

CATALOG

2020-2021



ADDENDUM



Introduction

The updates listed in this addendum apply to the 2020-21 Rend Lake College Academic Catalog. This catalog addendum contains new and updated information, as well as corrections of errors in the original catalog.

NOTE UPDATED GENERAL EDUCATION STATEMENT

GENERAL EDUCATION STATEMENT

Our students are expected to demonstrate the competencies outlined in the institution-wide learner outcomes (critical thinking, problem-solving, oral communication, and written communication) as well as demonstrate learning the fundamental vocabulary, concepts, and proficiencies of their specific programs. In addition to the college's institutional outcomes, three other outcomes articulate the expected general education for all students and are integrated in both the curricular and co-curricular student experience.

Connections – Students will develop personal and resource relationships which lead to professional and personal success.

Multiculturalism – Students will demonstrate the ability to successfully live and work in a multicultural world.

Authenticity – Students will demonstrate a commitment to standards, codes of conduct, and core principles that define successful professionals within their chosen academic field of study or career path.

NOTE NEW PROCESS

REVERSE TRANSFER

Reverse Transfer is a process by which students pursuing a four-year degree could be eligible for an associate degree from Rend Lake College based on a combination of previous work at Rend Lake College and current course work. Requirements include a minimum of 16 credit hours with a GPA of 2.0 or higher at Rend Lake College and completion of at least 64 applicable credits through Rend Lake College or other colleges/universities. Contact your four-year college/university and complete the reverse transfer transcript request/release form to have your transcripts sent to Rend Lake College for review.

NOTE CURRICULUM INCORRECT IN PRINTED CATALOG, NEW COURSES CSCI 1263, CSCI 1275, CSCI 1255, OFTC 1233, BUSI 1200, SERV 1101

OFFICE SYSTEMS TECHNOLOGY — OFFICE TECHNOLOGIES ASSISTANT

Occupational Certificate

APPLIED SCIENCE & TECHNOLOGY DIVISION

This Office Technologies Assistant certificate program is designed to provide students with the introductory skills necessary to work as an office assistant. The curriculum will introduce various skills and technologies required for an entry-level position in an office / business setting and suitable for the student not wishing to pursue a degree. ► **Total = 30 Hours**

First Semester		Cr. Hrs.
<input type="checkbox"/>	CSCI 1102 Intro to Computers w/ Business Applications	3
<input type="checkbox"/>	CSCI 1243 Beginning Microsoft Word	3
<input type="checkbox"/>	OFTC 1203 Building Keyboarding Speed & Accuracy I	1
<input type="checkbox"/>	OFTC 1232 Business Data Entry	3
<input type="checkbox"/>	OFTC 1234 Communication in Technical Services	3
<input type="checkbox"/>	OFTC 2261 Office Procedures and Technology	3
		<u>16</u>
Second Semester		
<input type="checkbox"/>	BUSI 1202 Work Ethics	1
<input type="checkbox"/>	BUSI 2107 Business Communications	3
<input type="checkbox"/>	CSCI 1236 Integrating Technologies	2
<input type="checkbox"/>	OFTC 1204 Building Keyboarding Speed/Accuracy II	1
<input type="checkbox"/>	OFTC 1206 Computerized Accounting with QuickBooks	1
<input type="checkbox"/>	OFTC 1233 Office Accounting	3
<input type="checkbox"/>	OFTC 1252 Records Management Concepts	3
	/ Computerized Applications	3
		<u>14</u>

NOTE: PROGRAM CHANGED FROM TWO SEMESTERS TO THREE SEMESTERS.

BAKING & PASTRY ARTS

Occupational Certificate

This program is a two-semester certificate designed to prepare individuals for supervisory or technical positions in the food service industry. Certificate holders typically will work in food preparation restaurants, hotels, institutions and bakeries. The curriculum emphasizes practical experience through laboratory and classroom opportunities. ► **Total = 28 Hours**

First Semester		Cr. Hrs.
<input type="checkbox"/>	CULA 1201 Professional Cooking I	6
<input type="checkbox"/>	CULA 1207 Culinary Math ¹	3
<input type="checkbox"/>	CULA 2201 Professional Baking Techniques	<u>6</u>
		15
Second Semester		
<input type="checkbox"/>	CULA 1205 Food Sanitation	2
<input type="checkbox"/>	CULA 1208 Professional Artisan Bread	3
<input type="checkbox"/>	CULA 2207 Professional Pastry Principles	6
<input type="checkbox"/>	CULA 2210 Restaurant Production Desserts	<u>2</u>
		13

¹ Prerequisite course(s) may be required based on test scores.

OFFICE SYSTEMS TECHNOLOGY — OFFICE TECHNOLOGIES ASSISTANT

Occupational Certificate

APPLIED SCIENCE & TECHNOLOGY DIVISION

This Office Technologies Assistant certificate program is designed to provide students with the introductory skills necessary to work as an office assistant. The curriculum will introduce various skills and technologies required for an entry-level position in an office / business setting and suitable for the student not wishing to pursue a degree. ► **Total = 30 Hours**

First Semester		Cr. Hrs.
<input type="checkbox"/>	CSCI 1102 Intro to Computers w/ Business Applications	3
<input type="checkbox"/>	CSCI 1243 Beginning Microsoft Word	3
<input type="checkbox"/>	CSCI 1263 Microsoft Excel Spreadsheet	3
<input type="checkbox"/>	OFTC 1234 Communication in Technical Services	3
<input type="checkbox"/>	OFTC 1233 Office Accounting	3
<input type="checkbox"/>	BUSI 1200 Job Strategy	<u>1</u>
		16
Second Semester		
<input type="checkbox"/>	BUSI 1202 Work Ethics	1
<input type="checkbox"/>	CSCI 1275 Microsoft PowerPoint	3
<input type="checkbox"/>	CSCI 1236 Integrating Technologies	2
<input type="checkbox"/>	OFTC 1206 Computerized Accounting with QuickBooks	1
<input type="checkbox"/>	BUSI 2107 Business Communications	3
<input type="checkbox"/>	CSCI 1255 Microsoft Access Database	3
<input type="checkbox"/>	SERV 1101 Service Learning	<u>1</u>
		14

BAKING & PASTRY ARTS

Occupational Certificate

This program is a two-semester certificate designed to prepare individuals for supervisory or technical positions in the food service industry. Certificate holders typically will work in food preparation restaurants, hotels, institutions and bakeries. The curriculum emphasizes practical experience through laboratory and classroom opportunities. ► **Total = 28 Hours**

First Semester		Cr. Hrs.
<input type="checkbox"/>	CULA 1201 Professional Cooking I	6
<input type="checkbox"/>	CULA 1207 Culinary Math ¹	3
<input type="checkbox"/>	CULA 2201 Professional Baking Techniques	<u>6</u>
		15
Second Semester		
<input type="checkbox"/>	CULA 1205 Food Sanitation	2
<input type="checkbox"/>	CULA 1208 Professional Artisan Bread	<u>3</u>
		5
Third Semester		
<input type="checkbox"/>	CULA 2207 Professional Pastry Principles	6
<input type="checkbox"/>	CULA 2210 Restaurant Production Desserts	<u>2</u>
		8

¹ Prerequisite course(s) may be required based on test scores.

MANUFACTURING TECHNOLOGY

Associate in Applied Science Degree

APPLIED SCIENCE & TECHNOLOGY DIVISION

The Manufacturing Technology program is designed to prepare graduates for supervisory or technical positions in manufacturing. Curriculum requirements are broad-based to enable graduates to obtain employment in a wide variety of manufacturing areas, such as the Manufacturing Skill Standards Council (MSSC) industry-recognized credentialing system which covers the four critical production functions common to all sectors of manufacturing. The technician will develop a fundamental knowledge of materials, manufacturing process, quality processes, and computer, electrical, mechanical and machine control systems related to manufacturing disciplines.

► Total = 64 Hours

First Semester		Cr. Hrs.
<input type="checkbox"/> ENGL 1101	Rhetoric & Composition I ¹	3
<input type="checkbox"/> MACH 1201	Machine Technology I	4
<input type="checkbox"/> MATH 1201	Technical Math ¹	3
<input type="checkbox"/> MFG 1207	Safety	3
<input type="checkbox"/> MFG 1210	Quality Practices & Measurement	<u>3</u>
		16
Second Semester		
<input type="checkbox"/> INEL 1291	Basic Electronics for Technicians	5
<input type="checkbox"/> IST 2230	Introduction to PLCs	3
<input type="checkbox"/> MACH 1202	Machine Technology II	4
<input type="checkbox"/> MFG 1209	Maintenance Awareness	3
<input type="checkbox"/> MFG 1208	Manufacturing Processes & Production	<u>3</u>
		18
Third Semester		
<input type="checkbox"/> CSCI 1101	Introduction to Computers	3
<input type="checkbox"/> IST 2231	Advanced PLCs	3
<input type="checkbox"/> MFG 1230	Blueprint Reading	3
<input type="checkbox"/> WELD 1270	Introduction to Welding Processes	<u>4</u>
		13
Fourth Semester		
<input type="checkbox"/> COMM 1101	Principles of Effective Speaking	3
<input type="checkbox"/> FLPR 1262	Fluid Power Fundamentals	5
<input type="checkbox"/> INEL 1250	Electric Motors & Control Circuits	6
<input type="checkbox"/> PSYC 2106	Human Relations	<u>3</u>
		13
Technical Electives		
<input type="checkbox"/> IST 1230	Intro to Robotics	3
<input type="checkbox"/> MACH 1203	Machine Technology III	3
<input type="checkbox"/> MACH 1205	Special Problems in Machining	3
<input type="checkbox"/> MFG 1200	Manufacturing Employment Skills	3
<input type="checkbox"/> WELD 1272	Structural Shielded Metal Arc Welding	4
<input type="checkbox"/> WELD 1282	GMAW / GTAW Welding	4

¹ Prerequisite course(s) may be required based on test scores.

MANUFACTURING TECHNOLOGY

Associate in Applied Science Degree

APPLIED SCIENCE & TECHNOLOGY DIVISION

The Manufacturing Technology program is designed to prepare graduates for supervisory or technical positions in manufacturing. Curriculum requirements are broad-based to enable graduates to obtain employment in a wide variety of manufacturing areas, such as the Manufacturing Skill Standards Council (MSSC) industry-recognized credentialing system which covers the four critical production functions common to all sectors of manufacturing. The technician will develop a fundamental knowledge of materials, manufacturing process, quality processes, and computer, electrical, mechanical and machine control systems related to manufacturing disciplines.

► Total = 64 Hours

Fall Semester		Cr. Hrs.
MFG 1207	SAFETY	3
MFG 1210	QUALITY PRACTICES & MEASUREMENTS	3
MACH 1201	MACHINE TECHNOLOGY I	4
MATH 1201	TECHNICAL MATHEMATICS	3
INEL 1291	BASIC ELECTRONICS FOR TECHNICIANS	<u>5</u>
		18
Spring Semester		
MFG 1208	MANUFACTURING PROCESSES & PRODUCTION	3
MFG 1209	MAINTENANCE AWARENESS	3
IST 2230	INTRODUCTION TO PLC'S	3
MACH 1202	MACHINE TECHNOLOGY II	4
ENGL 1101	RHETORIC AND COMPOSITION I	<u>3</u>
		16
Fall Semester		
CSCI 1101	INTRODUCTION TO COMPUTERS	3
IST 2231	ADVANCED PLC'S	3
MFG 1230	BLUEPRINT READING	3
WELD 1270	INTRODUCTION TO WELDING PROCESSES	<u>4</u>
		13
Spring Semester		
COMM 1101	PRINCIPLES OF EFFECTIVE SPEAKING	3
FLPR 1262	FLUID POWER FUNDAMENTALS	5
INEL 1250	ELECTRIC MOTORS & CONTROL CIRCUITS	6
PSYC 2106	HUMAN RELATIONS	<u>3</u>
		17
Technical Electives		
<input type="checkbox"/> IST 1230	Intro to Robotics	3
<input type="checkbox"/> MACH 1203	Machine Technology III	3
<input type="checkbox"/> MACH 1205	Special Problems in Machining	3
<input type="checkbox"/> MFG 1200	Manufacturing Employment Skills	3
<input type="checkbox"/> WELD 1272	Structural Shielded Metal Arc Welding	4
<input type="checkbox"/> WELD 1282	GMAW / GTAW Welding	4

¹ Prerequisite course(s) may be required based on test scores.

NOTE: CHANGE TO PAGE 39

DUAL CREDIT

High school juniors and seniors in the Rend Lake College district have the opportunity to enroll in dual credit courses which may both fulfill high school graduation requirements and earn college credit. Students must meet placement requirements and prerequisites prior to enrolling in courses. Dual credit courses are taken during the normal high school day and tuition is waived for these courses. Students taking advantage of this opportunity may accumulate college credit prior to graduation from high school. Depending on student performance, grades of A, B, C or NC (No Credit) will be awarded. No more than 49% of dual credit hours, rounded to the nearest credit hour, that were provided at a secondary institution may be applied toward a Title IV eligible certificate or degree. For more information, see your high school guidance counselor.

NOTE: CHANGE TO PAGE 52

PROGRAM REQUIREMENTS

ASSOCIATE IN ARTS DEGREE

ASSOCIATE IN SCIENCE DEGREE

ASSOCIATE IN FINE ARTS DEGREE

ASSOCIATE IN ENGINEERING SCIENCE DEGREE

ASSOCIATE IN APPLIED SCIENCE DEGREE

The Associate in Arts Degree, Associate in Science Degree, Associate in Fine Arts Degree and Associate in Engineering Science Degree are transferable. These degrees fulfill lower-division requirements and qualify students for junior standing at most four-year institutions. The Associate in Applied Science Degree prepares a student for entry into the workforce and/or transfer to a four-year institution. Articulation agreements with four-year institutions provide a seamless transfer. Graduates with these degrees are prepared for upper-division study in their discipline.

A.A. / A.S. / A.F.A. / A.E.S. / A.A.S. DEGREE ADMISSIONS REQUIREMENTS

All students wishing to enter the Associate in Arts, Associate in Science, Associate in Fine Arts, Associate in Engineering Science, or Associate in Applied Science degree programs must complete the following steps:

1. Submit a completed Rend Lake College new student enrollment form to the Office of Student Records.
2. Submit a copy of high school transcripts or **GED High School Equivalency (HSE)** certificate.
3. Submit placement test scores which will determine the appropriate acceptance category and course-level placement. Students who need to take the placement test should schedule a time with the Academic Advisement Center. A student may be exempt from taking this test if:
 - a) College-level math and English courses have been taken and passed with a grade of "C" or better at another college or university;
 - b) The student possesses a degree from another college or

university;

c) The student met or exceeded minimum score requirements on the ACT or SAT; contact the Academic Advisement Center for specific criteria.

OCCUPATIONAL CERTIFICATE ADMISSIONS REQUIREMENTS

All students wishing to enter an occupational certificate program must complete the following steps:

1. Submit a completed Rend Lake College new student enrollment form to the Office of Student Records.
2. Submit a copy of high school transcripts or High School Equivalency (HSE) certificate for Title IV eligible certificates.
3. Submit placement test scores if required for program.

NOTE: CHANGE TO PAGE 56

GRADUATION REQUIREMENTS – OCCUPATIONAL CERTIFICATES

It is the student's responsibility to see that all graduation requirements are satisfied. Students are encouraged to work closely with an advisor to monitor educational progress through graduation.

1. Successfully meet requirements of the declared curriculum and achieve an overall grade-point average of 2.0 ("C") for all courses presented to meet the requirements of the declared curriculum. (EXCEPTIONS: Some programs require a grade of "C" or better in each course.)
 2. Complete Orientation (ORIE 1101) or Work Ethics (BUSI 1202) unless the student has previously earned a degree.
 3. Complete **25% at least half** of the required hours of the declared curriculum as a Rend Lake College student.
 4. For Title IV eligible certificates, submit official documentation of high school or equivalency completion.
 5. Candidates should apply for graduation; see the graduation section for details. Applications are available on the RLC website at www.rlc.edu/student-docs.
- Applications for graduation are available from the Academic Advisement Center, the Student Records Office or at www.rlc.edu/student-docs. Graduation application deadlines are:
 - First Friday in May – Summer graduation (July)
 - First Friday in September – Fall graduation (December)
 - First Friday in December – Spring graduation (May)
 - Caps and gowns are ordered from the information included on the application for graduation. They may be picked up in the Rend Lake College Student Records Office during the week of Spring Semester final exams.
 - Prior to graduation, all outstanding fees must be paid in the Business Office. Fees are the same regardless of participation in the commencement exercises.
 - Candidates will receive a status letter indicating that all requirements for graduation have been met or identifying requirements which must be completed in order to receive a degree or certificate.
 - Students may request a transcript and indicate the request is to

be held until the degree is posted.

- Diploma covers are distributed at the graduation ceremony; diplomas are prepared after final degree audits have been completed and all degree requirements have been verified. Diplomas will be mailed to the address indicated on the application for graduation.

Candidates for fall, spring and summer graduation are encouraged to participate in the annual commencement exercises held at the end of each spring semester.

INCORRECT

CRIMINAL JUSTICE

Associate in Arts Degree

APPLIED SCIENCE & TECHNOLOGY DIVISION

This two-year transfer program leads to an Associate in Arts Degree. The curriculum is designed for students pursuing a baccalaureate degree in various areas of criminal justice. It provides students with the background in criminal justice and general studies necessary for advanced work at a four-year college or university. Students are advised to check with the institution to which they are transferring or an advisor at Rend Lake College for any additional requirements. ► **Total = 64 Hours**

	Cr. Hrs.
First Semester	
<input type="checkbox"/> CRJS 1201 Introduction to Criminal Justice	3
<input type="checkbox"/> CRJS 1203 Introduction to Corrections	3
<input type="checkbox"/> ENGL 1101 Rhetoric and Composition I ¹	3
<input type="checkbox"/> POLI 1101 State and Local Government ¹	3
<input type="checkbox"/> SOCI 1101 Introduction to Sociology ¹	<u>3</u>
	15
Second Semester	
<input type="checkbox"/> COMM 1101 Principles of Effective Speaking	3
<input type="checkbox"/> CSCI 1101 Introduction to Computers	3
<input type="checkbox"/> ENGL 1102 Rhetoric and Composition II	3
<input type="checkbox"/> HEA 1101 Health Education	2
<input type="checkbox"/> PSYC 2101 Introduction to Psychology	<u>3</u>
	14
Third Semester	
<input type="checkbox"/> BIO 1101 College Biology	5
<input type="checkbox"/> CRJS 1202 Criminology	3
<input type="checkbox"/> Elective – Art / Music	3
<input type="checkbox"/> Elective – Fine Arts / Humanities	3
<input type="checkbox"/> Elective	<u>3</u>
	17
Fourth Semester	
<input type="checkbox"/> MATH 1111 Statistics ¹	4
<input type="checkbox"/> Elective – Fine Arts / Humanities	3
<input type="checkbox"/> Elective – Science	3
<input type="checkbox"/> Elective	3
<input type="checkbox"/> Elective	<u>3</u>
	16
RECOMMENDED ELECTIVES	
ANTH 1101 Cultural Anthropology	3
ENGL 2106 Intermediate Composition	3
POLI 2101 American Government	3
SOCI 2101 Social Problems	3

¹ Prerequisite course(s) may be required based on test scores.

CORRECT

CRIMINAL JUSTICE

Associate in Arts Degree

APPLIED SCIENCE & TECHNOLOGY DIVISION

This two-year transfer program leads to an Associate in Arts Degree. The curriculum is designed for students pursuing a baccalaureate degree in various areas of criminal justice. It provides students with the background in criminal justice and general studies necessary for advanced work at a four-year college or university. Students are advised to check with the institution to which they are transferring or an advisor at Rend Lake College for any additional requirements.

► **Total = 64 Hours**

	Cr. Hrs.
First Semester	
<input type="checkbox"/> CRJS 1201 Introduction to Criminal Justice	3
<input type="checkbox"/> CRJS 1203 Introduction to Corrections	3
<input type="checkbox"/> ENGL 1101 Rhetoric and Composition I ¹	3
<input type="checkbox"/> POLI 1101 State and Local Government ¹	3
<input type="checkbox"/> SOCI 1101 Introduction to Sociology ¹	<u>3</u>
	15
Second Semester	
<input type="checkbox"/> COMM 1101 Principles of Effective Speaking	3
<input type="checkbox"/> CSCI 1101 Introduction to Computers	3
<input type="checkbox"/> ENGL 1102 Rhetoric and Composition II	3
<input type="checkbox"/> HEA 1101 Health Education	2
<input type="checkbox"/> MATH 1107 Contemporary College Math ¹	3
<input type="checkbox"/> PSYC 2101 Introduction to Psychology	<u>3</u>
	17
Third Semester	
<input type="checkbox"/> BIO 1101 College Biology	5
<input type="checkbox"/> CRJS 1202 Criminology	3
<input type="checkbox"/> Elective – Art / Music	3
<input type="checkbox"/> Elective – Fine Arts / Humanities	3
<input type="checkbox"/> Elective	<u>3</u>
	17
Fourth Semester	
<input type="checkbox"/> MATH 1105 Basic Concepts of Statistics	3
<input type="checkbox"/> Elective – Fine Arts / Humanities	3
<input type="checkbox"/> Elective – Science	3
<input type="checkbox"/> Elective	3
<input type="checkbox"/> Elective	<u>3</u>
	15
RECOMMENDED ELECTIVES	
ANTH 1101 Cultural Anthropology	3
ENGL 2106 Intermediate Composition	3
POLI 2101 American Government	3
SOCI 2101 Social Problems	3

¹ Prerequisite course(s) may be required based on test scores.

INCORRECT

CORRECT

BUSINESS

Occupational Certificates

APPLIED SCIENCE & TECHNOLOGY DIVISION

FINANCIAL ASSOCIATE

Occupational Certificate

APPLIED SCIENCE & TECHNOLOGY DIVISION

The Financial Associate Certificate is designed to provide an entry-level financial associate content and competency development for bookkeeping positions within small, medium, and large-size financial departments and/or in an employment role as a financial department of one. Students will get an overall look at the major functions of financial management including general office accounting procedures, preparation, and interpretation of financial statements, ethical and social responsibilities, employment legislation, and trade regulations. This program allows current practitioners to supplement and update their knowledge, and provides those looking to begin a career with a great foundation in the field. Business owners and supervisors will benefit from completing this certificate by enhancing their practices with tools learned in the program. This certificate may also be completed within the Business Associate of Applied Science Degree. ► **Total = 18 Hours**

First Semester		Cr. Hrs.
<input type="checkbox"/> OFTC 1233	Office Accounting	3
<input type="checkbox"/> BUSI 2107	Business Communications	3
<input type="checkbox"/> BUSI 2105	Legal/Social Environment of Business	<u>3</u>
		9
Second Semester		Cr. Hrs.
<input type="checkbox"/> ACCO 1101	Principles of Financial Accounting	4
<input type="checkbox"/> MGMT 2207	Supervision	3
<input type="checkbox"/> OFTC 1206	Computerized Accounting w/QuickBooks	1
<input type="checkbox"/> SERV 1101	Service Learning (1)	<u>1</u>
		10

BUSINESS

Occupational Certificates

APPLIED SCIENCE & TECHNOLOGY DIVISION

FINANCIAL ASSOCIATE

Occupational Certificate

APPLIED SCIENCE & TECHNOLOGY DIVISION

The Financial Associate Certificate is designed to provide an entry-level financial associate content and competency development for bookkeeping positions within small, medium, and large-size financial departments and/or in an employment role as a financial department of one. Students will get an overall look at the major functions of financial management including general office accounting procedures, preparation, and interpretation of financial statements, ethical and social responsibilities, employment legislation, and trade regulations. This program allows current practitioners to supplement and update their knowledge, and provides those looking to begin a career with a great foundation in the field. Business owners and supervisors will benefit from completing this certificate by enhancing their practices with tools learned in the program. This certificate may also be completed within the Business Associate of Applied Science Degree. ► **Total = 18 Hours**

First Semester		Cr. Hrs.
<input type="checkbox"/> OFTC 1233	Office Accounting	3
<input type="checkbox"/> BUSI 2107	Business Communications	3
<input type="checkbox"/> BUSI 2105	Legal/Social Environment of Business	<u>3</u>
		9
Second Semester		Cr. Hrs.
<input type="checkbox"/> ACCO 1101	Principles of Financial Accounting	4
<input type="checkbox"/> MGMT 2207	Supervision	3
<input type="checkbox"/> OFTC 1206	Computerized Accounting w/QuickBooks	1
<input type="checkbox"/> SERV 1101	Service Learning (1)	<u>1</u>
		9

INCORRECT

HUMAN RESOURCE ASSOCIATE

Occupational Certificate

APPLIED SCIENCE & TECHNOLOGY DIVISION

The Human Resource Associate Certificate is designed to provide an entry-level human resource associate content and competency development for Human Resource positions within small-, medium-, and large-size human resource departments and/or in an employment role as a human resource department of one. Students will get an overall look at the major functions of human resources management including recruitment, compensation, benefits, training, employee, and labor relations, and the legal environment in which HR professionals function. This program allows current practitioners to supplement and update their knowledge, and provides those looking to begin a career with a great foundation in the field. Business owners and supervisors will benefit from completing this certificate by enhancing their practices with tools learned in the program. This certificate may also be completed within the Business Associate of Applied Science Degree. ► **Total = 19 Hours**

First Semester		Cr. Hrs.
<input type="checkbox"/> BUSI 2105	Legal/Social Environment of Business	3
<input type="checkbox"/> BUSI 2107	Business Communications	3
<input type="checkbox"/> MGMT 2201	Principles of Management	<u>3</u>
		9
Second Semester		Cr. Hrs.
<input type="checkbox"/> MGMT 2207	Supervision	3
<input type="checkbox"/> BUSI 2208	Intercultural Business	3
<input type="checkbox"/> PSYC 2106	Human Relations	3
<input type="checkbox"/> SERV 1101	Service Learning	<u>1</u>
		19

CORRECT

HUMAN RESOURCE ASSOCIATE

Occupational Certificate

APPLIED SCIENCE & TECHNOLOGY DIVISION

The Human Resource Associate Certificate is designed to provide an entry-level human resource associate content and competency development for Human Resource positions within small-, medium-, and large-size human resource departments and/or in an employment role as a human resource department of one. Students will get an overall look at the major functions of human resources management including recruitment, compensation, benefits, training, employee, and labor relations, and the legal environment in which HR professionals function. This program allows current practitioners to supplement and update their knowledge, and provides those looking to begin a career with a great foundation in the field. Business owners and supervisors will benefit from completing this certificate by enhancing their practices with tools learned in the program. This certificate may also be completed within the Business Associate of Applied Science Degree. ► **Total = 19 Hours**

First Semester		Cr. Hrs.
<input type="checkbox"/> BUSI 2105	Legal/Social Environment of Business	3
<input type="checkbox"/> BUSI 2107	Business Communications	3
<input type="checkbox"/> MGMT 2201	Principles of Management	<u>3</u>
		9
Second Semester		Cr. Hrs.
<input type="checkbox"/> MGMT 2207	Supervision	3
<input type="checkbox"/> BUSI 2208	Intercultural Business	3
<input type="checkbox"/> PSYC 2106	Human Relations	3
<input type="checkbox"/> SERV 1101	Service Learning	<u>1</u>
		10

INCORRECT

CORRECT

BUSINESS

Associate in Arts Degree

APPLIED SCIENCE & TECHNOLOGY DIVISION

This program is for students pursuing a baccalaureate degree in accounting, business administration, finance, information systems, management or marketing and parallels the first two years required by most four-year schools of business. Students should check with the four-year institution or a Rend Lake College advisor for any additional requirements. RLC and Southern Illinois University Carbondale have partnered in a 2+2 program through which graduates of this program may transfer smoothly into SIUC's Accounting or Business Management bachelor's degree programs. ► **Total = 64 Hours**

First Semester		Cr. Hrs.
<input type="checkbox"/>	BUSI 1101 Introduction to Business	3
<input type="checkbox"/>	BUSI 2105 Legal and Social Environment	3
<input type="checkbox"/>	ENGL 1101 Rhetoric and Composition I ¹	3
<input type="checkbox"/>	MATH 1108 College Algebra ¹	3
<input type="checkbox"/>	PSYC 2101 Introduction to Psychology ¹	<u>3</u>
		15

Second Semester		Cr. Hrs.
<input type="checkbox"/>	BUSI 2107 Business Communications	3
<input type="checkbox"/>	CSCI 1102 Intro to Computers w/ Business Applications	3
<input type="checkbox"/>	ENGL 1102 Rhetoric and Composition II	3
<input type="checkbox"/>	MATH 2106 Finite Mathematics ¹	3
<input type="checkbox"/>	Elective – Business	2
<input type="checkbox"/>	Elective – Humanities	<u>3</u>
		17

Third Semester		Cr. Hrs.
<input type="checkbox"/>	ACCO 1101 Principles of Financial Accounting	4
<input type="checkbox"/>	COMM 1101 Principles of Effective Speaking	3
<input type="checkbox"/>	ECON 2101 Principles of Economics I	3
<input type="checkbox"/>	Elective – Fine Arts	3
<input type="checkbox"/>	Elective – Physical Science	<u>4</u>
		17

Fourth Semester		Cr. Hrs.
<input type="checkbox"/>	ACCO 1102 Principles of Managerial Accounting	4
<input type="checkbox"/>	ECON 2102 Principles of Economics II	3
<input type="checkbox"/>	HEA 1101 Health Education	2
<input type="checkbox"/>	Elective – Fine Arts / Humanities ²	3
<input type="checkbox"/>	Elective – Life Science	<u>4</u>
		15

RECOMMENDED ELECTIVE:

Students may be required to take the following math course(s) based upon their transfer institution:

MGMT 2201	Principles of Management	3
MRKT 2201	Principles of Marketing	3
MATH 2103	Business Statistics	3
MATH 2115	Calculus for Business	4

¹ Prerequisite course(s) may be required based on test scores.

² One Fine Arts course and one Humanities course needed to meet IAI core requirements.

BUSINESS

Associate in Arts Degree

APPLIED SCIENCE & TECHNOLOGY DIVISION

This program is for students pursuing a baccalaureate degree in accounting, business administration, finance, information systems, management or marketing and parallels the first two years required by most four-year schools of business. Students should check with the four-year institution or a Rend Lake College advisor for any additional requirements. RLC and Southern Illinois University Carbondale have partnered in a 2+2 program through which graduates of this program may transfer smoothly into SIUC's Accounting or Business Management bachelor's degree programs. ► **Total = 65 Hours**

First Semester		Cr. Hrs.
<input type="checkbox"/>	BUSI 1101 Introduction to Business	3
<input type="checkbox"/>	BUSI 2105 Legal and Social Environment	3
<input type="checkbox"/>	ENGL 1101 Rhetoric and Composition I ¹	3
<input type="checkbox"/>	MATH 1108 College Algebra ¹	3
<input type="checkbox"/>	PSYC 2101 Introduction to Psychology ¹	<u>3</u>
		15

Second Semester		Cr. Hrs.
<input type="checkbox"/>	BUSI 2107 Business Communications	3
<input type="checkbox"/>	CSCI 1102 Intro to Computers w/ Business Applications	3
<input type="checkbox"/>	ENGL 1102 Rhetoric and Composition II	3
<input type="checkbox"/>	MATH 2106 Finite Mathematics ¹	3
<input type="checkbox"/>	Elective – Business	2
<input type="checkbox"/>	Elective – Humanities	<u>3</u>
		17

Third Semester		Cr. Hrs.
<input type="checkbox"/>	ACCO 1101 Principles of Financial Accounting	4
<input type="checkbox"/>	COMM 1101 Principles of Effective Speaking	3
<input type="checkbox"/>	ECON 2101 Principles of Economics I	3
<input type="checkbox"/>	Elective – Fine Arts	3
<input type="checkbox"/>	Elective – Physical Science	<u>4</u>
		17

Fourth Semester		Cr. Hrs.
<input type="checkbox"/>	ACCO 1102 Principles of Managerial Accounting	4
<input type="checkbox"/>	ECON 2102 Principles of Economics II	3
<input type="checkbox"/>	HEA 1101 Health Education	2
<input type="checkbox"/>	Elective – Fine Arts / Humanities ²	3
<input type="checkbox"/>	Elective – Life Science	<u>4</u>
		16

RECOMMENDED ELECTIVE:

Students may be required to take the following math course(s) based upon their transfer institution:

MGMT 2201	Principles of Management	3
MRKT 2201	Principles of Marketing	3
MATH 2103	Business Statistics	3
MATH 2115	Calculus for Business	4

¹ Prerequisite course(s) may be required based on test scores.

² One Fine Arts course and one Humanities course needed to meet IAI core requirements.

OLD

ARCHITECTURE — COMPUTER-AIDED DRAFTING

*Occupational Certificate **

APPLIED SCIENCE & TECHNOLOGY DIVISION

► **Total = 11 Hours**

First Semester

	Cr. Hrs.
<input type="checkbox"/> CAD 1201 Intro to Computer-Aided Drafting	2
<input type="checkbox"/> CAD 1204 CAD Applications – Mechanical	<u>2</u>
	4

Second Semester

<input type="checkbox"/> CAD 1203 CAD Applications – Architectural	2
<input type="checkbox"/> CAD 1208 CAD Applications – 3D	<u>3</u>
	5

Third Semester

<input type="checkbox"/> CAD 1205 CAD Applications – Civil	2
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* Students must demonstrate proficiency in drafting.

NOTE: In order to complete CAD 1201 and 1204 in one semester, students must enroll in consecutive eight-week sessions.

NEW

ARCHITECTURE — COMPUTER-AIDED DRAFTING

*Occupational Certificate **

APPLIED SCIENCE & TECHNOLOGY DIVISION

► **Total = 8 Hours**

First Semester

	Cr. Hrs.
<input type="checkbox"/> CAD 1201 Intro to Computer-Aided Drafting	2
<input type="checkbox"/> CAD 1204 CAD Applications – Mechanical	<u>2</u>
	4

Second Semester

<input type="checkbox"/> CAD 1203 CAD Applications – Architectural	2
<input type="checkbox"/> CAD 1205 CAD Applications – Civil (3) or CAD 1208 CAD Applications – 3D	<u>2</u>
	4

* Students must demonstrate proficiency in drafting.

NOTE: In order to complete CAD 1201 and 1204 in one semester, students must enroll in consecutive eight-week sessions.

COURSE INADVERTENTLY EXCLUDED FROM PRINTED CATALOG

MEDC 1208 – Intermediate Medical and CPT Coding (3)

Prerequisite: ALH 1201, CSCI 1102, HECO 1202, MEDC 1206

This course covers ICD diagnostics and procedural coding conventions and guidelines for outpatient, inpatient, and ambulatory care. It also covers Current Procedural Terminology (CPT) which is a set of codes, descriptions, and guidelines that describe procedures and services performed by physicians and other qualified health care providers. Lecture 1 hour. Lab 4 hours.

CHANGE TO IAI REFERENCE

MATH 2103 – Business Statistics (3)

Prerequisite: MATH 2106 with a “C” or better.

The course is designed to provide the student with the statistical tools necessary to determine appropriate mathematical techniques and statistical tests required to evaluate data in order to answer questions related to business situations. Students will be able to identify and use statistical tools and quantitative reasoning to extract information from data, interpret the findings and demonstrate the ability to make and communicate informed business decisions, and determine and execute appropriate statistical tests using historical business data to evaluate current climate and infer population parameters. Statistical tools studied should include but are not limited to: descriptive measures of populations and samples, central tendency and variability, probability theory, interval estimation, hypothesis tests of means and proportions, simple linear regression, chi square tests, and one-way analysis of variance. Areas of study include organizing and summarizing statistical data, probability, sampling, parametric and nonparametric tests of hypotheses, analysis of variance, regression and correlation analysis and time series. Lecture 3 hours. ► IAI ~ ~~M1-902~~ / BUS 901

NEW COURSE – EFFECTIVE 2/3/2020

CSCI 1237 – IT Support Professional (6)

This course is an introduction to the fundamentals of IT support. Topics include troubleshooting, customer service, networking, operating systems, system administration, and security. The instructional content prepares students for industry-recognized credentials including Google IT Support Professional and CompTIA A+. Lecture 3 hours. Lab 6 hours.

NEW COURSE – EFFECTIVE 3/12/2020

COSM 1233 – NovaLash® Classic Lash Extensions (1)

The NovaLash® program places special emphasis on theory, the science behind the procedure, safety, and advanced techniques that are guaranteed to produce longer-lasting lash applications. As the only physician-developed course in the lash extension industry, NovaLash® training is appealing to and attracting the most skilled cosmetologists, estheticians and makeup artists in the salon and spa industry. Lecture 0.5 hours. Lab 1 hour.

NEW COURSE – EFFECTIVE 3/12/2020

COSM 1234 – Special Topics in Cosmetology (0.5 - 4)

This course is a study of topics for continuing education professionals in Cosmetology, Barber, Esthetics, or Nail Technology. The exact content will vary from semester to semester depending on the topic or subject area. The course may be repeated three times if different topics are considered. Lecture 0.5 - 4 hours.

NEW COURSE – EFFECTIVE 3/12/2020

WELD 2276 – Flux Core Arc Welding (FCAW) (3)

This course introduces students to Flux Core Arc Welding (FCAW) for industry and production manufacturing processes where heavier gauge metals are used. Students will gain the knowledge and technical skill to use the FCAW process to weld ferrous materials. Emphasis will be on the importance of high quality results, which meet industry expectations. Lecture 2 hours. Lab 2 hours.

COURSE WITHDRAWN – EFFECTIVE 9/18/2020

HECO 1201 – Health Care Psychology (3)

This course will cover topics such as enhancing and compromising health behaviors, death, dying, stress and coping. The course also will explore the role of personality, gender, interpersonal relations, ethnic and sociocultural influences and their links to risk, prevention, illness and wellness. Lecture 3 hours.

COURSE WITHDRAWN – EFFECTIVE 9/18/2020

HECO 1203 – Community Health Care (3)

A study of key issues concerning community health care aimed at developing practical approaches to supporting patients. Topics include: challenges of delivering adequate healthcare in communities; population medicine; specific problems posed by diabetes, obesity and cardiovascular disease; ethical dimensions of the concept of “underinsurance”; community medicine and the law; methods of improving compliance, and measuring outcomes. Lecture 3 hours.

ACADEMIC CALENDAR 2020-2021

FALL SEMESTER 2020

July 29 / Aug. 5 / Aug. 15	Warrior Days Orientation Workshops
Aug. 13	Part-Time Faculty Orientation
Aug. 14	Student Learning Day (<i>Faculty</i>)
Aug. 17	First Day of Classes
Sept. 4	Fall 2019 Graduation Application Deadline
Sept. 7	Labor Day Holiday
Sept. 16	Fun Fest (<i>No classes from Noon-3 pm; morning and night classes will meet</i>)
Oct. 9	Midterm
Oct. 12	Columbus Day Holiday
Oct. 13	Faculty / Staff In-Service (<i>No classes day or night, on- or off-campus</i>)
Oct. 21	Grant & Scholarship Refund Checks Issued
Nov. 11	Veterans Day Holiday (Observed)
Nov. 25	No Night Classes
Nov. 26-28	Thanksgiving Holiday
Dec. 4	Last Day of Regular Classes
Dec. 6	Spring 2020 Graduation Application Deadline
Dec. 5-10	Semester Exams
Dec. 24-Jan. 1	Holiday Break (offices closed)

INTERSESSION

Dec. 14-Jan. 15	Five-Week Intercession (<i>Online Classes and Telecourses only</i>)
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SPRING SEMESTER 2021

Jan. 6	Warrior Days Orientation Workshop
Jan. 8	Student Success Workshop (<i>Faculty</i>)
Jan. 11	First Day of Classes
Jan. 18	Martin Luther King Jr. Day
Feb. 10	First Day to File for Student Trustee Candidate
Feb. 15	Presidents' Holiday
Feb. 16	Faculty / Staff In-Service (<i>No classes day or night, on- or off-campus</i>)
Feb. 24	Last Day to File for Student Trustee Candidacy
Feb. 26	Last Day to Withdraw as Candidate for Student Trustee
Feb. 28	Scholarship Applications Due
March 1	Student Trustee Ballots Ready for Inspection
March 2	Student Trustee Absentee Voting
March 3 & 4	Student Trustee Elections
March 5	Midterm
March 8	8-Week Late-Start Classes Begin
March 17	Grant & Scholarship Refund Checks Issued
April 2	Good Friday Holiday
April 30	Summer 2020 Graduation Application Deadline
April 1	Last Day of 12-Week Classes
April 30	Last Day of 16-Week Classes
May 3-7	Semester Exams
May 8	Commencement (TBD)
May 8-14	Spring Break
	SUMMER TERM 2021
June 7	First Day of Classes
July 2	Midterm
July 7	Grant & Scholarship Refund Checks Issued
July 5	Independence Day (<i>observed</i>)
July 30	Last Day of Classes

Deadlines for Dropping Classes

	REFUND
During the first quarter of the course	100%
After first quarter and up to last day of the course	0%

Payment Deadlines

Payments on student accounts must be made by the deadline included on the student statement.

Students who do not make payments by this deadline may be dropped from their classes.

Contact the Business Office 618-437-5321, Ext. 1235, for questions about making payments.