | | |
| CHEM 101 Chemistry I *OR* | | | |
| CHEM 114 @ Lakeview College of Nursing | 4 | | |
| SOCY 100 Intro to Sociology or IAI Social Science Elective | 3 | | |
| IAI Humanities Elective | 3 | | |
| CPR Course *OR* | | | |
| HLTH 102 First Aid and Personal Safety | 2 | | |
| Total | 16 | | |
| **YEAR 2: SEMESTER II** | | | |
| BIOL 140 Microbiology | 4 | | |
| MATH 115 *OR* MATH 161 Statistics | | | |
| *OR* STATS 320 @ Lakeview College or Nursing | 3 | | |
| CHEM 102 Chemistry II *OR* | | | |
| CHEM 115 @ Lakeview College of Nursing | 4 | | |
| IAI Humanities/IAI Fine Arts Elective | 3 | | |
| BOFF 140 Medical Terminology *OR* | | | |
| N203 Language of Healthcare online through LCN for 1 credit hour | 3 | | |
| Total | 17 | | |

Total Hours    66

Degree Programs

**Lakeview College of Nursing continued**

*\* Verification of current certification in CPR is a prerequisite for enrollment in all clinical courses. The certification must cover both choking and CPR for infants, children and adults including two-rescuer for children and adults. Currently called "healthcare provider" by the American Heart Association and "professional rescuer" by the American Red Cross.*

Lakeview College of Nursing has full and part-time options available to all students and offers a Bachelor of Science Degree in Nursing. Students must meet Lakeview's admission criteria in order to begin taking courses at Lakeview College of Nursing.

Upon earning a Bachelor of Science in Nursing (BSN) Degree, graduates are eligible to write the State Board Exam for Registered Nurse licensing (NCLEX-RN). Salaries for BSN grads are usually a little higher than for ADN-RNs. Additionally, a BSN is required for students that would like to pursue a graduate-level degree in nursing, such as the nurse practitioner or clinical nurse specialist programs.

For more information on this program, please contact a representative at Lakeview College of Nursing at 217-443-5238 or at admissions@lakeviewcol.edu. Lakeview College of Nursing is located at 903 N. Logan Ave. in Danville, IL, and on the campus of Eastern Illinois University in Charleston, IL through a partnership with Eastern Illinois University. More information may also be found on Lakeview's web site, www.lakeviewcol.edu.

**Degree Programs**

# Cooperative Agreement Programs

Danville Area Community College has entered into a comprehensive cooperative agreement with 24 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 from the home institution and it must be renewed yearly as long as student is in the program of study.  The Community Colleges that have signed the agreement include:

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

In addition DACC has entered into cooperative agreements for specific programs with Parkland College. This cooperative venture will allow residents of District #507 to enroll in programs at Parkland College that are not offered at DACC.  Students of Parkland College district would be allowed to enroll in programs only offered at DACC.  All DACC District 507 students will need to request a cooperative agreement listing program of study and it must be renewed yearly as long as student is in the program of study.  For additional information call 217-443-8770.

Programs included in the cooperative agreement are listed on the next page.

**Degree Programs**

**Cooperative Agreement Programs (continued)**

**PROGRAMS OFFERED BY PARKLAND COLLEGE**
- Construction Design and Management AAS
- Construction Design and Management – Contracting AAS
- Construction Design and Management – Surveying AAS
- Construction Trade Technology AAS
- Construction Trades Certificates

| | | | | |
|---|---|---|---|---|
| Painting & Decorating | Bricklayer | Millwright | Carpentry | Floor Coverer |
| Plumber & Pipe Fitters | Sheet Metal | Laborer | Glazer | |

- Dental Hygiene AAS
- Diesel/Power Equipment AAS
- Digital Media:  Designer Concentration AAS
- Emergency Medical Services: EMT Basic Certificate
- Emergency Medical Services: EMT Paramedic Certificate
- Equine Management AAS
- Equine Management Certificate
- Fire Service Technology AAS
- Graphics Design AAS
- Hospitality Industry: Hotel/Motel Management AAS
- Hospitality Industry: Hotel/Motel Management Certificate
- Hospitality Industry: Restaurant Management AAS
- Hospitality Industry: Food Service Certificate
- Mass Communications Photography AAS
- Mass Communications Radio-TV/Video AAS
- Mass Communications Technology AAS
- Massage Therapy Certificate
- Occupational Therapy Assistant, AAS
- Personal Fitness Trainer Certificate
- Precison Ag Technology
- Radiologic Technology Certificate

  Computed Tomography          Magnetic Resonance Imaging
- Respiratory Care AAS
- Sprinkler System Technology AAS
- Surgical Technology AAS
- Surgical Technology Certificate
- Veterinary Technology AAS

**PROGRAMS OFFERED BY DACC**
- Commercial Floriculture AAS
- Emergency Medical Technician Certificate
- Floral Design Certificate
- Golf Course Management AAS
- Grounds Attendant Certificate
- Health Information Technology AAS
- Industrial Maintenance AAS
- Landscape Design/Construction AAS
- Radiologic Technology Certificate

  Sonography          Echocardiography
- Sonography Advanced Certificate
- Tractor Trailer Certificate
- Wind Energy Technician AAS

Degree Programs

# Course Description Explanation

1 2

**SOCY 200  Marriage and The Family**

3 { (Fall)  **3 hours** } 4

5 {
{ Study of the universal and changing fea-
{ tures of family as a basic institution.  Contem-
{ porary issues such as the restructured family
{ in divorce, remarriage, death, family problems
{ and problem-solving strategies will be explored.
{ Prerequisite: SOCY 100.   [T]   **IAI: S7 902**

6 7 8 9
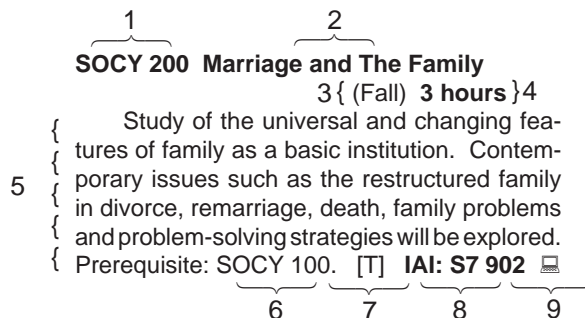
1—Course Prefix and Number
2—Course Title
3—Semester(s) the course is traditionally offered
4—Credit Hours
5—Course Description
6—Course Prerequisite
7—T = Transfer,*   C = Career
8—Illinois Articulation Initiative (IAI) Course Code.
   A course that has a letter and number followed by another 3 digit number is considered an IAI General
   Education Core Curriculum course (ex.:  S7 902).  Coursese with a letter abbreviation and 3 digit num-
   ber are considered major specific IAI transfer courses (ex.: ART 912, NUR 903).  Refer to Itransfer.
   org.  See page 71 for more information about IAI.
9—Online Course

*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 Descriptions**

# Course Description Index

**Course Descriptions**

**\*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. <u>Consult a counselor for this information</u>.**

# Course Description Index

**\*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.**

**Course Descriptions**

# Course Description Index

# AGRI

### AGRI 101 Introduction to Animal Science

(Spring 2015) **4 hours**

The application of the sciences of genetics, physiology, and nutrition to the improvement of the animal industries and an introduction to management and production practices. Includes animal breeds, breeding and selection; anatomy, physiology, nutrition, growth; environment, health and sanitation; products and marketing; production technology and economics; animal behavior; and current issues in animal science. 3 lecture hours, 2 lab hours. [T] **IAI: AG 902**

### AGRI 102 Introductory Agriculture Economics

(Fall 2015) **3 hours**

Introduction and application of economic principles to the agriculture economy; principles of production, consumption, marketing, supply, and demand applied to the economic problems of agriculture. [T] **IAI: AG 901**

### AGRI 103 Ag Mechanization

(Spring 2016) **3 hours**

An introduction to agricultural power and machinery (engines, power transmission including hydraulics, tillage machinery, calibrations, and harvesting equipment), agricultural electrification and applications (circuits, motors, controls, and materials handling and processing), agricultural structures (plans, loads, construction materials and layout and design), and soil and water conservation (surveying, mapping, drainage and conservation structures). 2 lecture hours, 2 lab hours. [T] **IAI: AG 906**

### AGRI 121 Introductory Crop (Plant) Science

(Fall 2015) **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, storing, and marketing practices. 2 lecture hours, 2 lab hours. [T] **IAI: AG 903**

### AGRI 180 Introductory Soil Science

(Fall 2016) **4 hours**

An introduction to the chemical, physical, and biological properties of soils; the origin, classification, and distribution of soils as mapped by GPS/GIS systems and their influence on people and food production; the management and conservation of soils; and the environmental impact of soil use. 3 lecture hours, 2 lab hours. Prerequisites: Completion of or current enrollment in CHEM 100. [T] **IAI: AG 904**

### AGRI 200 Agriculture Management

(Spring 2015) **3 hours**

Study of agriculture management including economic principles, budgets, and planning of an agricultural 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 2016) **3 hours**

Principles, practices, and techniques involved in the harvesting, storing, and drying of grain. 2 lecture hours, 2 lab hours. [C]

### AGRI 206 Grain Marketing

(Spring 2015) **3 hours**

The marketing of grain crops with emphasis on futures and hedging. [C]

### AGRI 207 Agriculture Pesticides

(Spring 2016) **4 hours**

Techniques of integrated pest management. 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 worklogs. 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**

**Course Descriptions**

# 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: College-level reading skills required.

### 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  [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: Graphic Design I or consent of instructor.

### 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: College-level reading skills required.

### 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.

### ARTS 190  Modern Dance I

(As Needed)  **2 hours**

The achievement and development of technical skills in modern dance. Technique basic to this dance form plus motional properties as they relate to dance will be emphasized. [T]

# AUTO

**\*\*All classes require safety glasses and a basic tool set.**

### AUTO 101 Fundamentals of Collision Repair

**4 hours**

Examines the characteristics of body metals and includes the installation of moldings, ornaments, and fasteners with emphasis on sheet metal analysis and safety.\*\*

### 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**

The application, theory, and design of automotive engine operation. Emphasis given to development of the skills needed for testing, disassembly, precision measuring, machining, and re-assembly of spark ignition cylinder heads.\*\*

### AUTO 113 Drivetrain Systems

(Fall)  **4 hours**

Theory, maintenance, and servicing of various drivetrain systems including belts and chains. The focus will be on driveshafts, axle shafts, U-joint, CV joints, transfer cases, differentials, and clutches.\*\*

**Course Descriptions**

### AUTO 121 Engine Overhaul

(Spring) **3 hours**

Application of maintenance and service procedures to diagnose and repair a "short block" with emphasis given to skills needed to overhaul and rebuild stock automotive engine. Discussion about blueprinting and performance enhancements will be minimal. Disassembly techniques, measuring, machining, and proper re-assembly practices will be stressed**

### 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 131 Collision Repair Electrical Analysis

**3 hours**

Theory and repair of electrical and electronic systems related to the collision repair industry. Includes electrical theory, DVOM usage, wire and circuit repairs, electronic diagnosis of ABS and SIR systems and schematic usage.**

### 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**

To inspect and service hydraulic disc/drum braking systems including two and four wheel ABS and traction control systems. Use of lathes and other special tools will be utilized.**

### AUTO 147 Principles of Air Conditioning

(Spring) **4 hours**

Heating ventilating, and air-conditioning systems, both manual and electronic will be discussed. Students must pass a refrigerant handling certification exam.**

### AUTO 151 Non-Structural Analysis and Damage Repair

**4 hours**

Introduces fundamentals of using hand and power tools in the repair of minor collision damage, with emphasis on safety.**

### AUTO 201 Refinishing

**4 hours**

Introduces auto paint considerations with emphasis on the handling of materials and equipment in modern automotive technologies.

### 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. Prerequisite: AUTO 106.**

### AUTO 231 Collision Repair Mechanical Analysis

**3 hours**

Upon completion of this course, the student will be expected to: 1) demonstrate proper safety practices while in labs; 2) identify tools used for steering and suspension repair; 3) diagnose steering and suspension components to determine need for replacement; 4) remove and replace steering and suspension components; 5) inspect, rotate, mount, and balance tires; 6) diagnose cooling system components need for replacement; 7) remove and replace cooling system components; and 8) diagnose air conditioning components to determine need for replacement.**

### AUTO 236 Automotive Computer Controls

(Fall) **4 hours**

Advanced theory and diagnostic procedures related to body, chassis, and power train control systems utilizing scan tools and labscopes 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. Prerequisite: AUTO 134.**

### AUTO 251 Structures Analysis & Damage Repair

**4 hours**

Provides instruction in analyzing extensive body damage and determining the tools and procedures needed to replace panels. Covers the use of tools, frame machines, and equipment for frame and chassis repair. Includes study of terms pertaining to front suspension and rear axle. Describes uses of frame gauges and other measuring devices.**

### AUTO 253 Manual Transmissions

(Fall) **4 hours**

The operation, maintenance, and service of manual transmissions/transaxles including bearing, seal, gear, and synchronizer analysis. Prerequisite: AUTO 113.**

### AUTO 271 Custom Refinising Techniques

**1 hour**

Advanced color theory, color evaluation and tinting, mica/pearl control techniques, wet bed blends, let down panels, tri coats, quad coasts, advanced spot repair, paint defect, evaluation and repair.

# 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 105 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 290 Accounting Seminar

(As Needed)  **1 hour**

The study of contemporary problems in business. Prerequisite: Consent of the Division Dean. [C]

### BACC 291 Accounting Seminar

(As Needed)  **2 hours**

The study of contemporary problems in business. Prerequisite:  Consent of the Division Dean. [C]

### BACC 292  Accounting Seminar

(As Needed)  **3 hours**

The study of contemporary problems  in business. Prerequisite:   Consent of the Division Dean. [C]

### BACC 295 Accounting Internship

(As Needed)  **3 hours**

On-the-job training in accounting or business related areas. Prerequisite: Consent of instructor. [C]

### BACC 297  Accounting Internship

(As Needed)  **3 hours**

On-the-job training in Accounting or business related areas. Prerequisite: Consent of instructor.  [C]

# BIOL

### BIOL 100 Life Science I

(Fall) **4 hours**

An introductory course in biological principles. Ecology, animal behavior, and cellular biology are covered. The course is designed for the non-science major and is less theoretical and more practical for this reason. 3 lecture hours, 2 lab hours. Prerequisites: Place 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: L1 900L** 🖥

### BIOL 101 Human Biology

(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 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: 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 3 lecture hours per week, and 2 lab hours. Prerequisites: Placement into MATH 101 and ENGL 101 or grade of C or better in GSCI 100. GSCI 100 is recommended if biology course work is older than five years. This course covers scientific material quickly. 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 900L** 🖥

### BIOL 103 Principles of Biology II

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. Prerequisite: Completion of Biology 102 with a C or better. A lab is required for this course. **IAI:**

### BIOL 104 Zoology

(Spring) **4 hours**

A survey of the animal kingdom with emphasis on taxonomy, structure, and evolution. Class meets for 3 hours of lecture and 2 hours of lab per week. Prerequisites: Place into ENGL 101 and MATH 101; BIOL 102 with a grade of C or better or 2 years high school biology. Notes: A lab

**Course Descriptions**

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**

An introduction to the interdisciplinary study of the interrelationships of human and the natural world and their interactions. This study will include the scientific, social, ethical, political and economic aspects of environmental problems as we seek to discover solutions. It will examine the relationships and issues among the human population, all other living organisms, natural resources, land use, agriculture, biodiversity, industrialization and pollution. Prerequisites: Place into ENGL 101 and MATH 101. [T] **IAI: L1 905**

### BIOL 133 Field Studies in Biology

(Not offered every year) **4 hours**

A non-major environmental biology course that focuses on the interrelationships between humans and nature. Topics include general ecology, biodiversity, resources, pollution, global change, and environmental ethics. The laboratory component will consist of field work studies, conducted mostly outdoors at various locations around the Vermilion and Champaign County. Bus transportation will be provided from the DACC campus for all labs. Special travel fees. [T] **IAI: L1 905L**

### 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. 3 hours of lecture, and 2 1/2 hours of laboratory per week. Placement into MATH 101 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. Prerequisites: BIOL136 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] **IAI: CLS 904, NUR 904**

### BIOL 140 Microbiology

(Fall, Spring and Summer) **4 hours**

Introductory principals of microbiology are explored through lecture, laboratory activities, and assignments. Morphology, metabolism, growth and control, antimicrobials, genetics, biotechnology, epidemiology, and the disease process are presented. Laboratory approach and medical application of material is emphasized. Prerequisites: Placement into MATH 101 and ENGL 101 or two years of high school biology in the last five years. 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 137during 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 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: L1 901L**

# BMGT

### BMGT 103 Customer Service

**2 hours**

Customer Service will focus on developing appropriate skills, knowledge, attitudes needed to win customer satisfaction and loyalty. The importance of the relationship between the customer and the organization will be studied and related to the organizational purpose. Key business themes and concepts will include: a heightened awareness of the challenges and opportunities in customer service; the ability to lead, expand, and empower the service process; utilizing customer service strategies to exceed customer expectations and create customer loyalty; a clear understanding of the future directions of customer service and specific skills for professional success. [C]

### BMGT 104 Interpersonal Relationships in Business

**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

**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
**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 115 Trade Shows, Events and Meetings
**3 hours**

Trade Shows, Events and Meetings will explore the dynamic industry of trade shows, special events, and meeting planning. This industry has emerged as a separate business category that facilitates commerce in all arenas of the economy while opening new marketplaces at all levels; from manufacturer to wholesale, retail, and consumer. The course will examine each step in the development of a trade shows, special events, and meetings that will highlight the many aspects of this growing industry. [C] 🖳

## BMGT 117  Principles of Marketing
**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
**3 hours**

This course emphasizes professional selling as a professional marketing activity that is coordinated with an organization's promotional activities. Principles of planning and communication strategies will be discussed throughout the course. [C] 🖳

## BMGT 160  Entrepreneurial Skills
**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
**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  Promotional Strategy
**3 hours**

This course focuses on an integrated approach to an organization's promotional strategy. Application of promotion planning, design, and implementation stages coordinated with advertising, professional selling and publicity will be emphasized. Prerequisite: BOFF 180 or instructor approval. [C] 🖳

## BMGT 212  Human Resource Management
**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
**3 hours**

Advertising and Sales Promotions will explore advertising as a business and the voice of marketing. Current advertising concepts, practices, and trends will be discussed. Primary course themes will include:  the art and science of advertising; scope of advertising; integrated marketing communication; and effectiveness of advertising. Prerequisite: BOFF 180 or instructor approval.  [C]

## BMGT 217  Principles of Retail Merchandising
(**3 hours**

Basic retail management functions with emphasis on the role of the manager. Retailing and Merchandising will focus on relevant topics and issues in the field of retailing through discussion, case studies, and projects. Topics include:  consumer behavior; store location and operations; service retailing; franchising; and retailing in a changing environment. [C] 🖳

## BMGT 244  Direct Marketing
**2 hours**

Direct Marketing will explore the information driven marketing process between the buyer and seller utilizing various direct marketing and database marketing techniques and strategies. Topics include:  nature and scope of direct marketing; difference between direct marketing and traditional mass media advertising; direct marketing media and direct marketing strategies and techniques. Prerequisite: BOFF 180 or consent of instructor.  [C]

## BMGT 290  Management Seminar
(As Needed)  **1 hour**

The  study of contemporary problems  in business. Prerequisite: Consent of the Division Dean. [C]

**Course Descriptions**

**BMGT 291  Management Seminar**

(As Needed) **2 hours**

The study of contemporary problems in business. Prerequisite: Consent of the Division Dean. [C]

**BMGT 292  Management Seminar**

(As Needed) **3 hours**

The study of contemporary problems in business. Prerequisite: Consent of the Division Dean. [C]

**BMGT 295  Management Internship**

(As Needed) **3 hours**

On-the-job training in Management or business related areas. Prerequisite: Consent of instructor. [C]

**BMGT 297  Management Internship**

(As Needed) **3 hours**

On-the-job training in Management or business related areas. Prerequisite: Consent of instructor. [C]

# BOFF

**BOFF 100  Outlook/One Note**

**3 hours**

Technique, skill, and accuracy training in dictation and note taking skills. Prerequisite: Enrollment in or completion of BOFF 121 or consent of instructor. [C]

**BOFF 108 Ethics in the Workplace**

**1 hour**

Covers an awareness of ethics and professional conduct. Topics include identifying values, attitudes, resolving 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**

**2 hours**

Learn to operate an alphabetic keyboard by the touch system. Open to all students except Office Systems majors. Course length 8 weeks. Outside lab work required.  [C]

**BOFF 117 Keyboarding Speed Development I**

(As Needed) **1 hour**

This course is a satisfactory/unsatisfactory course for the student who has not met the timed writing speed requirement to enter Intermediate Computer Typing. This course will help students develop proper techniques and increase speed to 40 wpm with a minimum of 6 errors on a 3-minute timed writing and develop speed of at least 35 wpm with 10 errors or less on 5-minute timed writings. This course will not count toward the requirements for an Associate of Applied Science degree for Office Systems majors. (Non Degree Credit)

**BOFF 118 Keyboarding Speed Development II**

(As Needed) **1 hour**

This course is a satisfactory/unsatisfactory course for the student who has not met the timed writing speed requirement to enter Advanced Computer Typing. This course will help students develop proper techniques and increase speed to 50 wpm with 10 errors or less on 5-minute timed writings. This course will not count toward the requirements for an Associate of Applied Science degree for Office Systems majors. (Non Degree Credit)

**BOFF 121  Typing & Document Processing**

**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 122  Document Processing II**

**3 hours**

Speed and accuracy development. Business letters, reports, tables, and business forms. Developing proofreading skills. Upon completion of the course a minimum speed requirement of 40 words per minutes (10 error maximum) on a 5-minute test. Prerequisite: BOFF 121 with a grade of "C" or better and a minimum of 38 words a minute with 6 errors or less on a 3-minute timing or pass placement test or consent of instructor. Class is taught on microcomputers. Outside lab work required. [T, C]

**BOFF 125  Business Communication**

**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 114 and BOFF 228; or BOFF 121;  or consent. [T, C]

**BOFF 127 Intro to PowerPoint (Non-Majors)**

**2 hours**

An introductory course to develop skills in preparing and using this presentation graphics software. Topics include: creating, formatting, and enhancing presentations with various graphic forms. File management techniques will be reviewed. Prerequisite: BOFF 130. [C]

**BOFF 130  Windows**

**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. Recommended Prerequisite: BOFF 114 or BOFF 121 or consent of instructor. Course length 8 weeks. [C] 🖥

**BOFF 135  Intro. to the Office**

**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**

**3 hours**

Explore the medical office career. An introduction to types of files including computerized files, appointment scheduling, insurance claims, and office administration. Prerequisite: BOFF 121 and BOFF 140.

**BOFF 140  Medical Terminology**

**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. [T, C]

**BOFF 141  Intro. to Medical Transcription**

**3 hours**

Explore the medical transcriptionist career.  Learn the types of medical reports, proper report form, typing rules, and ethical and legal aspects of the medical record. Medical terminology review. Learn the operation of a transcription machine and some transcription. Prerequisite: BOFF 121, BOFF 140, or consent of instructor. [C]

**BOFF 151  Records Management**

**3 hours**

Practical application and overview of alphabetic, subject, geographic, and numerical filing systems with emphasis on basic principles and procedures of record storage, control, selection, and retrieval. [C] 🖳

**BOFF 171  Basic Coding**

**3 hours**

Students will learn the basic coding ground rules and the appropriate way to find CPT and ICD-9-CM codes for classifying diagnoses and procedures, as well as becoming familiar with key terms and utilizing resources to increase coding accuracy.

**BOFF 180  Layout & Design Principles**

**2 hours**

Graphic Design fundamentals including graphic design techniques for publications such as newsletters, brochures, pamphlets, fliers and other business forms. [C]

**BOFF 217  InDesign**

**3 hours**

An introductory course in Adobe InDesign.  Students will learn to use the tools of InDesign; combining text and graphics to create fliers, newsletters, brochures, invitations, and other business forms. Prerequisite: BOFF 130, BOFF 180, or consent. [C]

**BOFF 219  Publisher**

**2 hours**

This course is an introductory course to develop skills in the use of Microsoft Publisher; a desktop publishing software program. Students will create a variety of documents utilizing and/or modifying Publisher's predefined templates, as well as designing their own layouts. Use of the many editing features of Publisher will be covered. Prerequisite: BOFF 130 or concurrent enrollment. [C]

**BOFF 220  Photoshop**

**2 hours**

This course is an introductory course to develop skills in the use of this graphics editing software program. Basics of image enhancement and modification will be covered. Students will create presentation quality images that can be subsequently used in other application software publications. Prerequisite: BOFF 130. [C]

**BOFF 221  Machine Transcription**

**3 hours**

Development of skills in the use of the Lanier cassette transcriber to produce mailable correspondence. Review of English transcription skills and spelling. Prerequisite: Completion of or enrollment in BOFF 122. [C]

**BOFF 224  Document Processing III**

**3 hours**

Speed and accuracy development.  Advanced work on business letters, reports, tables, and memos. Minimum speed requirement: 50 words per minute (10 errors maximum) on 5-minute test. Outside lab work is required. Class is taught on microcomputers using Word. Prerequisite: BOFF 122 with a grade of "C" or better and a minimum of 48 words a minute with 10 errors or less on a five-minute timing or consent of instructor. [T, C]

**BOFF 225  Excel I**

**3 hours**

An introductory course to develop skills in creating, revising, and printing spreadsheets and charts. File management techniques will also be reviewed. Prerequisite: BOFF 130 or concurrent enrollment. [C] 🖳

**BOFF 226  Accaess I**

**3 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: BOFF 130, BOFF 225 or consent of instructor. [C]

**BOFF 227  PowerPoint**

(Spring) **3 hours**

A course to develop skills in preparing and using this presentation graphics software. Topics include: creating, formatting, and enhancing presentations with various graphic forms. Linking and embedding objects and files, and sharing data and presentations will be covered. File management techniques will be reviewed. Prerequisite: BOFF 130 or concurrent enrollment. [C]

**BOFF 228  Intro to Word (Non-Majors)**

(Fall & Spring) **3 hours**

An introduction of basic word processing skills for non Office Systems majors using Microsoft Word. The instruction includes entering, editing, enhancing, and printing text documents. Prerequisite: BOFF 114 or ability to keyboard at least 25 wpm or consent of instructor and BOFF 130 or concurrent enrollment. Course length 8 weeks. [C]

**Course Descriptions**

**BOFF 229  Microsoft Office**

(Spring) **2 hours**

An advanced course to explore the various integration processes of the Microsoft Office Suite (Word, Excel, Access, and PowerPoint). Prerequisites: BOFF 225, BOFF 226, BOFF 227 or BOFF 127, BOFF 238.  [C]

**BOFF 230  Excel II**

**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 235 Access II**

**3 hours**

An advanced course in maintaining and using Microsoft Access. Topics include: different types of queries, reports with subreports, Access tools, macros, data access pages, PivotTables and charts, XML. Prerequisite: BOFF 226 or consent. [C]

**BOFF 237  Word I**

**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 114 or ability to keyboard at least 25 wpm or consent of instructor and BOFF 130 or concurrent enrollment. [C]

**BOFF 238  Word II**

**3 hours**

An advanced course using Microsoft Word. Skills required for the Microsoft Office Expert certification exam will be covered. These include: footnotes, mail merge, sorting, customizing objects, WordArt, macros, tables and indexes, forms, and an introduction to using XML. Prerequisite:  BOFF 237 or consent.  [C]

**BOFF 242  Intermediate Medical Transcription and Terminology**

**3 hours**

Covers medical letters, consultations, chart notes, and reports in several medical specialties. Also H & P, Radiology, Surgical, Pathology and Discharge Reports. Medical accounting and scheduling procedures for the medical assistant are also covered. Prerequisite: BOFF 122, BOFF 140, BOFF 141.

**BOFF 245 Advanced Medical Transcription**

**2 hours**

Covers advanced transcription of medical reports in specialized areas of medicine such as Gynecology, Neurology, Pediatrics, and Cardiovascular. Actual doctor dictation is used as well as dictation featuring foreign accents. Prerequisite: BOFF 242, GSCI 105. [C]

**BOFF 249 Medical Office Procedures II**

**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 250  Administrative Systems and Procedures**

**3 hours**

A capstone course which encompasses techniques and skills needed in today's business office. Prerequisite: BOFF 122; completion of 20 semester hours in office systems courses, or consent. [C]

**BOFF 255 Digital Presentations**

**3 hours**

Digital Presentations integrates Microsoft Office PowerPoint, Live Meeting and OneNote software to enable students to develop the core presentation skills utilizing digital technology.  The course emphasizes the key tools business professionals utilize in today's digital world. Prerequisite: BOFF 127 or 227.

**BOFF 260  Job Search Seminar**

**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:  BOFF 125.  Completion of 40 semester hours.  [C]

**BOFF 265 E-Communications**

**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 290  Office Systems Seminar**

(As Needed)  **1 hour**

The study of contemporary problems in business. Prerequisite: Consent of the Division Chairperson. [C]

**BOFF 291  Office Systems Seminar**

(As Needed)  **2 hours**

The study of contemporary problems in business. Prerequisite: Consent of the Division Dean. [C]

**BOFF 292  Office Systems Seminar**

(As Needed)  **3 hours**

The study of contemporary problems in business. Prerequisite: Consent of the Division Dean. [C]

**BOFF 295  Office Systems Internship**

(As Needed)  **3 hours**

On-the-job training in Office Systems or business related areas. Prerequisite: Consent of the Division Dean. [C]

**BOFF 297  Office Internship**

(As Needed)  **3 hours**

On-the-job training in Office Systems or business related areas. Prerequisite: Consent of the Division Dean. [C]

# CACC

**CACC 101  Financial Accounting**

(Fall, Spring and Summer)  **3 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**

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)  **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. [T] **IAI: S3 902** 💻

**Course Descriptions**

**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** 🖳

**CECN 108   Elements of Economics**

(Spring) **3 hours.**

This is an introductory survey of the major elements of economics. This one semester course is considered to be a social science course for those students not majoring in commerce or business administration. This course examines aspects of both microeconomics and macroeconomics. Emphasis will be placed upon students gaining a general knowledge of economic principles which apply to our economic system. Special attention will be given on how to apply these principles to improve upon the economic plight of humans in addition to addressing various issues related to improving human relations among the different economic role players. **Not open to students who have had Economics 102 and 103.** [T] **IAI: S3 900**

**CECN 150  Money and Banking**

(As Needed) **3 hours.**

A study of monetary and banking systems and the impact of monetary policy on employment, prices, economic growth, and international trade. Prerequisite: CECN 103 or 108. [C]

# CHEM

**CHEM 100 Introduction to Chemistry**
(Non-Science Majors)

(Fall & Summer) **4 hours**

A one-semester introductory course in basic concepts and language of chemistry for the non-science major. Fundamentals of inorganic and organic chemistry with applications to everyday life. Class meets for 3 hours of lecture and 2 hours of lab per week. Prerequisites: Place into MATH 105. [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 principles of atomic structure, bonding, stoichiometry, chemical equations, ideal gas laws, solutions and colloids, and oxidation-reduction. Class meets for 3 hours of lecture and 3 hours of lab per week. Prerequisites: Place into MATH 111; CHEM 100 or its equivalent is recommended. 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 902L EGR 961 CLS 906 CHM 911 NUR 906**

**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 descriptive chemistry of the metals and nonmetals, coordination complexes, qualitative analysis, kinetics, ionic equilibrium, solubility 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: EGR 962 CHM 912 BIO 907 NUR 907**

**CHEM 105 Introduction to Forensic Chemistry**

(Not Offered Every Year) **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 soil, blood, DNA, hair, drugs, toxins, fibers, and glass. The course meets 3 hours 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**

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:  EGR 963   CHM 913 BIO 908 NUR 908**

**CHEM 134 Organic Chemistry II**

(Spring)  **5 hours**

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 multistep reactions. Course consists of 3 lecture hours and 4 lab hours. Prerequisites: CHEM 133 with a C or better. **P1 904 P1 904L CHM 913**

# 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) **5 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]

### CRIM 206  Defensive Tactics
(Fall and Spring) **2 hours**

An introduction to physical conditioning and drill in defense techniques, including arrest and custody of offenders. Waiver of liability required. Prerequisite: Place into ENGL 121. [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]

# CULA

**Basic Culinary Arts 12 Hour Certificate
(College Express)**

### CULA 305  Food Sanitation and Safety
**3 hours**

This lecture/lab course is designed as a comprehensive study of food sanitation and food safety for the hospitality industry. Areas of discussion 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. HACCP is a systematic approach to food safety that identifies significant hazards for food safety and establishes controls to reduce, prevent, or eliminate them.

### CULA 310  Culinary Essentials I
**3 hours**

Introduction to basic 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 basic 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.

**Course Descriptions**

### CULA 315  Culinary Essentials II

**3 hours**

Continuation of the fundamental concepts and techniques of food preparation. Students rotate through stations in a large commercial kitchen. Cooking skills are developed through participation in food preparation and production of a variety of food products. Emphasis will be placed on the need and procurement of supplies, work stations and attractive service. A lecture/lab course.

### CULA 320  Nutrition and Menu Planning

**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.

### Culinary Arts 30 Credit Hour Certificate

**Note: CULA 405 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.**

### CULA 405  Food Sanitation and Safety

**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. All students must take and successfully pass the Illinois Food Handlers Sanitation Certification Exam.

### CULA 410  Culinary Essentials

**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

**3 hours**

This course deals with food preparation principles. You 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 you 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

**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

**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.

### CULA 430  Salads, Sandwiches, Hors d'Oeuvres

**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

**3 hours**

The finest cuisine still depends on soups and sauces based on high-quality stocks, so stock-making remains an essential skill that you should learn early in your 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, you will have at your disposal the major techniques for the preparation of soups. As in sauce-making, basic techniques are the building blocks you can use to create a wide variety of appetizing soups.

### CULA 440  Meats, Poultry, Fish and Eggs

**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

**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

**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

**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: <u>Wait Staff Service</u> – designed for those wanting to acquire the necessary skills for the positions of host/hostess, bartender, server, and busser; <u>Wine Service</u> – teaches the essentials of Wine with Food Pairing Techniques; and <u>Alcohol Service</u> – presents the Fundamentals of Responsible Alcohol Service.

# DEVE

### DEVE 098, 981, 982, 983  English

(Fall, Spring, Summer & Winter)  **1-4 hours**
**Available On Line**

A review of English for written communication.  Students who (1) complete the requirements for the course, (2) demonstrate proficiency on a Mastery Test, (3) have an approved writing sample and (4) receive an appropriate score on the ASSET Language Usage Skills Placement Test will be placed in Rhetoric 101 or Communication Skills 121 or 130. Students who do not meet these requirements will be placed in English 099 or be reassigned to English 098. (Non Degree Credit.) 🖥

### DEVE 099, 991, 992, 993  English

(Fall, Spring, Summer & Winter)  **1-4 hours**
**Available On Line**

A continuation of English 098. Students who (1) complete the requirements for the course and (2) demonstrate proficiency on the ASSET Language Usage Skills Placement Test will be placed in Rhetoric 101 or Communication Skills 121 or 130. Students who do not meet both of these requirements will be reassigned to English 099. (Non Degree Credit.) Prerequisite: English 098. 🖥

# 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, 981, 982, 983  Study & Reading Skills

(Fall, Spring &  Winter)  **1-4 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 or achievement. (Non Degree Credit) 🖥

### DEVR 099, 991, 992, 993  Reading Skills

(Fall, Spring &  Winter)  **1-4 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 & Spring) **2 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 Advance Manufacturing
**3 hours**

Introduction to common classifications of materials in industry with emphasis on properties and common processes associated with utilization. Prerequisites: None: [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 266 Applied AutoCAD
(Fall & 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 & Spring) **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. Prerequisite: Acceptance into Echocardiography Program.

### ECHO 102 Echocardiography Procedures
(Fall) **8 hours**

Sonographic and physiologic evaluation of the heart and great vessels. Course provides understanding of normal cardiac anatomy and physiology. Outlines proper echocardiographic evaluation of the cardiovascular system and pathology. Prerequisite: Acceptance into Echocardiography Program.

### ECHO 103 Clinical Education I
(Spring) **12 hours**

Supervised instruction in echocardiography at a clinical education affiliate. Prerequisite: Completing ECHO 101, ECHO 102, and SONO 104 with a C or better.

### ECHO 104 Clinical Education II
(Summer) **12 hours**

Continuation of supervised instruction in echocardiography at a clinical education affiliate. Prerequisite: Completing ECHO 101, ECHO 102, 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. Prerequisite: Completing ECHO 101, ECHO 102, ECHO 103 and SONO 104 with a C or better.

### ECHO 106 Electrocardiography (EKG)
**1 hour**

Introductory study of the basic EKG printouts focuses on the electrophysiology of the heart, identifying normal and abnormal heart rhythms. Prerequisites: Acceptance into the Echocardiography Program.

### ECHO 107 Cardiac Sectional Anatomy
**2 hours**

Cardiac anatomy in the various planes as demonstrated on diagnostic sonographic images. Prerequisites: Acceptance into the Echocardiography Program.

# EDUC

### EDUC 101  Nature of the Teaching Profession
(Fall and Spring) **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 102 Introduction to Bilingual Education
(As Needed)  **3 hours**

Study of problems facing students, teachers, and educational institutions in multicultural communities. Includes discussion of the role of bilingual education, linguistically and culturally effective teaching strategies, and resources for multicultural teaching. Prerequisite: Place into ENGL 121. [C]

### 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. [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]

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### 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

**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

**5 hours**

Introduction to fundamental concepts of the nature, production, and usage of electricity. Study of circuits with emphasis on problem solving and component identification. [C] 💻

### ELEC 161 Residential Wiring

(As Needed) **4 hours**

This course will teach the student the principles of AC electricity, the techniques utilized in home wiring, and the code and safety requirements involved in residential electricity. Students will receive hands-on practice and should finish the course with the knowledge necessary to safely perform most electrical tasks around the home. [C]

### ELEC 167 Electronic Circuits I

**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

**4 hours**

A study of 3 phase electrical power as applied to power sources, distribution, and usage. Motors, generators, transformers, and other heavy power units stressed. Wiring of industrial 3 phase control circuits included. [C]

### ELEC 175 PC Applications in Electronics

**2 hours**

This course will introduce the student to a variety of skills and applications of personal computers used by the contemporary electronics technician. First, the student will be given a general overview of disk operating fundamentals, the Windows environment, the internet, and world wide web. Second, students will also be taught the basics of computer

**Course Descriptions**

aided design as it applies to printed circuit board design and construction. Third, the student will become familiar with the use of various software packages developed for the electronics industry such as Workbench, ETCAI, and others. Finally, the student will learn the BASIC programming language and its use in controlling electronic circuits in robotics and other automated devices. [C]

### ELEC 199 Apprenticeship Worksite Experience
**1 hour**

Students who are participating in an apprenticeship program started at the secondary level are the only ones eligible to enroll in this class. Depending upon the design of the individual apprenticeship program the student may be required to participate in worksite activities during the Summer semester prior to the regular Fall semester as a Freshman at Danville Area Community College. Additionally, some apprenticeships require worksite activities during the Fall and Spring semesters. Apprenticeship students can enroll in this class a maximum of 4 times to cover worksite activities during their program of study. This class requires a minimum of 75 hours at the worksite during the semester of enrollment. For those students who know that they will be working more than 150 hours at the worksite during the semester, they should enroll in ELEC 299. Enrollment is contingent upon approval from Division Chair.

### ELEC 220 Opto-Electronics
**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
**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
**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
**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 MicroLogic controllers. Prerequisite: ELEC 160. [C]

### ELEC 273 Digital Electronics 1
**4 hours**

Digital 1 is a study of the fundamentals of Digital Electronics as used in modern electronic systems. Boolean Algebra is used to minimize circuitry and solve logic problems. The connections of AND, Or, NAND, NOR, INVERTORS, and flip-flops is studied. Prerequisite: ELEC 160. [C]

### ELEC 274 Digital Electronics 2
**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
**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
**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
**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]

### ELEC 299 Apprenticeship Worksite Experience
**2 hours**

Students who are participating in an apprenticeship program started at the secondary level are the only ones eligible to enroll in this class. Depending upon the design of the individual apprenticeship program the student may be required to participate in worksite activities during the Summer semester prior to the regular Fall semester as a Sophomore at Danville Area Community College. Additionally, some apprenticeships require worksite activities during the Fall and Spring semesters. Apprenticeship students can enroll in this class a maximum of 4 times to cover worksite activities during their program of study. This class requires a minimum of 150 hours at the worksite during the semester of enrollment. For those students who know that they will

**Course Descriptions**

be working less than 150 hours at the worksite during the semester, they should enroll in ELEC 199. Enrollment is contingent upon approval from Division Chair.

# 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: 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. [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: ENGL 101 with "C" or better. [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: College level reading and writing skills 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: ENGL 121 or ENGL 101 with "C" or better. [C]

# FIRE

### FIRE 100 Techniques of Fire Fighting Module A

(Fall, every other year) **3 Hours**

This course will provide the basic knowledge of the organization of fire departments, basic equipment and its use as well as fire behavior and safety. Practical evaluations included. [C]

### FIRE 101 Techniques of Fire Fighting Module B

(Spring, every other year) **3 Hours**

This course will provide the basic knowledge of emergency medical care, building construction, forcible entry and the rescue process. Practical evaluations included. [C]

### FIRE 102 Techniques of Fire Fighting Module C

(Fall, every other year) **3 Hours**

This course will provide the basic knowledge of fire detection and prevention as well as survival (terrorism awareness and hazardous materials). Practical evaluations included. [C]

### FIRE 110 Fire Prevention Principles I/Fire Service Laws and Regulations

(Spring, every other year) **3 Hours**

This course provides the student with an overview and understanding of the field of fire prevention including history of fire prevention, code development and enforcement, inspection principles, public fire safety education, and arson suppression. This course follows objectives outlined in the National Fire Protection Association Standards 1031, Fire Inspector I. This course also provides the basic knowledge and skills through which to locate and comprehend the various statutes, regulations, codes, and cases, federal, state, and local that form the framework governing the fire service. [C]

**FIRE 120 Tactics and Strategy I**

(Spring, every other year) **3 Hours**

This course reviews special methods of teaching tactical concepts relative to extinguishing all classes of fire. Extinguishing equipment and compounds along with fire development are covered. [C]

**FIRE 130 EMT-Basic**

(Fall) **5 hours**

This course is designed to prepare the student for licensure at EMT-Basic level. The history of EMS, patient assessment, medical and trauma emergenices, and ambulance operations will be discussed. Meets state requirement of 120 hours of instructions for certification, 10 hours of clinical experience outside the classroom is required and coordinated by instructor. Prerequisites: 18 years old, High School diploma equivalent, Healthcare Provider or equivalent CPR card.

**FIRE 140 Fire Management I**

(Fall, every other year) **3 Hours**

This course will acquaint the student with the role of the company officer and provides an introduction to basic management theories practices and functions. [C]

**FIRE 142 Fire Management II**

(Spring, every other year) **3 Hours**

This course will acquaint the student with the principles of communication and group dynamics as they relate to the company officer. This course is a requirement for Fire Officer I. [C]

**FIRE 151 Fire Apparatus Engineer**

(Spring, every other year) **4 Hours**

This course will train the student to be a fire apparatus engineer: preventative maintenance, pumps and controls, water supply and water systems, specialized equipment, general operations and the responsibilities of a fire apparatus engineer. Practical evaluations included. [C]

**FIRE 161 Hazardous Materials Operations**

(Fall, every other year) **3 Hours**

This course will train students to respond to releases or potential releases of hazardous materials and have the training to respond defensively without trying to stop their release. Practical evaluations included. Prerequisite: FIRE 160. [C]

**FIRE 170 Fire Instructor I**

(Fall, every other year) **3 Hours**

This course will train fire fighters the basics of teaching fire subjects, and is structured to provide information about human relations in the teaching-learning environment, methods of teaching and proper method of writing lesson plans. [C]

**FIRE 180 Technical Rescue Awareness**

(Spring, every other year) **1 Hour**

This course will meet the needs of those individuals desiring to increase their knowledge in the area of technical rescue. Structured to provide information about technical terms, equipment and various types of technical rescue (rope rescue, water rescue, confined space rescue, etc.) used in the fire service. [C]

**FIRE 181 Vehicle and Machinery Operations**

(As Needed) **3 Hours**

This class is designed to develop student skills in the use of extrication techniques needed to perform rescue (patient and rescuer protection and consequences of not using protection), extrication (securing vehicle, environmental hazards, correct tool usage), and hazardous control functions (traffic control, containing/stopping fuel/fluid or vapor release, apparatus placement) and appropriate techniques for removing debris, preserving evidence and transferring control of the scene. Practical evaluations included in course. Prerequisite: FIRE 180. [C]

**FIRE 195 Fire Science Practicum**

(Fall & Spring) **1 hour**

Repeatable up to 4 hours. Students receive credit for service on a volunteer fire department. Documentation required.

# FREN

**FREN 101 Elementary French I**

(Fall) **4 hours**

A class designed for beginners. Emphasis on the total language learning process: speaking, writing, learning, listening, and cultural discussions. DACC adopts the communicative approach in foreign language instruction. Much of the class is conducted in French. Prerequisite: Place into ENGL 101. [T]

**FREN 102 Elementary French II**

(Spring) **4 hours**

Continuation of FREN 101. Course Placement Prerequisite: FREN 101 or equivalent. [T]

**FREN 103 Intermediate French I**

(Fall) **4 hours**

Practice in conversation and composition, review of grammar, reading in French life. Course Placement Prerequisite: FREN 102 or equivalent. [T]

**FREN 104 Intermediate French II**

(Spring) **4 hours**

Conversation and composition, reading of French authors. Course Placement Prerequisite: FREN 103 or equivalent. [T] **IAI: H1 900**

# GEOG

**GEOG 134 World Regional Geography**

(Fall & Spring) **3 hours**

The study of cultural man in regional environmental patterns, with emphasis on interrelationships of cultures and distribution of resources. Prerequisite: Place into ENGL 101. [T] **IAI: S4 900N** 🖳

**Course Descriptions**

# GSCI

### GSCI 100 Simply Science

(Fall, Summer & Spring)  **4 hours**

This introductory general science class focuses on the scientific thought process (scientific method) and basic science concepts to build a solid foundation of science knowledge in preparation for transfer-level science courses. Students will attain effective learning strategies and study skills as they gain scientific confidence. Individual responsibility and accountability are emphasized through homework, in-class assignments, teamwork, and class participation. Topics covered include an overview of science disciplines, scientific method and experimental design, metric system and measurements, matter, basic chemistry, movement processes, cells, mitosis and meiosis. Labs provide hands-on practice of the scientific method, data gathering, experimental design, and analysis. Class size is limited to guarantee individual attention and to promote active participation. Notes: With grade of C or better, students are next required to take BIOL 102.

### GSCI 105 Human Body Structure and Function
(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. [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, HST 913** 🖥

### 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, HST 914** 🖥

### HIST 121 Latin America - Colonial Period

(As Needed) **3 hours**

An appraisal of the Native American, European, and African roots of societies of Latin America and the Caribbean from the beginning of their human history to the independence movements of the early 1800s. Prerequisite: Place into ENGL 101. [T] **IAI: S2 910N**

### 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 131 History England I

(As Needed) **3 hours**

A survey of the social, economic, political, religious, and cultural beginnings of the British peoples. Prerequisite: Place into ENGL 101. [T]

### HIST 132 History England II

(As Needed) **3 hours**

An appraisal of the crossbonds of English culture, the Commonwealth, and the impact of empire on other regions of the contemporary world. Prerequisite: Place into ENGL 101. [T]

### HIST 141 Early Asian History

(As Needed)  **3 hours**

Asia from prehistory to the Eighteenth Century, with emphasis on aspects of cultural development in the humanities and in government and society. Prerequisite: Place into ENGL 101. [T] **IAI: S2 908N**

### HIST 142 Modern Asian History

(As Needed) **3 hours**

A detailed study of the political, economic, and social changes in Asia during the Nineteenth and Twentieth centuries, including contemporary problems of nationalism and communism. Prerequisite: Place into ENGL 101. [T] **IAI: S2 909N**

### 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, HST 911** 🖥

### 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 thematical analysis in a chronological framework. Prerequisite: Place into ENGL 101. [T] **IAI: S2 901, HST 912** 🖥

### 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 170 Women in America

(As Needed) **3 hours**

Study of the status and contributions of women in America, change and continuity in the American family, sex roles, attitudes, and movements that have most affected the lives of American women. 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**

Events and concepts which most shaped the black experience in America from its African backgrounds to the present. Prerequisite: Place into ENGL 101. [T]

### HIST 215 History:  Special Topics

(As Needed)  **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. Prerequisites: Completion of or current enrollment in BIOL 136. Notes: The expanded version of objectives is available from the HITT director. This course is not available for web registration. [C] **IAI:**

### 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. 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 the encoder. ICD-9-CM will be discussed as a Legacy System only. 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] IAI:

### 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) nomenclative. Students will code from workbooks, and non-acute care cases using CPT-4. Students will operate encoder and APC grouper software programs in the lab. 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

(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, interactions of each body system in relation to the most common diseases, and common dosage ranges and routes. Prerequisite: Admittance into HIT or seeking admission to 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

(Spring and Summer)  **2 hours**

Students are assigned to carry out routine functions in Health Information and related departments in an acute health care setting. The purpose of the experience is to practice the skills learned in courses, to expose the student to an actual professional setting, and to gain the entry level competencies required. The student will gain practice in the filing room, chart analysis and deficiencies, secondary records, release of information and be introduced to the Admissions and Discharge Office. 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. In addition, students will gain experience in a simulated laboratory situation. 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 150 Clinical Coding

(Summer)  **3 hours**

Students are assigned to health information management and related departments in both acute and non-acute healthcare settings. The purpose of the experience is to practice the skills learned in courses, to expose the students to actual professional settings and to gain the entry-level competencies required. The students will spend at least four or more days in one or of the following:  doctor's offices, clinics, and/or hospitals. 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

**Course Descriptions**

students will be assigned to the Danville Area Community College Health Information Technology Program Laboratory for simulated experiences. Prerequisites: Completion of HITT 101, enrollment in HITT 106, HITT 110, HITT 115, HITT 205, HITT 215, HITT 220 and HITT 235 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 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. HIPAA rules and regulations and their influence on the health care field will also be studied. Prerequisites: Completion or concurrent enrollment in HITT 101. Notes: The expanded version of the objectives is available from the HITT director. This course is not available for web registration. [C] 💻

### HITT 210 Health Statistics and Registries

(Fall) **2 hours**

The 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. Vital and public health reporting and statutory and regulatory requirements are identified. The use of computerization will be stressed throughout the course. Prerequisites: Completion of HITT 101 and placement in MATH 105 or MATH 106. Notes: The expanded version of objectives is available from the HITT director. This course is not available for web registration. [C]

### HITT 215 Alternative Health Care Settings

(Fall) **2 hours**

This course addresses medical services, health record systems, regulatory agencies, and controls in non-acute care settings. Topics include the activities of the front office and their relationship to the health information department. The role of a health information management consultant will be discussed. Prerequisites: 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 220 Insurance Procedures

(Fall) **3 hours**

The terminology, rationale and methodology (RUG III, RVU, RBRVs, DRGs, APCs, IVCD, LMPR, ABN, 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, and revenue cycle. An overview of hospital and nursing home billing systems including proper submission of UB-92 billing forms will also be covered. Prerequisites: Completion of HITT 101. Notes: The expanded version of objectives is available from the HITT director. This course is not available for web registration. [C]

### HITT 230 Quality Assurance

(Spring) **3 hours**

The course focuses on the theoretical and methodology issues related to quality assurance (utilization risk management, quality assessment, and staff credentialing), accreditation and regulatory agencies. The tools of quality improvement will be discussed. The responsibility of the Health Information Department in relation to other departments is stressed throughout the course. 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 235 Advanced Coding

(Spring) **3 hours**

The course will examine the coding of actual charts utilizing ICD, HCPCS level II, and CPT-4, with emphasis on official coding guidelines, and sequencing. Special emphasis is placed on validation of coded clinical information in relation to DRGs, APGs, and APCs, as well as the purpose of case mix and severity of illness. Prerequisites: Completion of HITT 106 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. 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. 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 II

(Spring) **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. Prerequisites: Completion of HITT 125 with a grade of C or better. Completion or current enrollment in HITT 235, HITT 240, and HITT 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**

**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 (RUG III, RVU, RBRVs, DRGs, APCs, IVCD, LMPR, ABN, 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. Prerequisites: Completion or current enrollment in HITT 101. Notes: This course is not available for web registration. The expanded version of objectives is available from the HITT director.

**HITT 260 Quality Assurance and Healthcare Statistics**
**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. Prerequisites: Completion of HITT 101. Placement into MATH 105 or completion of MATH 101 or MATH 107. Notes: This course is not available for web registration. The expanded version of objectives is available from the HITT director.

# HLTH

### HLTH 101 Contemporary Health

(Fall, Spring & Summer) **3 hours**
Emphasis in this course is on a proactive wellness approach to decision-making and healthy behavior. Course requirements include several writing projects involving library/internet research, and include two 3-page papers. Short assignments with each unit of study allow students to apply course content to their personal situation. Prerequisites: Place into ENGL101. [T] 🖥

### HLTH 102 First Aid and Personal Safety

(Fall, Spring, 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. Student projects include an oral presentation on a First Aid topic and/or related papers. [T]

### HLTH 103 Safety, First Aid and CPR/Children

(Fall) **2 hours**
An introduction to basic principles and practices involved in emergency or medical situations prepares students to respond effectively when emergency care is needed for young children. American Heart Association CPR/AED and First Aid certification may be issued if qualifying criteria is met. [T]

### HLTH 130 Nutrition

(Fall, Spring, & 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. [T] 🖥

### HLTH 207 Advanced First Aid and Emergency Care

(As Needed) **3 hours**
An introduction to first aid principles and practices equips individuals whose employment may require knowledge of first responder capabilities and techniques. This course is not intended for students who have completed HLTH 102. [T, C]

# HORT

### HORT 101 Intro to Horticulture Science

**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**

**Course Descriptions**

**HORT 102 Floriculture Internship**

(Spring) **3 hours**

On-the-job training in Floriculture related areas during the second semester. Prerequisite: Must meet Department requirements and/or consent of instructor. [C]

**HORT 160 Intro to Floral Design**

**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**

**3 hours**

Basic decorative design in the use of flowers, foliages, and accessories. Prerequisite: HORT 160. [C]

**HORT 176 Landscape Principles**

**3 hours**

Basic design principles, site analysis, and layout techniques in landscaping. Prerequisite: HORT 284. [C]

**HORT 187 Horticulture Mechanics**

**2 hours**

Selection and use of hand and portable tools, small engine maintenance, and the principles of other major shop practices. [C]

**HORT 189 Turfgrass Culture**

**3 hours**

Elements of maintenance, construction, and renovation of turf plots, golf courses, athletic fields, and park turf areas. [C]

**HORT 191 Turf Pest Control**

**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**

**3 hours**

Disease and insect control, pruning and tree surgery, and soil and nutrition as applied to ornamental trees and shrubs. [C]

**HORT 193 Garden Center Management**

**3 hours**

A study in the management and operation of commercial garden centers. Focus will include independent shops as well as departmental operation within retail stores. [C]

**HORT 200 Interiorscape Technology**

**3 hours**

Installation, maintenance and management of interior plantscapes. Emphasis on plant identification and cultural requirements as needed in an interior plantscape. [C]

**HORT 202 Golf Course Internship**

(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 204 Floriculture Internship**

(Spring) **3 hours**

On-the-job training in Floriculture related areas during the fourth semester. Prerequisite: Must meet the Department requirements and/or consent of instructor. [C]

**HORT 215 Landscape Internship**

(Fall) **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 250 Golf Course Internship**

(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 255 Landscape Internship**

(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 270 Turf Equipment**

**3 hours**

On-the-job experience at a golf course maintenance department. The employer will supervise the student while on the job. [C]

**HORT 280 Turf Irrigation**

**3 hours**

Irrigation principles applied to the design and installation of golf courses and home lawn irrigation systems. [C]

**HORT 282 Landscape Design/Construction**

**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**

**3 hours**

Identification and use of ornamental evergreens and deciduous plants in the landscape. [C]

**HORT 287 Floral Design II**

**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. Prerequisite: HORT 160. [C]

**HORT 288 Greenhouse Culture**

**4 hours**

Commercial production and cut flower crops in the greenhouse. Work in the greenhouse will be the responsibility of the students as it pertains to all phases of crop production. [C]

### HORT 290 Golf Course Internship
(Fall) **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]

### HORT 292 Floral Design III
**3 hours**

The art of making floral pieces for funerals and special holidays. A special fee will be assessed due to materials consumed. Prerequisite: HORT 160. [C]

### HORT 295 Landscape Internship
(Fall) **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**

A genre-based interdisciplinary study of selected works of art, music, literature, and philosophy. Prerequisite: Place into ENGL 101. [T] **IAI: HF 900**

### HUMN 102 Chinese Humanities
(As Needed) **3 hours**

Chinese values, traditions, and ways of thought, along with their implications for social action, will be studied through religion, philosophy, literature, and the arts. Cultural adaptation throughout Chinese history will be examined, focusing on change and continuity in form and practice. Prerequisite: Place into ENGL 101. [T]

### HUMN 103 Fantasy and Mythology
(Fall) **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**

### HUMN 110 Japanese Culture
(As Needed) **3 hours**

Japanese values, traditions, and ways of thought, along with their implications for social action, will be studied through religion, philosophy, literature, and the arts. Cultural adaptation throughout Japanese history will be examined, focusing on change and continuity in form and practice. Prerequisite: Place into ENGL 101. [T]

# HVAC

### HVAC 147 Principles of Air Conditioning
**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
**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. Prerequisite: HVAC 147. [C]

### HVAC 200 Advanced Air Conditioning
**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 240 Refrigeration
**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
**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

**Course Descriptions**

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 135 Concepts in Programming Principles: C++
(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. Prerequisite: INFO 105 or current enrollment. [T, C] 🖳

### INFO 153 A+ Software Preparation
(Spring)  **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: INFO 110 or consent of instructor. [C]

### INFO 154 Advanced C++ Programming
(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. [C]

### INFO 163 Client Operating Systems
(Fall & Spring) **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: INFO 110, concurrent enrollment, or consent of instructor.

### INFO 164 Visual Basic Programming
(Spring)  **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.

### INFO 173 LINUX Operating System
(Fall) **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 Internet Development Tools
(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.  Prerequisite: INFO 135 or consent of instructor. [C]

### INFO 183 Cisco Network Academy 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/Employment Seminar
(Fall) **2 hours**

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 199 Apprenticeship Worksite Experience
(As Needed) **1 hour**

Students who are participating in an apprenticeship program started at the secondary or postsecondary level are the only ones eligible to enroll in this class. Depending on the design of the apprenticeship program, the student may be required to participate in worksite activities during the summer or regular semesters. Apprenticeships students can enroll in this class a maximum of 4 times to cover worksite activities. This class requires a minimum of 75 hours at the worksite during the semester of enrollment. Students who know that they will be working more than 150 hours at the worksite during the semester should enroll in INFO 299. Enrollment is contingent upon approval of Division Dean. Prerequisite:  Consent of Division Dean is required. Notes: This course is not available for web registration. [C]

**Course Descriptions**

### 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
(Fall & 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. Prerequisites: INFO 163 or consent of instructor. [C]

### INFO 230 Web Programming
(Spring) **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: INFO 224.

### INFO 232 Java Programming

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.

### INFO 244 Advanced Windows Programming
(Spring) **3 hours**

This is the second in a sequence of courses in C# programming. This course covers data processing, classes, multiform projects, inheritance, polymorphism, and databases. Prerequisite: INFO 164 with a grade of "C" or better or consent of instructor.

### INFO 245 Employment Seminar
(Fall) **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 249 Help Desk Skills
(Fall) **3 hours**

This course is designed to provide the student with a guide to the "soft skills" and the "self-management skills" needed to deliver excellent customer support at the help desk. It provides the student with a better understanding of what a career in customer support would entail with strong real-world computer support examples, case studies, and exercises. This course will also focus on the technology, tools, and techniques involved in how to run an effective help desk. Prerequisites: INFO 110 or consent of instructor. [C] 🖳

### INFO 253 Managing a Network Environment
(Spring) **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 Network Academy 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 LMIs, 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]

**Course Descriptions**

### INFO 283 A+ Hardware Preparation

(Fall & Spring) **3 hours**

This course provides students with the knowledge and skills necessary to service microcomputer hardware, supported peripherals, and build a computer from parts. The course takes a hands-on approach to learning the steps to identifying all parts of a PC, identifying and troubleshooting common PC hardware problems, selecting quality PCs and components based on performance and cost, installing, replacing, and upgrading PC hardware components, and installing and troubleshooting PC peripherals. Prerequisite: INFO 110 or consent of instructor. [C]

### INFO 284 Web Programming (JavaScript)

(Fall) **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 HMTL Document Object Model and how to access it using JavaScript. Prerequisite: INFO 174 with a grade "C" or better or consent of instructor.

### INFO 285 Database Concepts:  SQL

(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. Prerequisite: INFO 224 or INFO 244. [C]

### INFO 289 Implementing Information Technologies

(Spring) 3 **hours**

A team concept course, planning and writing web sites and associated pages across various platforms. Different applications are used, such as selling services, selling physical goods, sites for Internet payment mechanisms, or financial services. Several software tools may be utilized emphasizing the various benefits. Prerequisite: INFO 249. [C]

### 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 293 Wireless Networking

(Spring) **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]

### INFO 295 Special Topics in Information Systems

(As needed) **1-3 hours**

This course will address new programming and hardware issues and developments. It will concentrate on state-of-the-art technologies of direct benefit to the Information Systems student. Prerequisite: consent of the instructor. [C]

### INFO 299 Apprenticeship Worksite Experience

(As needed) **2 hours**

Students who are participating in an apprenticeship program started at the secondary or postsecondary level are the only ones eligible to enroll in this class. Depending on the design of the apprenticeship program, the student may be required to participate in worksite activities during the Summer or regular semesters. Apprenticeship students can enroll in this class a maximum of 4 times to cover worksite activities. This class requires a minimum of 150 hours at the worksite during the semester of enrollment. For those students who know that they will be working less than 150 hours at the worksite during the semester, they should enroll in INFO 199. Enrollment is contingent upon approval of Division Dean. [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

(Fall and Spring) **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.

Library Research Skills will be conducted as an 8-week independent study, with two mandatory-attendance class sessions. This first class will present an introductory overview to research and will cover assignment expectations. The second required class will give students guided experience using electronic resources in a hands-on environment. [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.

### INST 199 Independent Study

(As Needed) **Variable to 4 hours**

Designed to permit qualified students to pursue study in areas of special interest through outside readings, research, field study, or other projects. A final paper, or other appropriate evidence of meaningful accomplishment, must be submitted for evaluation. Prerequisites: Completion of appropriate Independent Study Proposal form by the student in consultation with the supervising instructor. Approval of appropriate Division Chairperson and the Vice-President of Instruction and Student Services. Credit: Variable and repeatable to a maximum of four credit hours applied to Associate Degrees. [T]

# JRNM

### JRNM 110 Introduction to Television Production

(Spring) **3 hours**

An introduction to television production, including terminology, basic script writing, direction, audio, lighting, camera operation, and video editing. Prerequisite: Place into ENGL 101. [T] **IAI: MC 916**

**Course Descriptions**

**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**

(As Needed) **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 107 Introduction to Midwestern Literature**

(As Needed) **3 hours**

An introduction to Midwestern literature through poetry, drama, essays, and fiction. Prerequisite: Place into ENGL 101. [T]

**LITR 109 The Bible as Literature**

(Fall) **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 110 Science Fiction**

(Spring) **3 hours**

To examine the science fiction genre, including its literary history and prevalent themes, and to read significant examples of the genre and view some representative science fiction films. Students are expected to demonstrate knowledge of basic literary techniques in their writing and discussion, and will develop critical thinking skills by writing analytic/comparative papers. Prerequisite: Place into ENGL 121. [T]

**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 112 Detective Fiction**

(Spring, every other year) **3 hours**

A study of major writers and works of detective fiction and the genre's place in culture and literature as well as the development and evolution of the detective throughout the genre's history. Prerequisite: Place into ENGL 121. [C]

**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.**

**Course Descriptions**

### 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

**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 001

Free online math tutorial designed to review basic mathematics concepts in hopes of improving retention rates in MATH 101, MATH 105, and MATH 107. The tutorial is available three weeks prior to the semester start as well as three weeks within the semester.

### MATH 101 Basic Algebra

(Fall, Spring, & Summer)  **4 hours**

An introductory study of real numbers, polynomials, rational expressions, first and second degree equations, first degree inequalities, integer exponents, radicals and systems of linear equations. Course offered for S/U grade only. Prerequisites: Place into MATH 101 with approved and documented math placement test scores or by completing DEVM 099 with a grade of C (or better) or by completing DEVM 100 with a grade of C or S (or better). ⌨

### MATH 105 Intermediate Algebra

(Fall, Spring & Summer) **3 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. Meets 4-5 hours per week depending on the section. 3 lecture hours, 2 lab hours. Prerequisites: Place into MATH 105 with approved and documented math placement test scores or by completing MATH 101 with a grade of S. [C]

### MATH 107 Explorations in Mathematics

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 the class with approved and documented math placement test scores or by completing DEVM 099 with a grade of C or S (or better) or by completing DEVM 100 with a grade of C (or better). (Note: Test scores that would place a student into MATH 101 or MATH 105 qualify to take this course.) [C]

**Course Descriptions**

### 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 4 hours per week. 2 lecture hours, 2 lab hours. Prerequisites: MATH 120 or MATH 125 with a grade of C or better. [T] **IAI: EGR 922 MTH 922**

### 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, and fractions, and the solution of polynomial equations and inequalities. Emphasis is placed on the study of the following functions: polynomial, rational, exponential, and logarithmic and their applications. These will be explored using traditional graphing techniques and also using graphing calculators. Prerequisites: Place into MATH 111 with approved and documented math placement scores or by completing MATH 105 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. 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] **IAI: MTM 901**

### MATH 115 Survey of Statistics
### (Statistics for non-math majors)
(Fall, Spring & Summer) **3 hours**

The study of basic statistical techniques. 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. Topics include the nature of data, graphical representations of data, descriptive measures of centrality, dispersion, and position; probability concepts, binomial and normal distributions; sampling concepts, inferential statistics and hypothesis testing; analysis of linear regression concepts such as correlation coefficient and slope of the regression line; instruction on the writing of statistical reports and drawing conclusions from data analysis; use of standard statistical software packages. Knowledge of computers is helpful, but not required. Access to Excel required for online class. A TI-83/83+ or TI-84/84+ graphing calculator is required for all sections. Prerequisites: Place into MATH 115 with approved and documented math placement test scores or by completing MATH 105 or MATH 107 with a grade of C or better. [T] **IAI: M1 902**

### MATH 118 Introduction to Mathematics
(Fall & Spring) **4 hours**

An overview of ideas and concepts in mathematics. Topics from algebra, geometry, theory of numbers, mathematical logic, probability, statistics, as well as instructional techniques used in the classroom. Prerequisites: Place into MATH 118 with approved and documented math placement test scores or by completing MATH 107 with a grade of S. [T]

### 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. 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. [T] **IAI: M1 900 MTH 901 EGR 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. The course covers a broad range of topics that include limits and continuity, the definition of the derivative, techniques for differentiation, applications of the derivative (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 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. 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 900**

### 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.

Prerequisites: Completion of MATH 120 (Calculus & Analytic Geometry) with a grade of C or better. [T] **IAI: M1 900 EGR 902 MTH 902**

### MATH 135 Intro. Analysis II (Finite Math)

(Fall and Spring) **3 hours**

An introduction to finite mathematics for students in the social sciences and business. Basic ideas of logic, set theory, probabilities, vectors, and matrices with applications. Instruction on computer programming techniques using calculators. Not for Math or Science majors. May be taken before MATH 125. 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, independence, and transformations and dimension; determinants; and orthogonality. 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. [T] **IAI: MTH 911**

### 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. [T] **IAI: M1 900 MTH 903 EGR 903**

### MATH 161 Statistics

(Fall, Spring & Summer) **3 hours**

MATH 161 is an introductory course in statistics at the non-calculus level. Topics include Graphical Inference, Numerical Descriptive Inference, Probability, Binomial Distribution, Hypergeometric Distribution, Normal Distribution, Students' t-Distribution, Testing of Hypothesis, Chi-Square, Estimations, Comparisons, Small Samples, Inference and Linear Regression with a focus on Correlation Analysis. The course is integrated with a statistical computer package (Microsoft Excel), allowing for hands-on computations for most of the areas listed above. No computer experience required. A TI 83 or TI 84 calculator is recommended. Access to Excel required for online class. Prerequisites: Place into MATH 161 with approved and documented math placement test scores or by completing MATH 111 with a grade of C or better. [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. Prerequisites: MATH 140 (Calculus & Analytic Geometry III). [T] **IAI: EGR 904 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 processes with special topics in measurement, formula usage, solution of simple equations, applied geometry, 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]

### MATT 134 Technical Mathematics II

**3 hours**

A review of right angle trigonometry and study of trig functions of any angle or number, vectors, oblique triangles, graphs of trig functions, logarithms, identities, and plane analytic geometry. Use of personal electronic calculator required. Prerequisite: MATT 133 or Mathematical Placement exam. [C]

# MEDA

### MEDA 100 Pharmacology

**3 hours**

Presentation of the principles of pharmacology relating to the medical assisting profession is at the core of this course. Emphasis placed on correlation of drug therapy and pathophysiologic conditions, patient education regarding medications, and researching drugs using a drug reference. The course includes the use, action, side effects, contraindications, and routes of administration of drugs

**Course Descriptions**

most commonly administered in the medical office. It also includes familiarization with the most commonly prescribed drugs, their dosages, how to figure dosages correctly, and drug preparation.

### MEDA 120 Clinical Procedures I

**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

**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

**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. Prerequisities: MEDA 120.

### MEDA 200 Clinical/Office Internship

**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

**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

**3 hours**

The student will begin to learn about work with the laboratory task 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. Assisting with the life specialties, physical therapy, and patient education are also covered in this module. Prerequisites: MEDA 120 and MEDA 170.

# MFRG

### MFRG 101 Introduction to Industrial Technology

**2 hours**

This course is designed to provide an overview and foundation for persons interested in or currently employed in the industrial technology industry. The class provides the student abbreviated instruction in a variety of academic, skill and attitude areas considered to be an integral part of successful employment within the industry. Students will engage in learning activities focused upon mathematics, precision measuring, employee "soft" skills, safety, quality, blueprint reading and basic manufacturing processes. Overall, the class will explore the various roles and responsibilities of employees related to production and company performance. This course is considered to be an excellent beginning course to expose the student to the many areas involved in a certificate of applied Science degree program in the manufacturing area.

### MFRG 105 Mechatronics I

**3 hours**

This introductory course will provide the student with an overall perspective and foundation for the industrial maintenance field. The student will be taught the fundamentals of machine operations commonly utilized in the manufacturing industry. Topics such as general maintenance procedures, consumable supplies, fasteners, and machine operating specifications will be covered. In addition, high emphasis will be placed upon the understanding of machine blueprints which detail all the systems which are part of a functioning machine. Students will also be exposed to parts and specification manuals utilized in the repair of industrial machinery. Finally, students will begin to learn the logical process utilized in the diagnosis of broken, worn, and defective machinery. Safety will be stressed throughout the course. [C]

### MFRG 110 Maintenance Tools and Procedures

**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 Basic Machining I**

**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**

**3 hours**

This course is an introduction to the lathe engine. Students are taught the fundamentals of shop safety and skills associated with the operation of the lathe engine for metal removal processes. Prerequisite: MFRG 160. [C]

**MFRG 162 Machine Tools III**

**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 Machine Tools IV**

**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 IV**

**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**

**4 hours**

Introduction to the fundamentals of programming and operating computerized numerically controlled machining equipment. Emphasis on set up, tooling, operation, and basic program development. Prerequisite: MFRG 160. [C]

**MFRG 169 Intro to CNC Programming**

**4 hours**

Continuation of CNC I with emphasis on advanced programming, debugging, and operation techniques. Prerequisite: MFRG 168. [C]

**MFRG 170 Applied CNC Programming**

**4 hours**

This course will continue the study of Computer Numerical Control programming started in MFRG 169. Students will learn more advanced techniques which is required in the production of complex items on a CNC machine. Particular advanced features of the specific controllers will also be explored. Prerequisite: MFRG 169. [C]

**MFRG 185 Supervised Occupational Experience**

**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 199 Apprenticeship Worksite Experience**

**1 hour**

Students who are participating in an apprenticeship program started at the secondary level are the only ones eligible to enroll in this class. Depending upon the design of the individual apprenticeship program the student may be required to participate in worksite activities during the Summer semester prior to the regular Fall semester as a Freshman at Danville Area Community College. Additionally, some apprenticeships require worksite activities during the Fall and Spring semesters. Apprenticeship students can enroll in this class a maximum of 4 times to cover worksite activities during their program of study. This class requires a minimum of 75 hours at the worksite during the semester of enrollment. For those students who know that they will be working more than 150 hours at the worksite during the semester, they should enroll in MFRG 299. Enrollment is contingent upon approval from Division Chair.

**MFRG 200 Mfrg Management & Quality**

**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**

**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 110 or MFRG 160. [C]

**MFRG 230 Electrical Diagnosis and Repair**

**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

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diagnostic and troubleshooting skills utilized throughout the disassembly and reassembly of the electrical system. Prerequisite: ELEC 160. [C]

**MFRG 231 Mechatronics V**

**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. Prerequisite: MATT 133 and MFRG 110 or MFRG 160. [C]

**MFRG 245 Applied Problem Solving**

**3 hours**

Creative approach to the recognition, analysis, and resolution of basic engineering problems. Emphasis on the solution to abstract problems. Prerequisite: 4th semester enrollment or consent of Division Chairperson. [C]

**MFRG 280 CAD/CAM**

**3 hours**

Theory and laboratory experience in the fundamentals of programming a CAD based system to generate numerical control programs for 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**

**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]

**MFRG 290 Special Project**

**2 hours**

Individual study for Sophomore students in Manufacturing Technology Field. [C]

**MFRG 299 Apprenticeship Worksite Experience**

**2 hours**

Students who are participating in an apprenticeship program started at the secondary level are the only ones eligible to enroll in this class. Depending upon the design of the individual apprenticeship program the student may be required to participate in worksite activities during the Summer semester prior to the regular Fall semester as a Sophomore at Danville Area Community College. Additionally, some apprenticeships require worksite activities during the Fall and Spring semesters. Apprenticeship students can enroll in this class a maximum of 4 times to cover worksite activities during their program of study. This class requires a minimum of 150 hours at the worksite during the semester of enrollment. For those students who know that they will be working less than 150 hours at the worksite during the semester, they should enroll in MFRG 199. Enrollment is contingent upon approval from Division Chair.

# MUSI

**MUSI 100 Rudiments of Music**

(Fall and 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 121 Ethnic Traditions in American Music**

(As Needed) **3 hours**

A survey of various ethnic musical traditions as threads of influence on contemporary American musical culture. Selected African-American, Asian-American, and European-American music is traced from its origins through its continuing role in shaping a pluralistic American culture. Prerequisite: Place into ENGL 101. [T] **IAI: FI 905D**

**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] **IAI: F1 901, MUS 905**

### 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] **IAI: F1 902, MUS 905**

### 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**

Students may earn credit for participation in the Vermilion Festival Chorus. Class meets two hours per week. May be repeated for a maximum of four hours credit. [T] **IAI: MUS 908**

### MUSI 151 Orchestra

(Fall and Spring) **1 hour**

Students may earn credit for participation in the Danville Symphony. Admission by consent of conductor. Audition required. May be repeated for a maximum of four hours credit. [T] **IAI: MUS 908**

### MUSI 152 College Singers

(Fall and Spring) **1 hour**

Students may earn humanities credit for participation in College Singers, a choral ensemble for mixed voices. May be repeated for a maximum of four (4) credit hours. [T] **IAI: MUS 908**

### MUSI 153 Pep Band

(Fall and Spring) **1 hour**

Students may earn humanities credit for participating in Pep Band. May be repeated for a maximum of four (4) credit hours.

# NURS

### 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 109 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 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

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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 and clinical components.) Prerequisites: Acceptance into Nursing Program and admission to the College. [C]

### NURS 194 Adult Nursing
### (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 and observational experiences are provided in the hospital and community environments. (Course includes theoretical and clinical components.) Prerequisites: Consent from Nursing Director and 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, per-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 lab and clinical components.) Prerequisites: Consent from Nursing Director and 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.) Prerequisites: Consent from Nursing Director and 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.) Prerequisites: Consent from Nursing Director and 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 and family with complex physical/psychological health needs. Emphasizes the role of the community relative to nursing care of the individual from birth to older adulthood. Theory and clinical experience create the opportunity for integration of principles of advanced nursing, health teaching, and client advocacy in a variety of hospital and community environments. (Course includes theoretical and clinical components.) Prerequisites: Consent from Nursing Director and NURS 192, NURS 194, NURS 195, NURS 296, and NURS 297. [C]

### NURS 299 Advanced Nursing IV
### (ADN Level II, Second Semester)

**4 hours**

Discriminates principles of advanced nursing for the complex health needs of the individual from birth to older adulthood with a focus on health teaching and client advocacy. Compares health and illness, addressing issues related to professionalism, management, nursing power and politics, and career planning. Clinical experience is designed in a hospital environment and supports the transition or student-nurse to professional nurse. (Course includes theoretical and clinical components.) Prerequisites: Consent from Nursing Director and NURS 192, NURS 194, NURS 195, NURS 296, NURS 297, and NURS 298. [C]

# PEMW

All professional courses are coeducational.

### PEMW 103 Volleyball

(Fall) **1 hour**

Basic skills, rules, and strategy. [T]

### PEMW 104 Gliding

This course will introduce gliding techniques that are weight bearing workouts designed to help firm, tone, and build long lean muscles. In Gliding, students will learn how to exercise at a high intensity using low-impact exercises. This class also covers balance and coordination, as well as the importance of warm-up, cool-down, and stretching.

### PEMW 109 Physical Fitness

(Fall) **1 hour**

Introduction to various types of physical fitness programs, including the fundamentals of physiology of exercise for the purpose of improving the student's physical fitness. [T]

### PEMW 110 Yoga I

**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, chanting, and

asana practice, including standing, balancing, and inverted poses. 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. Lecture: 1 hour Lab

### PEMW 111 Pilates I
**1 hour**

This class offers knowledge and skills to keep fit for life.  It teaches safe performance of movement and exercise in a progressive approach and offers an opportunity to improve and/or maintain a high level of fitness through application of conditioning principles.  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. It can be modified to various fitness levels; each student will work at her/his appropriate level. Lecture: 1 hour Lab: 1 hour

### PEMW112 Boot Camp I
**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. Upon completion of Boot Camp Fitness, students will be able to design and execute their own fun and challenging fitness programs. Lecture: 1 hour Lab: 1 hour

### 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. [T]

### PEMW114 Intermediate Weight Training
(Spring and Fall) **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. Prerequisite: PEMW113. [T]

### PEMW 115 Advanced Weight Training
(Spring and Fall) **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. Prerequisite: PEMW113 and PEMW114. [T ]

### PEMW 119 Expert Weight Training
(Spring and Fall) **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. Prerequisites: PEMW113, PEMW114, and PEMW115.

### PEMW 120 Racquetball
(Fall and Spring) **1 hour**

Provides instruction and practice in the basic skills and playing strategies in both singles and doubles play in racquetball. [T]

### 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

**Course Descriptions**

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

(Fall, Spring & Summer) **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. [T]

### PEMW 153 Introduction to Sports Psychology

(Spring) **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). [T]

# 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** 🖳

### PHIL 104 World Religions

(Spring) **3 hours**

An introduction to the study of selected major religions including Hinduism, Buddhism, Confucianism, Judaism, Christianity, and Islam. Aspects of their teachings and historical development. Prerequisite: Place into ENGL 121. [T] **IAI: H5 904N** 🖳

# 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 one two-hour lab each week. Prerequisites: Placement into MATH 120 (Calculus & Analytic Geogetry) 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. Some sections will require a separate lab, while other sections will include the lab. [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 one two-hour lab. Prerequisites: PHYS 101 (Physics-Mechanics/Heat) 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: MTM 902**

### 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 4 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. Some sections will require a separate lab, while other sections will include the lab. [T] **IAI: P2 900L EGR 911 MTH 921**

### 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 sci-

ence 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. Prerequisites: PHYS 106 and MATH 130. Notes: A lab is required for this course. Some sections will require a separate lab, while other sections will include the lab. [T] **IAI: EGR 912, PHY 912**

### 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. 3 lecture hours, 2 lab hours. Prerequisites: PHYS107 [T] **IAI: EGR 914, PHY 914**

### PHYS 114 Physical Geology

(Spring) **4 hours**

An introduction to basic geologic principles from a physical perspective. Includes coverage of minerals and rocks, Earth's surface processes and landform development, and Earth's internal processes. Designed for non-science majors and recommended for education majors. Integrated lab and lecture. Prerequisites: Place into ENGL 101 and MATH 105. 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 per week and is primarily a lecture-based course with 1 lab weekly. Prerequisites: Placement into ENGL 101 and MATH 105. 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. For non-science majors. Class meets for 3 hours of lecture and 2 hours of lab per week. Prerequisites: Placement into ENGL 101 and MATH 105. 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 143 Introduction to Astronomy

(Fall, Spring & 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. 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. Prerequisites: PHYS 106 (Physics-Mechanics). [T] **IAI: EGR 942**

### 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. Prerequisites: PHYS 152 (Applied Mechanics-Stastics) and MATH 130 (Calculus & Analytic Geometry II). [T] **IAI: EGR 943**

### PHYS 235 Electrical Circuit Analysis

(Every other Spring) **4 hours**

Includes techniques of linear circuit analysis in the time and frequency domain using Kirchoff's Laws, network analysis methods, Thevenin and Norton equivalent circuits and phasor notation. Students are introduced to computer-aided circuit design using PC-based software tools (such as SPICE). Class meets for 3 hours of lecture and 2 hours of lab per week. Should be taken concurrently with MATH 211. Prerequisites: Should be taken concurrently with MATH 211 or consent of instructor. Notes: A lab is required for this course. Some sections will require a separate lab, while other sections will include the lab. [T] **IAI: EGR 931L**

**Course Descriptions**

# POLI

### POLI 130 Principles of Political Science
(As Needed) **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
(Fall & 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 & Spring) **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
(As Needed) **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
(As Needed) **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
(As Needed) **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
(As Needed) **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. Prequisite: 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. Prequisite: PSYC 100 with a grade of C or better. Prerequisite: Place into ENGL 121. [T]

### PSYC 205 Industrial Psychology

(As Needed) **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. Prequisite: 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. Prequisite: 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, assessment, and categorization of abnormal behavior. Also, the study of treatment and prevention. Prequisite: PSYC 100 with a grade of C or better. Prerequisite: Place into ENGL 101. [T]

### 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. Prequisite: PSYC 100 with a grade of C or better. Prerequisite: Place into ENGL 101. [T] **IAI: S8 900** 💻

### PSYC 250 Personality

(As Needed) **3 hours**

An introduction to the study of personality and behavioral problems as they relate to the social environment. Prequisite: PSYC 100 with a grade of C or better. Prerequisite: Place into ENGL 101. [T] **IAI: PSY 907**

# RDTC

### 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: Selection into Radiologic Technology Program. [C]

### RDTC 102 Patient Care in Radiologic Technology

(Fall) **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. Prerequisite: Selection into Radiologic Technology Program. [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. 2 lecture hours, 3 lab hours. Prerequisite: Selection into Radiologic Technology Program. [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. 2 lecture hours, 3 lab hours. Prerequisite: Selection into Radiologic Technology Program. [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 hip joint; positioning principles, terminology, and corresponding anatomy are also included. 2 lecture hours, 3 lab hours. Prerequisite: Completion of RDTC 101, RDTC 102, RDTC 103, RDTC 104 with a C or better. [C]

### RDTC 106 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. Prerequisite: Completion of RDTC 105, RDTC 107, RDTC 108, RDTC 109 with a C or better. [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. Prerequisite: Completion of RDTC 101, RDTC 102, RDTC 103, RDTC 104 with a C or better. [C]

### RDTC 108 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; tomography and fluoroscopic equipment, radiographic quality and artifact formation will also be explored. 2 lecture hours, 3 lab hours. Prerequisite: Completion of RDTC 101, RDTC 102, RDTC 103, RDTC 104 with a C or better. [C]

**Course Descriptions**

### RDTC 109 Clinical Education I

(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. 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. 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 assessment, positioning principles, identifying corresponding radiographic anatomy, operating standard R/F equipment in a non-routine manner and operating mobile R/F equipment. Prereqiusite: Completion of RDTC 106 and RDTC 110 with a C or better.

### RDTC 201 Digital Applications in Imaging

(Fall) **2 hours**

The physics, equipment, data acquisition, processing, storage, display, and transmission in medical imaging. Advantages/disadvantages of digital imaging and quality control of digital imaging systems. Prerequisite: Completion of RDTC 106 and RDTC 110 with a C or better. [C]

### RDTC 202 Radiologic Procedures IV

(Fall) **2 hours**

Discussion and demonstration of the practice of cardiac, vascular, and interventional procedures. Prereqisite: 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. Prerequisite: Completion of RDTC 200, RDTC 201, RDTC 202, RDTC 209 with a C or better. [C]

### RDTC 204 Radiographic Pathology

(Spring) **2 hours**

The causes, classifications, clinical manifestations and radiographic appearance of disease conditions. 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. Prerequisite: Completion of RDTC 200, RDTC 201, RDTC 202, RDTC 209 with a C or better. [C]

### 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. 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. 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. 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**

Selection, development, and presentation of a patient case study; included is a curricular review and preparation for the certification exam. 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

(As Needed) **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] **IAI: S7 902, SOC 912** 🖳

### SOCY 201 Social Problems

(As Needed) **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

(As Needed) **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 203 Introduction to Women's Studies

(As Needed) **3 hours.**

An interdisciplinary focus on women's studies, using the disciplines of sociology, political science, psychology and history to examine issues related to womens' lives and gender roles in contemporary society. Prerequisite: SOCY 100 with grade of C or better. Prerequisite: Place into ENGL 101. [T] **IAI: S9 900**

### 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]

### 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: SOCY 100 with grade of C or better. Prerequisite: Place into ENGL 101. [T] **IAI: S7 903D**

### SOCY 230 Service Learning

(Fall, Spring & Summer) **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) **6 hours**

Sonographic evaluation of small parts, superficial structures and abdominal organs. Prerequisite: Selection into Sonography Program. [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. [C]

### SONO 103 Cardiovascular Sonography Sciences

(Spring) **2 hours**

Sonographic demonstration of the cardiovascular, cerebrovascular, and peripheral arterial/venous systems. Prequisites: Must meet program entrance requirements. Selection into the Sonography Program. Prerequisite: Selection into Sonography Program. [C] ▫

### SONO 104 Sonography Physics and Instrumentation

(Fall) **3 hours**

The physics of acoustics and sonographic instrumentation. Prerequisite: Acceptance into the Echocardiography program. Prerequisites: Selection into Sonography Program or Echocardiography Program. [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 107 with a C or better. [C] ▫

### SONO 107 Clinical Eduction I

(Spring) **13 hours**

Supervised instruction in sonography at a clinical education affiliate. Prerequisite: Completion of SONO 101, SONO 102, SONO 103, SONO 104 with a C or better. [C]

### SONO 108 Clinical Eduction II

(Summer) **13 hours**

Continuation of supervised instruction in sonography at a clinical education affiliate. Prerequisite: Completion of SONO 107 with a C or better. [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]

**Course Descriptions**

**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**

An introductory course to help the student develop skills for successful oral-communication: interpersonal communication theories, listening techniques, assertiveness skills, and group decision making skills; also, the verbal and non-verbal factors in the preparation and oral delivery of information to a group. Communication theories are discussed and put into practice in the classroom. Students are expected to present both informative and persuasive speeches. A minimum of three speeches is required. Prerequisite: Place into ENGL 121. [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. Completion of ARTS 105 with a C or better OR concurrent enrollment in ARTS 105 with instructor permission. [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. Completion of ARTS 105 with a C or better OR concurrent enrollment in ARTS 105 with instructor permission. [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. Repeatable up to 4 times.

# SUST

**SUST 100 Principles of Sustainability**

**3 hours**

This course will cover the major sectors 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 125 Introduction to Green Business**

**3 hours**

In this course students will learn about fundamental business practices and concepts while also developing their understanding of green or sustainable business practices and concepts.

**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.

# 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 170 Gas Welding**
(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. [C]

**WELD 180 Arc 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. Welding of aluminum and castings will also be covered. [C]

**WELD 185 Soldering and Brazing for HVAC**
Designed to provide an opportunity to learn the proper soldering and brazing techniques as they pertain to the HVACR industry.

**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 TIG Welding**
(Fall & Spring) **4 hours**
All aspects of TIG welding are covered. Electrode preparation, striking the TIG arc, length of TIG arc and breaking of the arc.  The students will enhance their skills by making vertical and overhead welds on pipe, aluminum, and stainless steel. Set up and adjustment of equipment is stressed. [C]

**WELD 280 MIG Welding**
(Fall & Spring) **4 hours**
All aspects of MIG welding are covered including set up and adjustment of equipment. Shielded gas systems and shielded gases will be discussed. Practice on the vertical and overhead positions on mild steel, stainless and aluminum. Students should become proficient with the MIG process. [C]

**WELD 290 Advanced Welding Processes**
(Fall & Spring) **4 hours**
This course will prepare students for certification testing. Prerequisites: WELD 170, WELD 180, WELD 270, WELD 280, WELD 101 and MATT 132. Must also have a 3.0 GPA. [C]

**WELD 295 Welding Certification Review I**
(As Needed)  **2 hours**
This course is intended to provide a classroom review for individuals who desire to become American Welding Society (AWS) certified as an Entry Level Welder. This course is specifically designed to prepare the individual for the practical knowledge test. The AWS test is a written closed-book test designed to partially show that the Entry Level Welder understands and possesses a prerequisite amount of knowledge, attitude, skill, and habits to perform routine, predictable, repetitive, proceduralized tasks involving motor skills and limited theoretical knowledge while working under close supervision. At the conclusion of the class, the students will actually take the AWS Entry Level Welder written examination. The course grade is contingent upon performance on the AWS exam. Prerequisite: experience in welding and or completion of at least 12 credit hours in welding courses.

**WELD 296 Welding Certification Review II**
(As Needed)  **2 hours**
This course is intended to direct the performance tests for individuals who desire to become American Welding Society (AWS) certified as an Entry Level Welder. This course is specifically focused on facilitating the AWS performance tests. These AWS tests are designed--along with the written examination--to show that the Entry Level Welder understands and possesses a prerequisite amount of knowledge, attitude, skill, and habits to perform routine, predictable, repetitive, proceduralized tasks involving motor skills and limited theoretical knowledge while working under close supervision. The majority of the class consists of laboratory work where, under close supervision to ensure test validity, the students will perform the specified AWS Entry Level Welder performance tests. The course grade is contingent upon performance on the AWS exam. Prerequisite: successful completion of WELD 295.

# WIND

**WIND 100 Introduction to Wind Energy**
**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.

**Course Descriptions**

**WIND 150 Wind Turbine Materials and Electro Mechanical Equipment**

**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**

**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 documentationand software, schematics, wire diagrams,and flow charts. Prerequisite: WIND 150.

**WIND 250 Wind Turbine Troubleshooting**

**4 hours**

Students will practice installation, operation, maintenance, troubleshooting, and repair of wind turbine electromechanical systems. Prerequisite: WIND 200.

**Course Descriptions**

# Additional Services Index

# 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

**Job Search Techniques**
     (ABED 117, ABED 118 and ASED 119) **1.5 hours**
     A valuable resource reviewing practical information necessary for the completion of effective resumes, applications, and job search strategy. Materials covered assists the students to develop job seeking skills necessary to compete in today's job market.

**Interviews and Job Keeping**
     (ABED 120, ABED 121 and ASED 122)  **1.5 hours**
     The course is designed to instruct students in proper interview techniques and avoid pitfalls that hamper their employability. The class will also discuss appropriate on-the-job behavior and job retention techniques.

**Auto Ownership and Driving**
     (ABED 130, ABED 131 and ASED 132)  **1.5 hours**
     Program consists of vocabulary, math and reasoning skills necessary for the purchase and maintenance of a personal vehicle. Additional consideration is given to safe driving practices.

**Community Resources and Services**
     (ABED 140, ABED 141 and ASED 142)  **1.5 hours**
     Survey Course to introduce social service agencies and the services available. Content relevant to adults currently of a low social economic status eligible for assistance programs.

**Parenting Skills**
     (ABED 150, ABED 151 and ASED 152)  **1.5 hours**
     This course is designed to provide information on principles of parenting. The Curriculum is organized under 4 Units: Child Development, Self Esteem, Behavior Management, and Problem Solving. Materials covered assists the students to develop better parenting skills.

**Reading with Children**
     (ABED 253, ABED 254 and ASED 255)  **1.5 hours**
     "Few forces drive adults more strongly than meeting the needs of their children." Reading With Children offers parents practical strategies in assisted reading, recorded books, journal writing, and storytelling. Included in the curriculum are parenting skills such as self-esteem, discipline, and family activities.

**Money Management/Budgeting**
     (ABED 260, ABED 261 and ASED 262)  **1.5 hours**
     Program consists of vocabulary, math and reasoning skills necessary for constructing and maintaining a balanced household budget. Special attention given to the hazards of buying on credit.

**Wise Consumerism**
     (ABED 163, ABED 164 and ASED 165)  **1.5 hours**
     Program consists of vocabulary, math and reasoning skills necessary to understand wise purchasing of necessities contained in a household budget. Emphasis on use of newspaper advertisements and coupons.

**Interpersonal Communications I**

(ABED 270, ABED 271 and ASED 272)  **1.5 hours**

An introductory course in interpersonal communications designed to promote an understanding of basic concepts and skills involved in effective interpersonal communications.  Areas explored include speaking interpersonally, perception, self-disclosure, listening, verbal communication, and non-verbal communication.

**Interpersonal Communications II**

(ABED 173, ABED 174 and ASED 175)  **1.5 hours**

An introductory course in interpersonal communications designed to promote an understanding of the basic concepts and skills involved in effective interpersonal communications. The course is designed to follow Interpersonal Communications I.  Areas explored include persuasion, emotions, assertiveness, conflict, communications with family and friends, intimate relationships, and interpersonal communication in the workplace.

**Job Readiness I**

(ABED 190, ABED 191 and ASED 192)  **1.5 hours**

This course is designed to provide practical information necessary to students for locating meaningful employment. The course contains two components: Career Awareness and Job Search Techniques.  Materials covered in this course will allow students to learn more about themselves and how this information relates to different careers. Students will also review information necessary for the completion of effective resumes, applications, job search strategies and interview techniques.

**Job Readiness II**

(ABED 193, ABED 194 and ASED 195)  **1.5 hours**

This course will allow students to develop job related communication skills. By using video and printed materials, students will learn the importance of communication and its relationship to a successful job experience.  Students will learn how to follow directions, communicate with both supervisors and co-workers and resolve interpersonal conflict.  In addition to the above, the student will have a better understanding of the demands of today's changing technologies and world competition.

**Geography**

(ABED 133, ABED 134 and ASED 135)  **1.5 hours**

A Basic survey of planet Earth and its relationship to other planets in the solar system; an overview of the land/water configuration of the planet; a study unit concentrating on maps, especially of the United States, with emphasis on latitude, longitude, and geographic regions.  Special units of study emphasize location of states and their capitals.

**Choosing Non-Violence**

(ABED 136, ABED 137 and ASED 138)  **1.5 hours**

A course of preventive action designed to teach/identify non-violent methods of expressing feelings and solving conflicts.

**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.

**Cooking With Children**

(ABED 256, ABED 257 and ASED 258)  **1.5 hours**

A course of vital interaction between parent and child designed to result in strengthened positive relationships. Such strengthening will be actualized through activities and assignment related to food preparation.

## 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.

**Additional Services**

**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/SCollege 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.*

**Additional Services**

### 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.*

## High School Credit Courses

### Reading I

(ASEL 010)  **6 hours**

A secondary education competency based course in basic reading skills. Instruction covers vocabulary building and comprehension skills, retaining concepts and organizing facts, identifying main ideas, making judgements, drawing conclusions, and making inferences. Instruction also covers critical reading skills in regard to paragraphs, short stories, and novels.

### Reading II

(ASEL 011)  **6 hours**

A secondary education competency based course in basic reading skills. Instruction covers reading rate, vocabulary, and comprehension, reading concepts and organizing facts, understanding the main idea, making judgements, drawing conclusions, and making inferences. Instruction is designed to improve comprehension skills through reading paragraphs, short stories, and novels. A continuation of Reading I.

### Grammar/Composition I

(ASEL 030)  **6 hours**

A secondary education competency based course in grammar and composition skills. Instruction covers verbs and subjects, verb tenses and irregular verbs, direct objects indirect objects, predicate nouns and predicate adjectives, and adjectives and adverbs. Instruction also covers compound and complex sentence structure and a review of capitalization and punctuation. The course concludes with instruction covering paragraph composition including narrative, descriptive, informative, and persuasive paragraphs.

### Composition II

(ASEL 031)  **6 hours**

A secondary education competency based course in composition skills. Instruction covers observation and perceptions, creative writing, the process of writing, research, organization, introductions, drafts, revisions, proofreading, precision, expository writing, and persuasion.

### Business Communication

(ASEL 040)  **6 hours**

A secondary education competency based course in business communication skills. Instruction covers communication as a process, listening, interpersonal communication, and group communication. Study also covers the writing process as it applies to business communication, revising and proofreading, business forms, business letters, intra-office communication, and formal report writing. A survey of the communication technologies currently in use is covered as well.

### Contemporary Literature

(ASEL 041)  **6 hours**

A secondary education competency based course in Contemporary Literature instruction covers a variety of literary forms including poetry, short stories, plays, and novels.

### General Math IA

(ASEM 010)  **6 hours**

A secondary education competency based course in basic math skills. Instruction covers addition, subtraction, multiplication, and division of whole numbers, decimals, and fractions.

### General Math IB

(ASEM 011 )  **6 hours**

A secondary competency based course in basic math skills. Instruction covers ratios, proportions, percentages, measurements, perimeters and areas, volumes, graphs and statistics, positive and negative numbers, expressions and equations. A continuation of General Math IA.

### Introduction to Algebra IA

(ASEM 020)  **6 hours**

A secondary education competency based course in elementary algebra skills. Instruction covers integers, positive and negative numbers, factors, multiples, decimals and the metric system, functions, decimals, expressions and functions, equations and inequalities, axioms and properties, and equations and problem solving.

**Additional Services**

### Introduction to Algebra IB

(ASEM 021) **6 hours**

A secondary education competency based course in elementary algebra skills. Instruction covers directed numbers, equations and inequalities, polynomials, and products and factoring. A continuation of Algebra IA.

### Algebra IA

(ASEM 030) **6 hours**

A secondary education competency based course in algebra skills. Instruction covers variables, equations, number lines, real numbers, solving equations, monomials, polynomials, factoring, algebraic fractions, and factoring polynomials.

### Algebra IB

(ASEM 031) **6 hours**

A secondary education competency based course in algebra skills. Instruction covers ratios, fractions and percents, two variable and linear equations, slopes, functions, graphs, linear and quadratic equations, inequalities and absolute values, rational and irrational numbers, and quadratic equations. A continuation of Algebra IA.

### Geometry IA

(ASEM 040) **6 hours**

A secondary education competency based course in geometry skills. Instruction covers points, lines, and angles, proofs, triangles, congruent triangles, polygons, and areas. Prerequisites of Algebra I.

### Geometry IB

(ASEM 041) **6 hours**

A secondary education competency based course in geometry skills. Instruction covers ratios and proportions, similarly polygons, circles, areas and volumes of solids, right triangles, and coordinate geometry. A continuation of Geometry IA. Prerequisite of Algebra I.

### Health Education

(ASEC 030) **6 hours**

A secondary education competency based course in Health Education. Instruction covers grief, love, anger, and nutrition. Anatomy and physiology systems of the body are covered which include digestion/excretion, skeletal/muscular, circulatory/respiratory, nervous, and endocrine/reproductive. Instruction also covers a study of infectious and non-infectious diseases.

### Biology IA

(ASEC 010) **6 hours**

A secondary education competency based course in biology. Instruction covers science and the microscope, characteristics of life, cellular theory, function, and organization, plant and animal cells, energy, photosynthesis, reproduction, mitosis and meiosis, DNA and RNA, and genetics.

### Biology IB

(ASEC 011) **6 hours**

A secondary education competency based course in biology. Instruction covers classification categories, major protists, internal structure of humans digestive system, excretory and respiratory systems, circulatory system, nervous system, endocrine system, reproductive system, and the human environment.

### Biology IIA

(ASEC 020) **6 hours**

A secondary education competency based course in biology. Instruction covers classification categories, major protists, the animal kingdom, the phylum Coelenterata. Platyhelminthes, earth worms, mollusks, and the phylum Echinodermata.

### Biology IIB

(ASEC 021) **6 hours**

A secondary education competency based course in biology. Instruction covers chelicerates, mandibulates, insects, vertebrates, fishes, amphibians, reptiles, birds, and mammals.

### Current Events

(ASES 020) **6 hours**

A competency based secondary education course in U.S. Current Events. Instructor covers national social problems and issues which include aids, alcohol and drug abuse, crime and prisons, women, the aging population, abortion, child abuse, and teenagers and parent, immigration, the widening gap between the rich and the poor, and welfare reform. International issues covered include American-Soviet relations, the Strategic Defense Initiative in the Middle East and Latin America, the Trade Policy, world environment, the federal budget deficit, inflation, and unemployment. The course concludes with an overview of issues facing the United States in the twenty-first century.

### U.S. History I

(ASES 030) **6 hours**

A secondary education competency based course in American History covering the time period from the first explorers of the American Continents through the Civil War and reconstruction.

### U.S. History II

(ASES 031) **6 hours**

A secondary education competency based course in American History covering the time period from the post Civil War Era to and including the 1980's.

**Additional Services**

**American Government**

(ASES 040) **6 hours**

A secondary education competency based courses in American Government. Instruction covers modern political and economic systems of government, the origins of the United States, and the federal system of government. Topics also include amendments to the constitution, political parties, and the American Electorate, the electoral process, and the role that public opinion and pressure groups play in American politics. The course concludes with an in-depth study of the three branches of the federal government, the Illinois State Constitution, and the Federal Constitution. Course meets the Constitution Requirement of the Illinois State School Code.

**Consumer Economics**

(ASES 041) **6 hours**

A secondary education competency based course in consumer economics. Instruction covers the decision-making process and career planning, budgets and checking accounts, the market economy, consumers and fraud, shopping wisely, credit, purchasing a car and auto insurance, housing, saving, investing and insurance, economic activity and problems, and the affects of government taxing and spending on the economy.



**Additional Services**

# 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.

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 the CCE is to respond to the businesses and industries of our area with customized training programs.  The CCE staff, working closely with company representatives, design the courses to meet the company's training objectives. Utilizing the resources from DACC faculty and outside consultants, the CCE 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 facilities within the Bremer Conference and Workforce Development Center. Training schedules can be arranged to accommodate the participants' work schedules.  By taking advantage of the services of CCE, companies can maximize their training dollars.  Travel and accommodation expenses can more effectively be used to offer more training to more people.

### Open Enrollment Programs

Seminars and workshops are offered in a wide range of areas.  These may be cosponsored with other institutions and professional groups or they may be provided exclusively by CCE.

### Customized program areas offered:

- Assessments
- Communication/Listening
- Computer Skills
- Continuous Improvement Quality
- Customer Service
- DOT Training
- Health Care
- Industrial/Technical Training
- ISO/QS 9000; TS 16949
- Language Skills
- Leadership/Supervisory
- Lean Manufacturing / Lean Office
- Office Skills
- OSHA Compliance/Policy Development
- Personal Development
- Maintenance Reliability
- Safety/Security Audits
- Safety/Occupational Health
- Team Building/Teamwork
- Training Grants (when available)
- Workplace Violence Prevention
- WorkSkills Development

### Computer Training

CCE can provide training on multiple desktop applications. We feature a highly qualified staff of instructors and 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 skills training is also available on-line. The on-line option allows CCE to provide many specialty high-end courses that are not offered on campus. Affordable and convenient.

CCE's Mobile Laptop Lab is used extensively 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.

### 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.  Ten hours of 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 prehospital 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.

**Corporate & Community**
EDUCATION
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### 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 50 hours of core material with extra class time allotted by the individual instructor to allow for skills practice and testing. Five hours of clinical experience is obtained outside of the regular classroom time. 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 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.

### The DACC American Heart Association Training Center offers the following provider and instructor courses:

♥ **Heartsaver CPR w/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).

♥ **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 and certified health-care professionals.

♥ **Heartsaver First Aid -** Integrates training in first aid, CPR, and use of an automated external defibrillator (AED).

♥ **Instructor Courses -** Heartsaver and Basic Life Support.

### 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 Operater

This four-hour course was designed to provide convenient, quality, hands-on lift truck driver training taught by our professional instructors. Classes are scheduled quarterly on the DACC campus. Customized, on-site training is also available for business/industry.

### Certified Warehousing and Distribution Specialist

The Certified Warehousing and Distribution Specialist Program is designed for those individuals who seek employment in the Logistic field, as well as those individuals currently employed in warehousing and distribution who want greater responsibility and growth in their careers. The curriculum consists of five courses: Working in the Warehousing Environment; Warehousing and Workforce Skills; Warehousing and Distribution Process; Warehousing Technology Skills; and Representative Warehousing Skills. Also, included is a warehousing and distribution center simulation and a final assessment of knowledge and skills.

### 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.

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

**Additional Services**

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.

Other Courses Available*:
- Professional Truck Driver Defensive Driving Course
- Hazardous Material Endorsement Training
- Class B CDL Training

*Courses can be conducted on-campus or on-site.

### Basic Culinary Arts Certificate Program

With a focus on basic food preparation and production skills, nutrition, and food safety and sanitation, the Basic Culinary Arts Certificate program prepares students for various entry-level positions in the foodservice industry. Practical hands-on lab activities in a state-of-the-art commercial kitchen environment provide opportunities for students to master the skills required for employment. Total 30 hours.

### 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 Mathematics, Applied Technology, Listening, Business Writing, Locating Information, Observation, Reading for Information, Teamwork, and Writing.

### Assessment Center

Individuals, as well as companies, can take advantage of the full range of assessment services and products through the DACC Assessment Center. Appointments can be scheduled by calling 217-443-8708 or 217-443-8777. Walk-in assessments are also available.

### Facility Rental

DACC is fortunate to have an exceptionally well-equipped meeting and training facility in the **Bremer Conference and Workforce Development Center**. Companies or organizations may also rent this facility. The Center features a large theater that serves as a performing arts theater or as a large conferencing facility; two large conference rooms, each capable of being further divided into 2 breakout rooms, for a total of 4 breakout rooms; a large lobby; and a large classroom. Each area of the facility can be arranged to accommodate both small and large groups in various setups, such as theater-style or classroom-style. The facility is fully equipped with audio, video, teleconferencing, and wireless computing capabilities. Call 217-443-8777 for fee structures.

### More Information from Corporate and Community Education

When you would like further information or would like to discuss particular programs, please contact the Corporate Education, Danville Area Community College, 2000 E. Main Street, Danville, Illinois 61832, Telephone: 217- 443-8777; Fax: 217-554-1625; E-mail: cce@dacc. edu.

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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.

## Community Education Programs and Courses

The courses are offered as a community service to the residents of our service area. As no state funding is received for these courses, they must be self-supporting from the fees charged to the participants.

*Complete and current Community Education listings are included in the Fall and Spring Corporate and Community Education Program announcements and can be found at: www.dacc.edu/cce.*

There is a great deal of flexibility in the offerings in these courses. Some of the courses that are currently being offered include:

### CAKE DECORATING

**CAKE DECORATING-COURSE I: DECORATING BASICS—**Learn the right way to decorate, step by step, so you experience the excitement of successfully decorating your first cake. You'll understand how to bake a great cake, see how to make and color icing and learn the best way to ice the cake. You will also practice the three fundamentals of decorating, enabling you to approach each technique the right way for great results. Along the way, you'll learn to create icing drop flowers, rosettes, shells, pompom flowers, leaves, shaggy mums, and the ribbon rose. Participants will also be required to purchase a decorating kit and book.

**CAKE DECORATING-COURSE II: FLOWERS AND DESIGNS—**Reach a new level of decorating sophistication in this course. This is your introduction to breathtaking new icing flowers such as violets, apple blossoms, lilies and the rose. Discover the secrets of arranging these flowers in a bouquet, give them a border, and create a basket weave design. Participants will also be required to purchase a decorating kit and book.

**CAKE DECORATING-COURSE III: GUMPASTE AND FONDANT—**This course will open a new world of decorating possibilities. Create stand-up decorations, ruffled layers of petals, and bows. If you loved playing with modeling clay as a kid, you're going to love this class. Learn to tint, roll, and cut gum paste and fondant. Participants will also be required to purchase a decorating kit and book.

**COURSE IV: GUMPASTE FLOWERS—**Continue your work with gumpaste and learn to make vines and bouquets, and different types of flowers.

### CREATIVE ARTS & CRAFTS

**POTTERY, Hand Building or Wheel Throwing—**Beginner, intermediate and advanced students all WELCOME! Throw functional pots, throw bowls, plates and cups. Clay, and some glazes provided.

### CERTIFICATION/OCCUPATIONAL SKILLS

**FOOD SERVICE—**This course is designed to prepare food service employees to meet the Illinois certification requirement. **Topics include:** foodborne disease, facilities, equipment, personal hygiene, and inspection techniques. Exam will be given at last class meeting. *Attendance is a must!*

**FOOD SERVICE RENEWAL**—State guidelines requires 5 hours of continuing education credit to renew licenses prior to expiration. A copy of your current license MUST be brought to class with you.

### FOREIGN LANGUAGE/AMERICAN SIGN

**AMERICAN SIGN LANGUAGE -**This class builds students' receptive and expressive skills in ASL and fingerspelling, as well as their knowledge of Deaf culture, since a language cannot be separated from its culture. It is designed for the student or professional who is interested in working and/or interacting with deaf people. Active participation is essential.

### PETS

**DOG OBEDIENCE: BEGINNERS/INITIAL CLASS—**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.

**ADVANCED DOG OBEDIENCE—**This class is for dogs that have attended prior training classes through DACC and who have developed good skills learned from the beginners class. The focus will be on more intense and correctness of heeling, sit, down, stay, stand, and recall with introduction to off-lead heeling. Dog MUST be current on all shots including Bordetella and have a leash and collar.

### PHOTOGRAPHY

**DIGITAL PHOTOGRAPHY—**Traditional film is almost a thing of the past. This workshop will emphasize digital photography techniques, explain digital photography terms, camera operations and settings, basic photo manipulations, and file management of digital images.

**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.

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**PHOTO 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.

**PHOTOSHOP**—This class will introduce you to the basics of working with Photoshop for retouching images and drawing. Students will be able to use various techniques for selecting in order to edit and retouch images. Students will be able to prepare images for including in a website or for including in printed documents. Students will be able to edit images using the painting tools, clone stamp and drawing tools. Students will be able to create new images using the pen tool and the drawing and painting tools. Students will be able to create and edit images using layers.

**ADOBE PHOTOSHOP ELEMENTS**—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.

### RECREATION & FITNESS

**ADULT GOLF**—This a great opportunity for beginning and intermediate golfers who want to learn and improve several areas of their game. The class will include instruction on problem areas the golfer might have as well as the basics in: grip, stance, back swing, down swing, follow-through, and finish position. Each participant will have the opportunity to have his/her golf swing analyzed. Rules of the game and golf etiquette will also be covered.

**QIGONG CHINESE ENERGY HEALING-**Qigong (pronounced cheegung) is a powerful system of healing and energy medicine from China; advocated by Dr. Oz (from the Oprah Show) as health enhancing exercise. It is the art and science of using breathing techniques, gentle movement, and meditation to cleanse, strengthen, and circulate the life energy (qi). Qigong practice leads to better health and vitality and a tranquil state of mind.

**TAI CHI FOR HEALTH-**Medical and fitness authorities stress that effective exercise for health should include three components: cardio-vascular fitness, muscular strength, and flexibility. Nowadays, tai chi is practiced in every corner of the world for health improvement. Scientific studies show that tai chi improves and possibly prevents chronic conditions such as arthritis, heart disease and diabetes. In addition, it improves balance, immunity and reduces stress. Sun style tai chi uses low-impact, upright postures and is suitable for people of all ages.

### COLLEGE FOR KIDS

College for Kids is a program that is offered to youth ranging in age from 8-13. The courses offered are developed to enhance and expose our 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 provides:

- Hands-on, in-depth exploration in specialized areas
- Opportunities for our youth to reach greater levels of intellectual stimulation
- Challenging experiences and tools to help them advance in their educational venues successfully
- Opportunities to promote creativity, individuality, and building character
- Motivation and mentorship to direct energies towards working at their potential

### COMPUTER/TECHNOLOGY
*Classes held at Village 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 labs give students experience with basic window system operations such as creating and saving files. Basic word processing, email and surfing the web are included. Hands-on demo include digital photos, burning CD's, and flash drives.

**WORD *LEVEL I***—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 are also covered. Students will create a newsletter that uses columns, drawings, and object linking and embedding. Students will learn how to use the Workgroups features of Word, how to create Forms, Master Documents, and Macros.

**WORD *LEVEL II***—Students will practice working with graphics, using advanced formatting options, using headers and footers, working with columns, using styles, creating and formatting tables, using basic collaboration features, and working with charts, diagrams, and organizational charts.

**EXCEL *LEVEL I***—This course will give students a working knowledge of electronic spreadsheets, what they are and how to use them. 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 use 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.

**EXCEL *LEVEL II***—Students will practice using multiple worksheets, manipulating screen display, working with advanced functions, using advanced formatting features, using advanced print options, filtering lists using AutoFilter, working with names, protecting data, using basic integration and web features, using comments, and working with charts.

**KEYBOARDING—**This class walks you through the process of learning each key and proper hand/finger placement to aid you in becoming a successful typist on the keyboard. You will learn to identify numbers and letters and build skills in typing and speed. This class is for all levels and is delivered in a self-paced atmosphere.

**ACCESS** *LEVEL I*—This course will give students a working knowledge of databases, what they are and how to use them. Students will learn to view data in a database and change the view by sorting and filtering the data. Students will create a database and learn to define forms for inputs and reports for summarizing the data. Students will learn to create queries to view a subset of data in the database. Students will create charts to display data and a switchboard to manage their database application. Students will create relational databases and learn to create forms, queries, and reports that use relational databases. Students will learn to build macros in Access.

**ACCESS** *LEVEL II*—Students will practice creating relational databases, working with related tables, using subforms, maintaining data integrity, using advanced form features, using advanced report features, using advanced query features, creating advanced queries, using data access pages, and importing and exporting data.

**POWERPOINT** *LEVEL I*—This class will give students a working knowledge of creating presentations with Microsoft PowerPoint. Students will learn to work with the various PowerPoint views to create and view their presentations. Students will learn to give slide shows using PowerPoint and use PowerPoint to create web-based presentations. Students will learn to incorporate Excel data, charts and animations into their presentations.

**MICROSOFT PUBLISHER—**Microsoft Publisher allows you to design documents from calendars to business cards, newsletters to brochures. In this course you will learn to create documents using templates and learn to add and format text images. Students will learn design techniques as well as how to use publisher.

## COMPUTER CLASSES FOR SENIORS

**Computer Understanding (Boomers & Seniors)**—IIf you have little or no computer experience, but want to learn, this is the class for you. It's easy. In fact it's a lot of FUN! Topics include: components and terminology of a computer system, keyboard and mouse usage, care and handling of diskettes, and an overview of software applications.

**SENIOR INTERNET—**Learn about the opportunities available with the Internet. Topics include: connection to the Internet, Explorer, search tools, how to use the World Wide Web and E-mail access.

**More Information from Corporate and Community Education**

When you would like further information or would like to discuss particular programs, please contact the Community Education, Danville Area Community College, 2000 E. Main Street, Danville, Illinois 61832, Telephone: 217- 554-1668 or 217-554-1667; Fax: 217-443-5995; E-mail: cce@dacc.edu.



DANVILLE AREA COMMUNITY COLLEGE

**Additional Services**

# DACC Foundation, Inc.

**OFFICERS**
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Thomas (Tuck) Meyer, Vice President
Kristen Herr, Secretary
Tom Chamberlain, Treasurer

**STAFF**
Nancy Bates, Director Emeritus
Tracy Wahlfeldt, Executive Director
Sandra Dreher, Office Manager
Gina Davis, Office Assistant

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**Ex-Officio Members**
Dr. Alice Marie Jacobs, President, DACC
David Harby, Chairperson, DACC Board of Trustees

**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.

**Additional Services**

# Vermilion County Job Training Partnership _____

The Workforce Investment Act (Public Law 105-220) of 1998 is federal legislation authorizing federally funded workforce investment programs and services. The Act prepares eligible youth and adults in Vermilion County and surrounding area for entry into the labor force. Workforce investment programs and services have been developed to meet the needs of area business and industry.

In Vermilion County, the Workforce Investment Act (WIA) will be administered by the Job Training Partnership (JTP). Danville Area Community College was selected by the Vermilion County Board and the local Workforce Investment Board to be the grant recipient and the administrative agency for all WIA programs in Vermilion County, Illinois. DACC has expanded its mission to include the training, retraining, and job placement of eligible individuals in the county. A primary goal of the college in implementing the workforce investment 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 local jobs.

**Job Training Programs**

The Vermilion County Job Training Partnership provides a variety of job training programs and services. The following kinds of training and services are provided by the Partnership.

**Basic Education**

Basic education and high school equivalency training (GED) classes at DACC and at community sites, are designed and scheduled specifically for WIA eligible clients. These classes are the initial component in job training for participants who do not have a high school diploma. Basic skills training ensures that individuals are better prepared for success in further training and competition in the job market.

**Vocational Skills Training**

Classroom skills training programs prepare individuals for specific in demand occupations such as nursing (certified nurse assistant, LPN, and RN), medical technician, electronics, secretarial, accounting, radiology, maintenance, marketing, manufacturing engineering, and automotive technology.

Training programs may vary in length. Short term, high-intensity skill training programs are provided by the College and JTP subcontracting agencies. Certificate and degree programs are available to JTP clients at DACC and other institutions.

**On-the-Job Training**

This training option provides skills training, retraining, work experience and job placement for JTP clients through contractual agreement with local business and industry. This is a hire-first, on-site training program for which the employer is reimbursed 50% of the employee wages during the training period. Upon successful completion of the training, the JTP worker could be retained by the employer in a permanent, unsubsidized job.

**Youth Training**

The Partnership operates several special training programs for youth ages 14-21. JTP 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**

JTP, 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**

JTP 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**

JTP Dislocated Worker Program assists workers who have been laid-off or dislocated from their jobs due to a reduction in force or plant closures. JTP 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 JTP works in conjunction with the Job Training Division, Illinois Department of Employment Security 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.

**Workforce Development Center**

The WorkForce Development Center (WDC) is a consolidated effort to provide a variety of employment-related services under one roof. Job Training Partnership, Department of Employment Security, Department of Rehabilitation Services, and several WDC partners located at the Center at 407 N. Franklin St. in Danville, 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 WDC is open Monday through Friday, 8:30 a.m.-5:00 p.m. It is closed on major holidays.

For further information please call the Job Training Partnership office at the WDC, 217/442-0296, ext. 101.

**Additional Services**

# 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 Vice President for Instruction is the Council's coordinator and the Secretary to the VP 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, Management Co-Chair Todd Lee at 474-4626 or Executive Director, David Kietzmann at 443-8771.

**Additional Services**

# 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

Carol Nichols, Director
2917 N. Vermilion St.
Danville IL 61832
(217) 442-7232
sbdc@dacc.edu

**Certificate in Small Business Ownership**

A 15 credit hour, 5 course series designed to prepare the new entrepreneur for a smooth launch. This series is headed up by BMGT100 "Basics of Business Setup" 2 hour course at the SBDC's Village Mall location.

In BMGT 100 you will learn:
- Testing the idea and your readiness to execute a plan
- Laying the groundwork for a smooth launch
- Writing a business plan and keeping it updated
- The importance of assembling a good team
- Marketing on a shoestring budget
- And much more!

Courses rounding out the sequence:

**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.

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|  |  |  | 1 | 2 | 3 | 4 |
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| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
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| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
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| **August 2015** | | | | | | |
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|  |  |  |  |  |  | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
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| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
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| **September 2015** | | | | | | |
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| S | M | T | W | T | F | S |
|  |  | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
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| **April 2015** | | | | | | |
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|  |  |  | 1 | 2 | 3 | 4 |
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| **October 2015** | | | | | | |
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| **May 2015** | | | | | | |
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| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
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| **November 2015** | | | | | | |
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| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
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| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
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| **June 2015** | | | | | | |
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| S | M | T | W | T | F | S |
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| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
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| **December 2015** | | | | | | |
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| S | M | T | W | T | F | S |
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| **January 2016** | | | | | | |
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| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
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| **July 2016** | | | | | | |
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| **February 2016** | | | | | | |
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
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| **August 2016** | | | | | | |
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| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
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| **March 2016** | | | | | | |
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| **September 2016** | | | | | | |
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| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
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| **April 2016** | | | | | | |
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# Yes, I'd like to know more about

## Danville Area Community College!

### I'm interested in ...

- ☐ Application for Admission
- ☐ Business Assistance
- ☐ Campus Tour
- ☐ Class Schedule
- ☐ Financial Aid
- ☐ GED Information
- ☐ Meeting with an Advisor
- ☐ Non-Credit Courses
- ☐ Speaker's Bureau
- ☐ Other _____

### I would also like to know more about:

- ☐ Financial aid information
- ☐ A tour of the campus
- ☐ How to meet with an Advisor
- ☐ Career Counseling
- ☐ Business & Economic Institute
- ☐ Continuing Education
- ☐ Adult Education
- ☐ Job Training Partnership
- ☐ Labor-Management Council
- ☐ Continuing Center for Lifetime Learning (55+)
- ☐ College For Kids
- ☐ Child Development Center

### I heard about DACC classes through:

- ☐ Newspaper: _____
- ☐ Radio Station: _____
- ☐ TV Station: _____
- ☐ Friend/Relative
- ☐ High School Counselor
- ☐ DACC Visit
- ☐ Received Mailer
- ☐ Other _____

### Please send requested information to:

Name _____

Address_____

City_____ State_____ Zip_____

Home Phone _____ Work Phone_____

### Mail form to:

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Attn: Admissions • 2000 East Main St.•
Martin Luther King Memorial Way • Danville, IL 61832-5199

# Danville
# Area
# Community
# College

**2000 East Main Street**

**Martin Luther King Memorial Way**

**Danville, Illinois 61832-5199**

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# www.dacc.edu

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