



MELROSE PARK CAMPUS
2022-2024
Official School Catalog Addendum
Volume XXXVIII

REVISE “Externship” to “Internship” on pages 2, 12, 34, 37, and 41

EFFECTIVE JANUARY 2, 2023

REVISE the following policy on page 28:

Tools

All tools and materials for the programs must be purchased by the student. Special tools to be used in the program are supplied by the school on a loan basis. To be employable in industry, a graduate must be equipped with his own basic set of hand tools.

If the student does not already have his own tools, they can be purchased from the school or purchased from any outside source of the student’s choice. The school cannot assume responsibility for the student’s property on or off the school premises.

Any student enrolled in the Automotive or Collision programs and starting classes after January 2, 2023, will be receiving MATCO tools from Lincoln College of Technology (LCT) in the very early stages of the curriculum to be used in your program of study. This MATCO tool program will replace any process previously described or offered through LCT.

EFFECTIVE MARCH 13, 2023

REVISE the following schedules on page 35:

MEDICAL ASSISTANT

*Monday through Thursday – 4.25 hours a day on campus
 + 8 hours online weekly*

COLLISION REPAIR

*Monday through Thursday – 4.25 hours a day on campus
 + 4 hours online weekly*

DAY SCHEDULE (20 hours per week)

8:00 a.m. – 12:15 p.m.

AFTERNOON SCHEDULE (20 hours per week)

1:00 p.m. – 5:15 p.m.

EVENING SCHEDULE (20 hours per week)

5:30 p.m. – 9:45 p.m.

EFFECTIVE APRIL 11, 2023

REPLACE the following program on page 9:

Automotive Service Management

AUTO213AAS – ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAM

REPLACE WITH

Automotive Service Management Technology

AUXX100AS – ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

REPLACE the following program on page 10:

Electrical and Electronic Systems Technology Service Management

EEST410A – ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAM

REPLACE WITH

Electrical and Electronic Systems Technology Service Management

ESTX100AS – ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

REPLACE the following program on page 13:

Automotive Technology

AUTO105D – DIPLOMA PROGRAM

REPLACE WITH

Automotive Service Technology

AUXX100 – DIPLOMA PROGRAM

REPLACE the following program on page 14:

Electrical and Electronic Systems Technology

EEST410D – DIPLOMA PROGRAM

REPLACE WITH

Electrical and Electronic Systems Technology

ESTX100 – DIPLOMA PROGRAM

REVISE the following schedules on page 35:

AUTOMOTIVE

Monday through Thursday – 4.25 hours per day (on campus)

+ 8 hours online per week

General Education Courses

100% online (9 hours per week)

Asynchronous

Day Schedule (24 hours per week)

8:00 a.m. – 12:15 p.m.

Afternoon Schedule (24 hours per week)

1:00 p.m. – 5:15p.m.

Evening Schedule (24 hours per week)

6:00 p.m. – 10:15 p.m.

ELECTRICAL AND ELECTRONICS

Monday through Thursday – 4.25 hours per day (on campus)

+ 8 hours online per week

General Education Courses

100% online (9 hours per week)

Asynchronous

Day Schedule (24 hours per week)

8:00 a.m. – 12:15 p.m.

Afternoon Schedule (24 hours per week)

1:00 p.m. – 5:15p.m.

Evening Schedule (24 hours per week)

6:00 p.m. – 10:15 p.m.

EFFECTIVE JULY 1, 2023

REVISE the following definition on page 38:

Grading

Percentage	Letter Grade	Interpretation	Point Value
Withdrawal	WA	Received by students who withdraw from a course before the end of the add/drop period.	N/A

Automotive Service Management Technology

AUXX100AS—ASSOCIATE OF APPLIED SCIENCE DEGREE

DAY/AFTERNOON/EVENING PROGRAMS

total instructional hours. 1545

total semester credits* 70

weeks to complete (day/aft/eve). . . approximately 83 (including holidays and scheduled breaks)



Education Foundation

*The listing of credits is not meant to imply that credits can be transferred into college or other private career school programs. Transfer credits are at the sole discretion of the receiving school.

CIP CODE: 47.0604

SOC CODE: 49-3023

program objective

This degree is designed to provide the student with a comprehensive understand and hands-on application of industry standard automotive repair and service techniques. The program also provides information on the latest automotive repair tools, diagnostic and service equipment, and techniques as well as important safety, personal protection, and hazardous material handling strategies for students to use in protecting themselves and the environment. Graduates of this degree program will be presented with the entry-level knowledge and skills required to correctly test, diagnose, replace, repair and adjust as necessary the components of the mechanical, electronic, hydraulic, and accessories systems on current automobiles. Upon graduation, the student will be qualified for entry-level positions in the automotive service career field as a technician capable of analysis, problem solving, performing most common service operations and under supervision, more specialized or involved tasks with a dealer, independent shop or other service outlet. The general education component will provide the student

with the communication, business, and critical thinking skills necessary to pursue other employment opportunities within the industry. Students will be required to complete out-of-class assignments in each course.

In addition to the technical training, a critical aspect of a Lincoln education is developing the professional skills that are required by our employers. Students will need to demonstrate skill proficiency through a series of professional development activities and seminars which are integrated into each course. The modules include:

- Student Success
- Financial Literacy
- Professional Development
- Career Success

number	course	lecture hours	lab hours	internship hours	total hours	total credits	prerequisites
FOUNDATION COURSES							
AUX100	Workshop Practices and General Maintenance	60	60	0	120	5.0	
AUX113	Gasoline Engine Construction and Operation	60	60	0	120	5.0	
AUX103	Electrical Systems	60	60	0	120	5.0	
FOUNDATION TOTAL		180	180	0	360	15.0	
CORE COURSES							
AUX202*	Powertrain Electronics	60	60	0	120	5.0	AUX100, AUX103, AUX109
AUX206*	Transmissions and Drive Systems	60	60	0	120	5.0	AUX100
AUX208*	Air Conditioning and Electrical Accessories	60	60	0	120	5.0	AUX100, AUX103
AUX109*	Advanced Automotive Electronics & Diagnostics	60	60	0	120	5.0	AUX100, AUX103
AUX110*	Automotive Brake Systems	60	60	0	120	5.0	AUX100
AUX211*	Automotive Steering and Suspension Systems	60	60	0	120	5.0	AUX100
AUX124*	Service Shop Management	60	60	0	120	5.0	AUX100, AUX103, AUX208
AUX223*	Service Shop Operations	60	60	0	120	5.0	AUX100, AUX103, AUX109, AUX202, AUX208, AUX110, AUX211
CORE COURSE TOTAL		480	480	0	960	40.0	
GENERAL EDUCATION COURSES							
GEN190V	English Composition I	45	0	0	45	3.0	
GEN292V	Speech Communication	45	0	0	45	3.0	
GEN180V	College Algebra	45	0	0	45	3.0	
GEN130V	Introduction to Critical Thinking	45	0	0	45	3.0	
GEN150V	Environmental Science	45	0	0	45	3.0	
GENERAL EDUCATION COURSE TOTAL		225	0	0	225	15.0	
TOTAL PROGRAM		885	660	0	1545	70.0	

NOTE: Course numbers and sequences are listed here for reference only. The actual delivery sequence of courses contained in this program may vary depending on individual campus scheduling. Maximum Time Frame: 105.0 semester credits.

*Prerequisite required.

Mode of Delivery: Residential, Blended Learning or Online are the methods we may use to deliver content in each course. The Residential courses are offered on ground at the campus. Blended courses are offered by delivering a fraction of the course in an online format as well as traditional face to face method. Online courses are delivered 100% online. The Blended delivery and online delivery plan will implement distance education activities into each course in the program of study. The use of simulations, case studies, assessments and multimedia will be used to enhance the students understanding of the learning objectives outlined in the course syllabus.



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LOANS AND GRANTS AVAILABLE TO THOSE WHO QUALIFY

AUX100 – WORKSHOP PRACTICES AND GENERAL MAINTENANCE*120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits*

The overall goal of this course is to facilitate a smooth transition to school by engaging the student in curriculum focusing on academic, career, and life skills. Students will make connections with key personnel within the school that will assist with their questions and provide guidance throughout their education.

The student will be introduced to automotive and diesel systems, industry certifications, and job opportunities. Students will learn essential skills for the vehicle technician including safety, tool and equipment fundamentals, and the proper use of measurement tools such as dial indicators, micrometers, and calipers.

The automotive and diesel content will be balanced by an emphasis on skills that will enable students to be successful in school and in life. These skills will include time management, financial management, goal setting, learning strategies, career planning, and critical thinking strategies.

Prerequisite(s): None

AUX113 – GASOLINE ENGINE CONSTRUCTION AND OPERATION*120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits*

This course is designed to provide the student with a detailed study of the modern internal combustion gasoline engine from the basic principles of design and operation to inspection, precision measurement, fitting, and reconditioning, including cooling systems, coolants, lubricating systems, and engine lubricants.

Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems.

Students will learn how to diagnose various engine concerns through visual and auditory inspection. Students will learn how to disassemble, measure, troubleshoot, service, and reassemble a gasoline powered internal combustion engine. Professional development exercises and seminars are also included in this course.

Prerequisite(s): None

AUX103 – ELECTRICAL SYSTEMS*120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits*

This course is designed to provide the student with practical theory in basic and solid state circuitry, including body electrical systems, operation and service of automotive storage batteries, automobile charging systems, starting systems, and lighting systems. Students will evaluate components using both conventional and electronic diagnostic equipment.

Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems.

Students will learn how to diagnose basic electrical, charging, starting, and lighting circuits through the use of diagnostic equipment to include test lights, multimeters, and continuity testers. Professional development exercises and seminars are also included in this course.

Prerequisite(s): None

AUX202* – POWERTRAIN ELECTRONICS*120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits*

This course is designed to provide the student with knowledge of conventional and computerized engine control systems and scientific engine testing and tuning. Students will receive detailed instruction on operating principles, testing, replacement and repair of the ignition systems, by-products of combustion, including fuel supply and air induction systems, related emissions controls, and the principles of turbocharging. Emphasis is placed on troubleshooting, replacement, overhaul, and adjustment of fuel injection systems, including computer control models.

Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems.

Students will learn how to use diagnostic scan tools to retrieve emission control trouble codes and determine necessary repairs. Students will learn how to diagnose no-start/no-fuel problems on hot and cold engines. Students will learn how to operate exhaust gas analysis equipment and determine necessary action. Professional development exercises and seminars are also included in this course.

Prerequisite(s): AUX100, AUX103, AUX109

AUX206* – TRANSMISSIONS AND DRIVE SYSTEMS*120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits*

This course is designed to provide the student with a comprehensive coverage of drive train components, including theory, operating principles, service, and repair techniques of the clutch, differential and rear axles. Gearing, levers, hydraulics, component design, troubleshooting, replacement, disassembly, repair, service techniques, and assembly are emphasized. Manual and 4X4 transfer gear boxes, drive-shafts, U-joints, front and rear differentials, and manual transaxles are featured.

This course also provides the student with knowledge and skills needed to successfully diagnose and make needed repairs to automatic transmissions and transaxles. Emphasis is placed on power-flow, operation, design, servicing equipment, troubleshooting, disassembly, inspection, replacement, assembly, testing, and adjustment

Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems.

Students will learn how to diagnose, inspect, remove and replace a clutch. Students will learn how to diagnose, clean, inspect, disassemble, and reassemble a transmission/transaxle. Students will learn how to diagnose, inspect, remove, replace, and service front wheel-drive components and rear-wheel drive components. Students will learn how to perform necessary diagnostic tests using special equipment including scan tools to retrieve transmission/transaxle related trouble codes. Students will learn how to perform necessary service, repairs, and adjustments to automatic transmissions and transaxles. Professional development exercises and seminars are also included in this course.

Prerequisite(s): AUX100

AUX208* – AIR CONDITIONING AND ELECTRICAL ACCESSORIES*120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits*

This course is designed to provide the student with theory and application of automobile air conditioning and heating systems. Students will also be presented with the operation of various automobile accessories to include: power windows, door locks, and seats, and air bag operation and service.

Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems.

Students will learn how to diagnose abnormal operation of air conditioning and heating systems, remove and replace air conditioning and heating system components, and evacuate and recharge automobile air conditioning systems. Professional development exercises and seminars are also included in this course.

Prerequisite(s): AUX100, AUX103

AUX109* – ADVANCED AUTOMOTIVE ELECTRONICS & DIAGNOSTICS*120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits*

This course is designed to provide the student with a more in-depth knowledge of electrical and electronic principles, and advanced circuit applications. Students will learn about automobile computerized control systems as they apply to engine and body control as well as transmission, suspension, braking systems, and other computerized systems. Computer operation, sensors, and actuators are emphasized.

Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems.

Students will learn how to diagnose automotive electrical and electronic circuits using a variety of diagnostic equipment to include digital volt-ohm meters, continuity testers, test lights, graphing multimeters, and oscilloscopes. Students will learn how to use diagnostic scan tools to retrieve trouble codes from vehicle computers and determine necessary repairs. Professional development exercises and seminars are also included in this course.

Prerequisite(s): AUX100, AUX103

AUX110* – AUTOMOTIVE BRAKE SYSTEMS*120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits*

This course is designed to provide comprehensive coverage of design, operating principles, maintenance and service of the automotive brake systems and traction control. Emphasis is placed on diagnosis and service of rotors and drums with measuring and resurfacing included. Anti-lock braking is covered from operating principles through diagnosis and service.

Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle

service information with computer and internet based electronic retrieval systems.

Students will learn how to diagnose mechanical and hydraulic problems within the vehicle braking systems. Students will learn how to diagnose computer control problems within the anti-lock and traction control systems. Professional development exercises and seminars are also included in this course.

Prerequisite(s): AUX100

AUX211* – AUTOMOTIVE STEERING AND SUSPENSION SYSTEMS

120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits

This course is designed to provide the student with detailed instruction of the design and operating principles, maintenance and service of automobile suspension and steering systems including steering geometry and alignment angles. Emphasis is placed on wheel alignment procedures, including computerized four-wheel alignment. Service and diagnostics are stressed including McPherson struts, rack and pinion steering systems, and tire design and applications. New technologies are covered to incorporate electronic steering, and in-depth coverage of computerized suspension systems.

Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems.

Students will learn how to diagnose, inspect, and service steering system components using industry standard equipment. Students will learn how to diagnose inspect, remove and replace rear-wheel and front-wheel drive suspension component. Students will learn how to perform alignments on front and rear wheel drive vehicles. Professional development exercises and seminars are also included in this course.

Prerequisite(s): AUX100

AUX124* – SERVICE SHOP MANAGEMENT

120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits

This course is designed to provide the students with exposure to an actual shop environment, procedures, and protocol by applying prominent skills obtained in previous courses. This course will also provide the student with an orientation and introduction to the management and business component of the automotive industry. The management and procedures associated with automotive related businesses are emphasized including employee/employer expectations, the service write-up process, business organizational structure, career opportunities, customer relations, personnel management, facilities, business records, insurance, and safety. Knowledge relating to management practices within an automotive business will help the student adapt and acclimate to the working environment.

Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems.

Students will learn how to prepare an employment resume and application. Students will learn how to complete various forms used in automotive businesses. Students will learn how to properly interview for employment. Professional development exercises and seminars are also included in this course.

Prerequisite(s): AUX100, AUX103, AUX208

AUX223* – SERVICE SHOP OPERATIONS

120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits

This course is designed to provide the students with exposure to an actual shop environment, operational procedures, and protocol by applying prominent skills obtained in previous courses. Emphasis is placed on the performance and understanding of workshop tasks performed by entry-level technicians. Knowledge testing and skills application are highlighted among the topics.

Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems.

Prerequisite(s): AUX100, AUX103, AUX109, AUX202, AUX208, AUX110, AUX211

GEN130V – INTRODUCTION TO CRITICAL THINKING

45 Contact Hrs (45 Lecture, 0 Lab); 3.0 Credits

This course presents students with techniques to develop their critical thinking skills. Topics include the importance of language, ambiguity, structure of arguments and creative problem solving. Upon successful completion of this course students should be able to demonstrate an improvement in their ability to apply critical thinking skills to real world situations.

Prerequisite(s): None

GEN180V – COLLEGE ALGEBRA

45 Contact Hrs (45 Lecture, 0 Lab); 3.0 Credits

This course focuses on algebraic concepts essential for success in the workplace and other courses. Using real world examples and applications, students practice fundamental operations with number systems, formulas, algebraic expressions and linear equations. This course also explores problems involving factoring, inequalities, exponents, radicals, linear equations, functions, quadratic equations and graphs. Skills for success in mathematics will be emphasized.

Prerequisite(s): None

GEN190V – ENGLISH COMPOSITION I

45 Contact Hrs (45 Lecture, 0 Lab); 3.0 Credits

Students develop written communication skills, with emphasis placed on the principles of effective communication which includes understanding the writing process, analysis of readings, as can be applied personally and professionally.

Prerequisite(s): None

GEN150V – ENVIRONMENTAL SCIENCE

45 Contact Hrs (45 Lecture, 0 Lab); 3.0 Credits

This course is designed to provide students with a basic scientific overview of how nature works and how things in nature are interconnected. This course explores the study of the earth's natural resources. Topics include the study of how air, water, soil, natural energy, and the minerals are critical and related parts of the earth's interconnect systems.

Prerequisite(s): None

GEN292V – SPEECH COMMUNICATION

45 Contact Hrs (45 Lecture, 0 Lab); 3.0 Credits

This course will enhance the student's understanding and appreciation of the uses of oral communication and will teach the skills needed to speak effectively in a variety of situations.

Prerequisite(s): None

Effective July 27, 2023 Lincoln College of Technology, Melrose Park has a written agreement with Lincoln College of Technology, Indianapolis, IN to instruct the general education courses of this program by distance education. There are no additional costs incurred as a result of completing these courses by distance education.

Electrical and Electronic Systems Technology Service Management

ESTX100AS—ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM DAY/AFTERNOON/EVENING PROGRAMS

total instructional hours. 1425
total semester credits* 65
weeks to complete (day/aft/eve). . . approximately 77 (including holidays and scheduled breaks)

*The listing of credits is not meant to imply that credits can be transferred into college or other private career school programs. Transfer credits are at the sole discretion of the receiving school.

CIP CODE: 46.0302 **SOC CODE: 47-2111**

program objective

This degree is designed to provide the essential skills and knowledge for the installation, troubleshooting, repair, and maintenance of commercial and residential entertainment, security, monitoring, and telecommunications systems. Graduates of this degree will learn to install cable support structures; laying out and preparing pathways for wiring and cables; installing, securing, testing, and termination of wiring and cables both copper and fiber optic; program digital components and access controls to perform their designated tasks; install and set up media management systems; and perform system commissioning and user training of audio, video, and data systems. This degree program also prepares students on the essential skills and knowledge needed for entry-level residential electrician work. Students will train in installation, service and maintenance areas of the residential electrical industry.

Upon completion of this program, graduates can meet the minimum requirements needed to be qualified as an entry-level technician in the residential

and/or commercial telecommunications, fire alarm, intrusion detection, and signaling, entertainment, audio/video/data, and energy management systems. Students can also qualify as entry-level residential electrician's apprentice. The general education component will provide students with the communication, business, and critical thinking skills necessary to pursue other employment opportunities within the industry.

In addition to the technical training, a critical aspect of a Lincoln education is developing the professional skills that are required by our employers. Students will need to demonstrate skill proficiency through a series of professional development activities and seminars which are integrated into each course. The modules include: Student Success, Financial Literacy, Professional Development and Career Success. Students will be required to complete out of class assignments in each course.

number	course	lecture hours	lab hours	internship hours	total hours	total credits	prerequisites
FOUNDATION COURSES							
EES101A	Introduction to the Trades	60	60	0	120	5.0	
FOUNDATION TOTAL		60	60	0	120	5.0	
CORE COURSES							
EES102	Material Applications	60	60	0	120	5.0	
EES103	Electronic and Electrical Principles	60	60	0	120	5.0	
EES104	Basic Electricity	60	60	0	120	5.0	
EES105*	Electrical Wiring Principles	60	60	0	120	5.0	EES103, EES104
EES106*	Electrical Controls and PLC	60	60	0	120	5.0	EES101A, EES103, EES104, EES105
EES108*	Fiber Optics, Telecommunication Systems & Networking	60	60	0	120	5.0	EES101A, EES103, EES104
EES109*	Security Systems, Access Control and CCTV	60	60	0	120	5.0	EES101A, EES103, EES104, EES105
EES110*	Fire Alarm Systems	60	60	0	120	5.0	EES101A, EES103, EES104, EES105
EES111*	Home Theater, Satellite & System Integration	60	60	0	120	5.0	EES101A, EES103, EES104, EES105
CORE COURSE TOTAL		540	540	0	1080	45.0	
GENERAL EDUCATION COURSES							
GEN190V	English Composition I	45	0	0	45	3.0	
GEN292V	Speech Communication	45	0	0	45	3.0	
GEN180V	College Algebra	45	0	0	45	3.0	
GEN130V	Introduction to Critical Thinking	45	0	0	45	3.0	
GEN150V	Environmental Science	45	0	0	45	3.0	
GENERAL EDUCATION COURSE TOTAL		225	0	0	225	15.0	
TOTAL PROGRAM		825	600	0	1425	65.0	

NOTE: Course numbers and sequences are listed here for reference only. The actual delivery sequence of courses contained in this program may vary depending on individual campus scheduling. Maximum Time Frame: 97.5 semester credits.

*Prerequisite required.

Mode of Delivery: Residential, Blended Learning or Online are the methods we may use to deliver content in each course. The Residential courses are offered on ground at the campus. Blended courses are offered by delivering a fraction of the course in an online format as well as traditional face to face method. Online courses are delivered 100% online. The Blended delivery and online delivery plan will implement distance education activities into each course in the program of study. The use of simulations, case studies, assessments and multimedia will be used to enhance the students understanding of the learning objectives outlined in the course syllabus.



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LOANS AND GRANTS AVAILABLE TO THOSE WHO QUALIFY

EES101A – INTRODUCTION TO THE TRADES*120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits*

The student will be taught how to use basic information for electrical and electronic industries as well as some basic concepts used in performing the electrical and low voltage technician's skill-sets. Material covered includes basic safety, mathematical principles focused on whole numbers, fractions, measurement, decimals, percentages, and the metric system. Additionally, students will be taught how to use hand tools and power tools most commonly used the trades, i.e.: screwdrivers, tape measures, hand saws, drills, etc.

*Prerequisite(s): None***EES102 – MATERIAL APPLICATIONS***120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits*

The student will learn how to use basic blueprint concepts, and the hardware and systems used by an electrical and electronics technician to mount and support boxes, receptacles, and other low voltage components. The student will learn how to use the various types of anchors and supports, their applications, and how to install them safely. Additionally, an overview of electrical raceways from source to destination provided. The student will learn how to use conduit types and bending techniques which completes the student's training in this course.

*Prerequisite(s): None***EES103 – ELECTRONIC AND ELECTRICAL PRINCIPLES***120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits*

This course provides the student with a general introduction to the concepts used in Ohm's Law applied to DC series, parallel and combined circuits. This course also provides an introduction to concepts used in AC circuits. Topics include electrical theory, electromotive force, resistance, capacitance, inductance, impedance and power equations. Students will study Semiconductors and Integrated circuit theory with hands on lab time to reinforce the learning. Students will study schematic symbols and practice building circuits from schematic diagrams. Students also study appropriate application of proper diagnostic and maintenance procedures using electrical and electronic test equipment to include: meters, oscilloscopes, meg-ohm-meter, watt meters, frequency meters/generators, time domain reflectometers, continuity testers, recording instruments, and RF analyzers.

*Prerequisite(s): None***EES104 – BASIC ELECTRICITY***120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits*

This course introduces the student to the electrical trade and provides them with knowledge in the areas of Electrical safety and residential electrical services. It also introduces them to the National Electrical Code and how to find the applicable codes and requirements in the electrical trade. It further provides the student with knowledge in the areas of grounding and bonding of electrical systems; NEC regulations pertaining to grounding and bonding; equipment and devices used for grounding and bonding. Students will also learn about other types of equipment and devices used in the electrical and electronic trades.

*Prerequisite(s): None***EES105* – ELECTRICAL WIRING PRINCIPLES***120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits*

This course will provide the student with thorough understanding various types of conductors used in all types of electrical systems. Students will learn how to terminate conductors with different applications with the appropriate connector and/or terminal. Additionally, students will learn and practice installing conductors, pull and junction boxes using a variety of fasteners needed for a given application. Finally, they will learn the fundamentals of solar voltaic systems including design and configuration and installation.

*Prerequisite(s): EES103, EES104***EES106* – ELECTRICAL CONTROLS AND PLC***120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits*

This course will provide the student with a thorough understanding and functions of the various components used in motor control systems. The student will be introduced to the maintenance and troubleshooting functions of motor controls systems. The student will also learn about the different types of devices and components used within motors controls systems. The course will also focus on basic guidelines and procedural information for receiving and storing, handling and installing lamps

and lighting fixtures. The student will learn about (NEMA) National Electrical Manufacturers Association as they prepare to work with magnetic coils and relays, contacts and holding circuit interlock and other structural features of solenoids, timers, starters and contactors. The student will also learn about fuses and circuit breakers. They will understand how they provide protection to electrical conductors and equipment against abnormal conditions. Students will also become familiar with Programmable Logic Controllers and programming them by usage of logic ladders.

*Prerequisite(s): EES101A, EES103, EES104, EES105***EES108* – FIBER OPTICS, TELECOMMUNICATION SYSTEMS & NETWORKING***120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits*

This course provides the student knowledge of the basic operation of telephone systems, types of system cables, cable color coding, cable connectors, and installation techniques in addition to identifying the types of data networks, test equipment, and procedures used in testing cables. The student will use the proper procedure and technique to install fiber-optic cabling and support equipment, while describing or demonstrating the types of fiber-optic splicing and/or terminations to achieve an acceptable and "test verified" loss within a specified and acceptable range. In addition, the student will be able to network several computers together back to a main computer.

*Prerequisite(s): EES101A, EES103, EES104***EES109* – SECURITY SYSTEMS, ACCESS CONTROL AND CCTV***120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits*

This course is designed to provide the student with the knowledge and skills to install and troubleshoot call signaling systems, entry/access control systems, intrusion detection, security, and surveillance systems (included is CCTV system and key components of a CCTV system) Students will learn the function and how to install and troubleshoot systems in the areas of access control, security systems and intrusion detection, video surveillance. The students will also gain fundamental knowledge of low voltage cabling used in these systems as well as other low voltage systems.

*Prerequisite(s): EES101A, EES103, EES104, EES105***EES110* FIRE ALARM SYSTEMS***120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits*

This course provides the student with the knowledge and skills required to successfully, plan, install and problem-solve, both standard Fire Alarm systems and Programmable Fire Alarm systems. Students will be taught the proper methods and equipment to use in residential and industrial fire- detection applications. Proper wiring/cable selection, fire-detection equipment selection, and system layout/planning will be obtained in this course of study. Programming of Fire Alarm devices and systems will be introduced. Theory of typical Fire Alarm software will be presented in this course of study. Hands-on practices of the software applications are included in the course of study.

*Prerequisite(s): EES101A, EES103, EES104, EES105***EES111* HOME THEATER, SATELLITE AND SYSTEM INTEGRATION***120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits*

This course is designed to provide the student with the knowledge and skills required to install and troubleshoot rack systems, system integration, and residential systems integration. The students will be taught component function and how to install complete systems racks, residential automation systems. The students will be taught system commissioning and how to train client based systems. In addition, they will learn finish phase testing along with maintenance and repair.

*Prerequisite(s): EES101A, EES103, EES104, EES105***GEN130V – INTRODUCTION TO CRITICAL THINKING***45 Contact Hrs (45 Lecture, 0 Lab); 3.0 Credits*

This course presents students with techniques to develop their critical thinking skills. Topics include the importance of language, ambiguity, structure of arguments and creative problem solving. Upon successful completion of this course students should be able to demonstrate an improvement in their ability to apply critical thinking skills to real world situations.

Prerequisite(s): None

GEN180V – COLLEGE ALGEBRA

45 Contact Hrs (45 Lecture, 0 Lab); 3.0 Credits

This course focuses on algebraic concepts essential for success in the workplace and other courses. Using real world examples and applications, students practice fundamental operations with number systems, formulas, algebraic expressions and linear equations. This course also explores problems involving factoring, inequalities, exponents, radicals, linear equations, functions, quadratic equations and graphs. Skills for success in mathematics will be emphasized.

Prerequisite(s): None

GEN190V – ENGLISH COMPOSITION I

45 Contact Hrs (45 Lecture, 0 Lab); 3.0 Credits

Students develop written communication skills, with emphasis placed on the principles of effective communication which includes understanding the writing process, analysis of readings, as can be applied personally and professionally.

Prerequisite(s): None

GEN150V – ENVIRONMENTAL SCIENCE

45 Contact Hrs (45 Lecture, 0 Lab); 3.0 Credits

This course is designed to provide students with a basic scientific overview of how nature works and how things in nature are interconnected. This course explores the study of the earth's natural resources. Topics include the study of how air, water, soil, natural energy, and the minerals are critical and related parts of the earth's interconnect systems.

Prerequisite(s): None

GEN292V – SPEECH COMMUNICATION

45 Contact Hrs (45 Lecture, 0 Lab); 3.0 Credits

This course will enhance the student's understanding and appreciation of the uses of oral communication and will teach the skills needed to speak effectively in a variety of situations.

Prerequisite(s): None

Effective July 27, 2023 Lincoln College of Technology, Melrose Park has a written agreement with Lincoln College of Technology, Indianapolis, IN to instruct the general education courses of this program by distance education. There are no additional costs incurred as a result of completing these courses by distance education.

Automotive Service Technology



Education Foundation

AUXX100—DIPLOMA PROGRAM

DAY/AFTERNOON/EVENING PROGRAMS

total instructional hours. 1320

total semester credits* 55

weeks to complete (day/aft/eve). . . approximately 57 (including holidays and scheduled breaks)

*The listing of credits is not meant to imply that credits can be transferred into college or other private career school programs. Transfer credits are at the sole discretion of the receiving school.

CIP CODE: 47.0604

SOC CODE: 49-3023

program objective

Provide the graduate with the entry-level knowledge and skills required to correctly test, diagnose, replace, repair and adjust as necessary the components of the mechanical, electronic, hydraulic, and accessories systems on current automobiles. Upon completion of this program, the graduates will be qualified for entry into the automotive service career field as a technician capable of analysis, problem solving, performing most common service operations and under supervision, more specialized or involved tasks with a dealer, independent shop or other service outlet. Students will be required to complete out-of-class assignments in each course.

In addition to the technical training, a critical aspect of a Lincoln education is developing the professional skills that are required by our employers. Students will need to demonstrate skill proficiency through a series of professional development activities and seminars which are integrated into each course. The modules include:

- Student Success
- Financial Literacy
- Professional Development
- Career Success

number	course	lecture hours	lab hours	internship hours	total hours	total credits	prerequisites
FOUNDATION COURSES							
AUX100	Workshop Practices and General Maintenance	60	60	0	120	5.0	
AUX113	Gasoline Engine Construction and Operation	60	60	0	120	5.0	
AUX103	Electrical Systems	60	60	0	120	5.0	
FOUNDATION TOTAL		180	180	0	360	15.0	
CORE COURSES							
AUX202*	Powertrain Electronics	60	60	0	120	5.0	AUX100, AUX103, AUX109
AUX206*	Transmissions and Drive Systems	60	60	0	120	5.0	AUX100
AUX208*	Air Conditioning and Electrical Accessories	60	60	0	120	5.0	AUX100, AUX103
AUX109*	Advanced Automotive Electronics & Diagnostics	60	60	0	120	5.0	AUX100, AUX103
AUX110*	Automotive Brake Systems	60	60	0	120	5.0	AUX100
AUX211*	Automotive Steering and Suspension Systems	60	60	0	120	5.0	AUX100
AUX124*	Service Shop Management	60	60	0	120	5.0	AUX100, AUX103, AUX208
AUX223*	Service Shop Operations	60	60	0	120	5.0	AUX100, AUX103, AUX109, AUX202 AUX208, AUX110, AUX211
CORE COURSE TOTAL		480	480	0	960	40.0	
TOTAL PROGRAM		660	660	0	1320	55.0	

NOTE: Course numbers and sequences are listed here for reference only. The actual delivery sequence of courses contained in this program may vary depending on individual campus scheduling. Maximum Time Frame: 82.5 semester credits.

*Prerequisite required.

Mode of Delivery: Residential, Blended Learning or Online are the methods we may use to deliver content in each course. The Residential courses are offered on ground at the campus. Blended courses are offered by delivering a fraction of the course in an online format as well as traditional face to face method. Online courses are delivered 100% online. The Blended delivery and online delivery plan will implement distance education activities into each course in the program of study. The use of simulations, case studies, assessments and multimedia will be used to enhance the students understanding of the learning objectives outlined in the course syllabus.



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AUX100 – WORKSHOP PRACTICES AND GENERAL MAINTENANCE*120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits*

The overall goal of this course is to facilitate a smooth transition to school by engaging the student in curriculum focusing on academic, career, and life skills. Students will make connections with key personnel within the school that will assist with their questions and provide guidance throughout their education.

The student will be introduced to automotive and diesel systems, industry certifications, and job opportunities. Students will learn essential skills for the vehicle technician including safety, tool and equipment fundamentals, and the proper use of measurement tools such as dial indicators, micrometers, and calipers.

The automotive and diesel content will be balanced by an emphasis on skills that will enable students to be successful in school and in life. These skills will include time management, financial management, goal setting, learning strategies, career planning, and critical thinking strategies.

Prerequisite(s): None

AUX113 – GASOLINE ENGINE CONSTRUCTION AND OPERATION*120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits*

This course is designed to provide the student with a detailed study of the modern internal combustion gasoline engine from the basic principles of design and operation to inspection, precision measurement, fitting, and reconditioning, including cooling systems, coolants, lubricating systems, and engine lubricants.

Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems.

Students will learn how to diagnose various engine concerns through visual and auditory inspection. Students will learn how to disassemble, measure, troubleshoot, service, and reassemble a gasoline powered internal combustion engine. Professional development exercises and seminars are also included in this course.

Prerequisite(s): None

AUX103 – ELECTRICAL SYSTEMS*120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits*

This course is designed to provide the student with practical theory in basic and solid state circuitry, including body electrical systems, operation and service of automotive storage batteries, automobile charging systems, starting systems, and lighting systems. Students will evaluate components using both conventional and electronic diagnostic equipment.

Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems.

Students will learn how to diagnose basic electrical, charging, starting, and lighting circuits through the use of diagnostic equipment to include test lights, multimeters, and continuity testers. Professional development exercises and seminars are also included in this course.

Prerequisite(s): None

AUX202* – POWERTRAIN ELECTRONICS*120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits*

This course is designed to provide the student with knowledge of conventional and computerized engine control systems and scientific engine testing and tuning. Students will receive detailed instruction on operating principles, testing, replacement and repair of the ignition systems, by-products of combustion, including fuel supply and air induction systems, related emissions controls, and the principles of turbocharging. Emphasis is placed on troubleshooting, replacement, overhaul, and adjustment of fuel injection systems, including computer control models.

Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems.

Students will learn how to use diagnostic scan tools to retrieve emission control trouble codes and determine necessary repairs. Students will learn how to diagnose no-start/no-fuel problems on hot and cold engines. Students will learn how to operate exhaust gas analysis equipment and determine necessary action. Professional development exercises and seminars are also included in this course.

Prerequisite(s): AUX100, AUX103, AUX109

AUX206* – TRANSMISSIONS AND DRIVE SYSTEMS*120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits*

This course is designed to provide the student with a comprehensive coverage of drive train components, including theory, operating principles, service, and repair techniques of the clutch, differential and rear axles. Gearing, levers, hydraulics, component design, troubleshooting, replacement, disassembly, repair, service techniques, and assembly are emphasized. Manual and 4X4 transfer gear boxes, drive-shafts, U-joints, front and rear differentials, and manual transaxles are featured.

This course also provides the student with knowledge and skills needed to successfully diagnose and make needed repairs to automatic transmissions and transaxles. Emphasis is placed on power-flow, operation, design, servicing equipment, troubleshooting, disassembly, inspection, replacement, assembly, testing, and adjustment

Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems.

Students will learn how to diagnose, inspect, remove and replace a clutch. Students will learn how to diagnose, clean, inspect, disassemble, and reassemble a transmission/transaxle. Students will learn how to diagnose, inspect, remove, replace, and service front wheel-drive components and rear-wheel drive components. Students will learn how to perform necessary diagnostic tests using special equipment including scan tools to retrieve transmission/transaxle related trouble codes. Students will learn how to perform necessary service, repairs, and adjustments to automatic transmissions and transaxles. Professional development exercises and seminars are also included in this course.

Prerequisite(s): AUX100

AUX208* – AIR CONDITIONING AND ELECTRICAL ACCESSORIES*120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits*

This course is designed to provide the student with theory and application of automobile air conditioning and heating systems. Students will also be presented with the operation of various automobile accessories to include: power windows, door locks, and seats, and air bag operation and service.

Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems.

Students will learn how to diagnose abnormal operation of air conditioning and heating systems, remove and replace air conditioning and heating system components, and evacuate and recharge automobile air conditioning systems. Professional development exercises and seminars are also included in this course.

Prerequisite(s): AUX100, AUX103

AUX109* – ADVANCED AUTOMOTIVE ELECTRONICS & DIAGNOSTICS*120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits*

This course is designed to provide the student with a more in-depth knowledge of electrical and electronic principles, and advanced circuit applications. Students will learn about automobile computerized control systems as they apply to engine and body control as well as transmission, suspension, braking systems, and other computerized systems. Computer operation, sensors, and actuators are emphasized.

Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems.

Students will learn how to diagnose automotive electrical and electronic circuits using a variety of diagnostic equipment to include digital volt-ohm meters, continuity testers, test lights, graphing multimeters, and oscilloscopes. Students will learn how to use diagnostic scan tools to retrieve trouble codes from vehicle computers and determine necessary repairs. Professional development exercises and seminars are also included in this course.

Prerequisite(s): AUX100, AUX103

AUX110* – AUTOMOTIVE BRAKE SYSTEMS*120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits*

This course is designed to provide comprehensive coverage of design, operating principles, maintenance and service of the automotive brake systems and traction control. Emphasis is placed on diagnosis and service of rotors and drums with measuring and resurfacing included. Anti-lock braking is covered from operating principles through diagnosis and service.

Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems.

Students will learn how to diagnose mechanical and hydraulic problems within the vehicle braking systems. Students will learn how to diagnose computer control problems within the anti-lock and traction control systems. Professional development exercises and seminars are also included in this course.

Prerequisite(s): AUX100

AUX211* – AUTOMOTIVE STEERING AND SUSPENSION SYSTEMS

120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits

This course is designed to provide the student with detailed instruction of the design and operating principles, maintenance and service of automobile suspension and steering systems including steering geometry and alignment angles. Emphasis is placed on wheel alignment procedures, including computerized four-wheel alignment. Service and diagnostics are stressed including McPherson struts, rack and pinion steering systems, and tire design and applications. New technologies are covered to incorporate electronic steering, and in-depth coverage of computerized suspension systems.

Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems.

Students will learn how to diagnose, inspect, and service steering system components using industry standard equipment. Students will learn how to diagnose inspect, remove and replace rear-wheel and front-wheel drive suspension component. Students will learn how to perform alignments on front and rear wheel drive vehicles. Professional development exercises and seminars are also included in this course.

Prerequisite(s): AUX100

AUX124* – SERVICE SHOP MANAGEMENT

120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits

This course is designed to provide the students with exposure to an actual shop environment, procedures, and protocol by applying prominent skills obtained in previous courses. This course will also provide the student with an orientation and introduction to the management and business component of the automotive industry. The management and procedures associated with automotive related businesses are emphasized including employee/employer expectations, the service write-up process, business organizational structure, career opportunities, customer relations, personnel

management, facilities, business records, insurance, and safety. Knowledge relating to management practices within an automotive business will help the student adapt and acclimate to the working environment.

Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems.

Students will learn how to prepare an employment resume and application. Students will learn how to complete various forms used in automotive businesses. Students will learn how to properly interview for employment. Professional development exercises and seminars are also included in this course.

Prerequisite(s): AUX100, AUX103, AUX208

AUX223* – SERVICE SHOP OPERATIONS

120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits

This course is designed to provide the students with exposure to an actual shop environment, operational procedures, and protocol by applying prominent skills obtained in previous courses. Emphasis is placed on the performance and understanding of workshop tasks performed by entry-level technicians. Knowledge testing and skills application are highlighted among the topics.

Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems.

Prerequisite(s): AUX100, AUX103, AUX109, AUX202, AUX208, AUX110, AUX211

Electrical and Electronic Systems Technology

ESTX100—DIPLOMA PROGRAM

DAY/AFTERNOON/EVENING PROGRAMS

total instructional hours. 1200

total semester credits* 50

weeks to complete (day/aft/eve). . . approximately 52 (including holidays and scheduled breaks)

*The listing of credits is not meant to imply that credits can be transferred into college or other private career school programs. Transfer credits are at the sole discretion of the receiving school.

CIP CODE: 46.0302 SOC CODE: 47-2111

program objective

This program is designed to provide the essential skills and knowledge for the installation, troubleshooting, repair, and maintenance of commercial and residential entertainment, security, monitoring, and telecommunications systems. Students learn to install cable support structures; laying out and preparing pathways for wiring and cables; installing, securing, testing, and termination of wiring and cables both copper and fiber optic; program digital components and access controls to perform their designated tasks; install and set up media management systems; and perform system commissioning and user training of audio, video, and data systems. The program also prepares students on the essential skills and knowledge needed for entry-level residential electrician work. Students will train on the installation, service and maintenance areas of the residential electrical industry.

Upon completion of this program, graduates can meet the minimum requirements needed to be qualified as an entry-level technician in the residential and/or commercial telecommunications, fire alarm, intrusion detection, and signaling, entertainment, audio/video/data, and energy management systems. Student can also qualify as entry-level residential electrician's apprentice.

In addition to the technical training, a critical aspect of a Lincoln education is developing the professional skills that are required by our employers. Students will need to demonstrate skill proficiency through a series of professional development activities and seminars which are integrated into each course. The modules include: Student Success, Financial Literacy, Professional Development, and Career Success.

Students will be required to complete out-of-class assignment in each course.

number	course	lecture hours	lab hours	internship hours	total hours	total credits	prerequisites
FOUNDATION COURSES							
EES101A	Introduction to the Trades	60	60	0	120	5.0	
FOUNDATION TOTAL		60	60	0	120	5.0	
CORE COURSES							
EES102	Material Applications	60	60	0	120	5.0	
EES103	Electronic and Electrical Principles	60	60	0	120	5.0	
EES104	Basic Electricity	60	60	0	120	5.0	
EES105*	Electrical Wiring Principles	60	60	0	120	5.0	EES103, EES104
EES106*	Electrical Controls and PLC	60	60	0	120	5.0	EES101A, EES103, EES104, EES105
EES108*	Fiber Optics, Telecommunication Systems & Networking	60	60	0	120	5.0	EES101A, EES103, EES104
EES109*	Security Systems, Access Control and CCTV	60	60	0	120	5.0	EES101A, EES103, EES104, EES105
EES110*	Fire Alarm Systems	60	60	0	120	5.0	EES101A, EES103, EES104, EES105
EES111*	Home Theater, Satellite & System Integration	60	60	0	120	5.0	EES101A, EES103, EES104, EES105
CORE COURSE TOTAL		540	540	0	1080	45.0	
TOTAL PROGRAM		600	600	0	1200	50.0	

NOTE: Course numbers and sequences are listed here for reference only. The actual delivery sequence of courses contained in this program may vary depending on individual campus scheduling. Maximum Time Frame: 75 semester credits.

*Prerequisite required.

Mode of Delivery: Residential, Blended Learning or Online are the methods we may use to deliver content in each course. The Residential courses are offered on ground at the campus. Blended courses are offered by delivering a fraction of the course in an online format as well as traditional face to face method. Online courses are delivered 100% online. The Blended delivery and online delivery plan will implement distance education activities into each course in the program of study. The use of simulations, case studies, assessments and multimedia will be used to enhance the students understanding of the learning objectives outlined in the course syllabus.



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EES101A – INTRODUCTION TO THE TRADES

120 Contact Hours (40 Hours Asynchronous, 20 Hours on campus for a total of 60 Lecture Hours, 60 Lab Hours on campus); 5.0 Credits

The student will be taught how to use basic information for electrical and electronic industries as well as some basic concepts used in performing the electrical and low voltage technician's skill-sets. Material covered includes basic safety, mathematical principles focused on whole numbers, fractions, measurement, decimals, percentages, and the metric system. Additionally, students will be taught how to use hand tools and power tools most commonly used the trades, i.e.: screwdrivers, tape measures, hand saws, drills, etc.

Prerequisite(s): None

EES102 – MATERIAL APPLICATIONS

120 Contact Hours (40 Hours Asynchronous, 20 Hours on campus for a total of 60 Lecture Hours, 60 Lab Hours on campus); 5.0 Credits

The student will learn how to use basic blueprint concepts, and the hardware and systems used by an electrical and electronics technician to mount and support boxes, receptacles, and other low voltage components. The student will learn how to use the various types of anchors and supports, their applications, and how to install them safely. Additionally, an overview of electrical raceways from source to destination provided. The student will learn how to use conduit types and bending techniques which completes the student's training in this course.

Prerequisite(s): None

EES103 – ELECTRONIC AND ELECTRICAL PRINCIPLES

120 Contact Hours (40 Hours Asynchronous, 20 Hours on campus for a total of 60 Lecture Hours, 60 Lab Hours on campus); 5.0 Credits

This course provides the student with a general introduction to the concepts used in Ohm's Law applied to DC series, parallel and combined circuits. This course also provides an introduction to concepts used in AC circuits. Topics include electrical theory, electromotive force, resistance, capacitance, inductance, impedance and power equations. Students will study Semiconductors and Integrated circuit theory with hands on lab time to reinforce the learning. Students will study schematic symbols and practice building circuits from schematic diagrams. Students also study appropriate application of proper diagnostic and maintenance procedures using electrical and electronic test equipment to include: meters, oscilloscopes, meg- ohm-meter, watt meters, frequency meters/generators, time domain reflectometers, continuity testers, recording instruments, and RF analyzers.

Prerequisite(s): None

EES104 – BASIC ELECTRICITY

120 Contact Hours (40 Hours Asynchronous, 20 Hours on campus for a total of 60 Lecture Hours, 60 Lab Hours on campus); 5.0 Credits

This course introduces the student to the electrical trade and provides them with knowledge in the areas of Electrical safety and residential electrical services. It also introduces them to the National Electrical Code and how to find the applicable codes and requirements in the electrical trade. It further provides the student with knowledge in the areas of grounding and bonding of electrical systems; NEC regulations pertaining to grounding and bonding; equipment and devices used for grounding and bonding. Students will also learn about other types of equipment and devices used in the electrical and electronic trades.

Prerequisite(s): None

EES105* – ELECTRICAL WIRING PRINCIPLES

120 Contact Hours (40 Hours Asynchronous, 20 Hours on campus for a total of 60 Lecture Hours, 60 Lab Hours on campus); 5.0 Credits

This course will provide the student with thorough understanding various types of conductors used in all types of electrical systems. Students will learn how to terminate conductors with different applications with the appropriate connector and/or terminal. Additionally, students will learn and practice installing conductors, pull and junction boxes using a variety of fasteners needed for a given application. Finally, they will learn the fundamentals of solar voltaic systems including design and configuration and installation.

Prerequisite(s): EES103, EES104

EES106* – ELECTRICAL CONTROLS AND PLC

120 Contact Hours (40 Hours Asynchronous, 20 Hours on campus for a total of 60 Lecture Hours, 60 Lab Hours on campus); 5.0 Credits

This course will provide the student with a thorough understanding and functions of the various components used in motor control systems. The student will be introduced to the maintenance and troubleshooting functions of motor controls systems. The student will also learn about the different types of devices and components used within motors controls systems. The course will also focus on basic guidelines and procedural information for receiving and storing, handling and installing lamps and lighting fixtures. The student will learn about (NEMA) National Electrical Manufacturers Association as they prepare to work with magnetic coils and relays, contacts and holding circuit interlock and other structural features of solenoids, timers, starters and contactors. The student will also learn about fuses and circuit breakers. They will understand how they provide protection to electrical conductors and equipment against abnormal conditions. Students will also become familiar with Programmable Logic Controllers and programming them by usage of logic ladders.

Prerequisite(s): EES101A, EES103, EES104, EES105

EES108* – FIBER OPTICS, TELECOMMUNICATION SYSTEMS & NETWORKING

120 Contact Hours (40 Hours Asynchronous, 20 Hours on campus for a total of 60 Lecture Hours, 60 Lab Hours on campus); 5.0 Credits

This course provides the student knowledge of the basic operation of telephone systems, types of system cables, cable color coding, cable connectors, and installation techniques in addition to identifying the types of data networks, test equipment, and procedures used in testing cables. The student will use the proper procedure and technique to install fiber-optic cabling and support equipment, while describing or demonstrating the types of fiber-optic splicing and/or terminations to achieve an acceptable and "test verified" loss within a specified and acceptable range. In addition, the student will be able to network several computers together back to a main computer.

Prerequisite(s): EES101A, EES103, EES104

EES109* – SECURITY SYSTEMS, ACCESS CONTROL AND CCTV

120 Contact Hours (40 Hours Asynchronous, 20 Hours on campus for a total of 60 Lecture Hours, 60 Lab Hours on campus); 5.0 Credits

This course is designed to provide the student with the knowledge and skills to install and troubleshoot call signaling systems, entry/access control systems, intrusion detection, security, and surveillance systems (included is CCTV system and key components of a CCTV system) Students will learn the function and how to install and troubleshoot systems in the areas of access control, security systems and intrusion detection, video surveillance. The students will also gain fundamental knowledge of low voltage cabling used in these systems as well as other low voltage systems.

Prerequisite(s): EES101A, EES103, EES104, EES105

EES110* – FIRE ALARM SYSTEMS

120 Contact Hours (40 Hours Asynchronous, 20 Hours on campus for a total of 60 Lecture Hours, 60 Lab Hours on campus); 5.0 Credits

This course provides the student with the knowledge and skills required to successfully, plan, install and problem-solve, both standard Fire Alarm systems and Programmable Fire Alarm systems. Students will be taught the proper methods and equipment to use in residential and industrial fire- detection applications. Proper wiring/cable selection, fire-detection equipment selection, and system layout/ planning will be obtained in this course of study. Programming of Fire Alarm devices and systems will be introduced. Theory of typical Fire Alarm software will be presented in this course of study. Hands-on practices of the software applications are included in the course of study.

Prerequisite(s): EES101A, EES103, EES104, EES105

EES111* – HOME THEATER, SATELLITE AND SYSTEM INTEGRATION

120 Contact Hours (40 Hours Asynchronous, 20 Hours on campus for a total of 60 Lecture Hours, 60 Lab Hours on campus); 5.0 Credits

This course is designed to provide the student with the knowledge and skills required to install and troubleshoot rack systems, system integration, and residential systems integration. The students will be taught component function and how to install complete systems racks, residential automation systems. The students will be taught system commissioning and how to train client based systems. In addition, they will learn finish phase testing along with maintenance and repair.

Prerequisite(s): EES101A, EES103, EES104, EES105

EFFECTIVE AUGUST 15, 2023

REVISE the first paragraph of the following policy on page 36:

Attendance

The technical nature of the training and graduate employability goals of the programs offered requires that students attend classes on a regular basis. Our expectation is that students will attend all sessions for courses in which they are registered. Class attendance is monitored daily commencing with the student's first official day of attendance and a student will be considered withdrawn from a course or courses when any of the following criteria are met:

- The fourteenth consecutive calendar day of absence (two weeks) with the exception of published holidays and breaks;
- Cumulative absences prevent the student's ability to master the course content during the remainder of the scheduled course, term, or semester as determined by the course syllabus.

EFFECTIVE SEPTEMBER 7, 2023

REVISE the third paragraph of the program objective in the following program on page 12:

Medical Assistant

MAPX100 – DIPLOMA PROGRAM

Graduates of this program may find entry-level positions as a Medical Assistant. It also provides the diversity of other settings such as doctors' offices, hospitals, urgent care, outpatient care centers, and other medical facilities.

EFFECTIVE OCTOBER 1, 2023

REVISE the first paragraph of the following policy on page 37:

Make-Up

Upon return to school following an absence, students are required to turn in any work that was due while they were absent in order to receive up to the original 100% credit. A reduction in credit for make-up work will be applied to all late submissions based on the following criteria:

- Up to 90% credit for all work turned in up to one week late from the date of your return.
- Up to 80% credit for all work turned in up to two weeks late from the date of your return.
- Any work turned in after two weeks late will receive a grade of 0%.

Availability for make-up on high stakes assessments (e. g. mid-terms and final exams) may be limited, and the date and time of make up on high stakes assessments must be agreed upon by faculty. Regardless of the timeframes referenced above, all work must be completed in a timely manner in order to process final grades, grade appeals and/or to resolve incomplete grades.

Any exceptions due to extenuating circumstances are managed at the discretion of the Director of Education and/or the Campus President. Documentation may be required to justify extenuating circumstances.

REVISE the following policy on page 36:

Attendance

The technical nature of the training and graduate employability goals of the programs offered requires that students attend classes on a regular basis. Our expectation is that students will attend all sessions for courses in which they are registered. Class attendance is monitored daily commencing with the student's first official day of attendance and a student will be considered withdrawn from a course or courses when any of the following criteria are met:

- The fourteenth consecutive calendar day of absence (two weeks) with the exception of published holidays and breaks.
- Cumulative absences prevent the student's ability to master the course content during the remainder of the scheduled course, term, or semester as determined by the course syllabus.

Approved employment interviews (established per school policy) are not counted as absences for attendance purposes.

Students receiving funds from any state or federal agency may be subject to the additional attendance requirements of that specific agency.

A Pending Course Schedule (PCS) student status is a temporary period of non-attendance not to exceed a maximum of 60 calendar days. The status is intended to support student progression and is applied when a student has a course that is not available due to, but not limited to, interruption in their enrollment because of a course failure, a shift change, a leave of absence, or failure to meet graduation requirement. The PCS status is not included in the 150% maximum timeframe calculation.

Note: Calendar day calculations include all days visible on a calendar without exception.

REVISE the following policy on page 41:

Withdrawals and Incomplete Grades

A "W" withdrawal is issued to students who are withdrawn from the institution or course after the introductory period of enrollment and prior to the end of the module or term. Readmitted students must retake all "W" withdrawal graded courses. A "W" will not be calculated in the cumulative GPA, but counts as an attempt for satisfactory academic progress.

The mark of "WA" is assigned when a student withdraws from a class before the end of the Add/Drop period. It is not included when calculating grade point average or earned credits. Thus, it does not impact CGPA and does not negatively impact earned credits and, therefore it does not impact the student's percent of completion.

An "I" incomplete is given to students who do not complete a test or required course work. The student has a maximum of 14 days to complete the course work, the school may require less time in certain circumstances. If the coursework is not completed in the specified time, the student will receive a zero for the assignment which will be averaged into the GPA.

Should this effect the students expected graduation date, students are notified via the web-based student portal (MyCampusLinc).

EFFECTIVE OCTOBER 25, 2023

REMOVE all references as regarding the State of Wisconsin on pages 23 and 32:

Accreditations and Approvals

Student Complaint/Grievance Procedure

Lincoln College of Technology, Melrose Park is no longer recruiting from the state of Wisconsin.

ADD the following policy to the GENERAL STUDENT INFORMATION section on page 33:

Learning Resource Center

At Lincoln, we are dedicated to providing students with learning resources that enhance their educational journey and career readiness. Our learning resource system includes a wealth of online tools and facilities. Central to this system is our Learning Resource Center (“LRC”) that offers students access to a vast collection of online databases covering hundreds of subjects that are available 24/7. These databases house a variety of digital materials, including eBooks, scholarly journals, market reports, dissertations, working papers, streaming videos, and electronic journals. Both our online and campus-based LRC offer a focused setting to enhance the overall learning experience.

ADD the following policy to the ACADEMIC INFORMATION section on page 42:

Independent Study

In certain circumstances a student is unable to take a course at its scheduled time or a student might need a course to graduate that is not scheduled in the time remaining in his or her program. When this situation occurs, the school may authorize the student to take the course through independent study. In order to take a course through independent study, an approved plan must be signed by the applicable staff members at the school.

If the school grants the student permission to take the course through independent study, the student must agree in writing to the study plan including the syllabus that outlines the learning objectives, texts, course requirements, evaluation criteria, meeting dates, and examination dates for the course.

A student must meet the following conditions to take a course through independent study:

1. Successfully completed at least 50% of the credit hours required in the program;
2. Have an overall cumulative grade point average (CGPA) of at least 2.0;
3. Making satisfactory academic progress (SAP).

No more than 10% of a program offering is permitted to be delivered via independent study. Further, there may be some courses that do not lend themselves to independent studies. The school reserves the right to deny any student the ability to take a course through independent study.

ADD the following policy to the ADMISSIONS section on page 26:

Admission Procedures

Persons desiring to make application for admission should contact the School directly, or speak with an Admissions Representative. Applicants must:

1. Be interviewed by an Admissions Representative or other member of the School staff.
2. Complete an Enrollment Agreement (Student Contract).
3. Submit information which may be required to determine individual qualifications by program such as, but not limited to, proof of high school diploma or equivalent.
4. Complete any required entrance examination or learner assessment, if applicable.

REVISE the last bullet in the following policy on page 26:

Criteria for Admission

- Provide a fully executed Enrollment Agreement.

ADD as the last paragraph to the following policy on page 41:

Withdrawals and Incomplete Grades

Should this effect the students expected graduation date, students are notified via the web-based student portal (**Lincoln's Student Portal**).

REVISE the following policy on page 33:

Official Student Communication

Replace (**MyCampusLinc**) with (**Lincoln's Student Portal**)

ADD the following policy to the GENERAL STUDENT INFORMATION section on page 33:

Emergency Preparedness

Emergency preparedness information can be obtained in the following link:

https://www.lincolntech.edu/download/consumer/HS_ERP.pdf

EFFECTIVE JANUARY 2, 2024

REVISE the following policies on page 29:

Refund Policy

CANCELLATION AND REFUND POLICY

1. CANCELLATION PRIOR TO STARTING CLASSES: (update b only)
 - b. The Student has the right to cancel the initial enrollment until midnight of the sixth (6) business day after signing this agreement and all monies will be refunded. Cancellation must be in writing, addressed to the Campus President, and, in the case of minors signed by the parent or guardian. If sent by mail, the postmark will determine the effective date of the cancellation.
2. CANCELLATION AFTER SEVEN (7) DAY PERIOD BUT PRIOR TO STARTING CLASSES:
 - a. If the student voluntarily withdraws or is suspended or terminated by the school prior to completion of the program, the school will charge for tools and materials issued to the student and will refund tuition and fees according to the following schedule.
 - b. A Student may give notice of cancellation to the school in writing. The unexplained absence of a student from a school for more than 15 school days shall constitute constructive notice of cancellation to the school. For purposes of cancellation, the date shall be the last day of attendance.

REVISE the following policy in REFUND POLICY section on page 30:

STUDENT FEE, TECHNOLOGY FEE, BOOKS, TOOLS & UNIFORMS REFUND POLICY

Students who cancel enrollment or withdraw after receiving books and supplies may return these items if they are in good condition within five (5) days following cancellation notice or twenty (20) days following date of withdrawal. Any refund due for student fees or technology fees will be prorated based on use.

REVISE the second paragraph in the following policy on page 26:

Introductory Period of Enrollment

Students who choose not to continue their enrollment at Lincoln College of Technology during the introductory period, will be charged for all books, uniforms, tools, and equipment not returned in new condition to the school.

REVISE the following policy in the FINANCIAL AID section on page 28:

LINCOLN BRIDGING THE GAP GRANT

The Lincoln Bridging the Gap Grant is a need-based institutional grant awarded to eligible full-time students who have remaining unmet calculated financial need. Eligibility for this program is determined based on the following criteria:

- Confirmed enrollment in an approved program of study
- Completed FAFSA for the applicable award year with an official Student Aid Index (SAI)
- Acceptance of all available student aid from federal, state, and other sources.
- Remaining financial need for direct costs (tuition, fees, and housing, if applicable) greater than \$500 after all other sources of student aid have been exhausted, including Federal Direct Loans and Federal PLUS Loans.

The Lincoln Bridging the Gap Grant amount will vary depending on each applicant's calculated financial need. The grant is awarded in up to two disbursements per academic year. Should funding cease, the scholarship will no longer be offered, but those students already awarded will continue to receive the grant until completion of their program.

ADD the following policy to the FINANCIAL AID PROGRAMS section on page 28:

RELOCATION ASSISTANCE GRANT

The Relocation Assistance Grant (previously called Pride Grant) is an institutional grant available to students who are relocating 50 miles or more to attend a Lincoln Tech Campus to assist with expenses related to Lincoln Tech-owned housing, either on- or off-campus. Each eligible student may apply for one grant with an award of up to \$1,000. The grant will be prorated over the entire length of his/her program. Eligibility for this program is determined based on the following criteria:

- Confirmed enrollment in an approved program of study.
- Completed FAFSA for the applicable award year with an official Student Aid Index (SAI).
- Must be relocating 50 miles or more to attend a Lincoln Tech campus

Should funding cease, the grant will no longer be offered, but those students already awarded will continue to receive the grant until completion of or withdrawal from their program.

REVISE the fifth bullet in the FINANCIAL AID section on page 28:

FRIENDS AND FAMILY EDUCATION GRANT

- Must start training program by December 31, 2024

EFFECTIVE JANUARY 8, 2024

REMOVE the following program from the list of CAREER PPROGRAMS on page 11:

Collision Repair and Refinishing Technology

COL105BD – DIPLOMA PROGRAM

Lincoln College of Technology, Melrose Park is no longer offering this program.

EFFECTIVE JANUARY 17, 2024

ADD the sentence below to the second paragraph of the following policy on page 32:

Student Complaint / Grievance Procedure

All formal complaints must be addressed to the Campus President in writing.

Program Schedules -Effective 5-25-23

REVISE the following CLASS SCHEDULES on page 35:

AUTOMOTIVE

**Monday through Thursday – 4.25 hours per day (on campus)
+ 8 hours online per week**

**General Education Course
100% online (9 hours per week)
Asynchronous**

**Day Schedule (24 hours per week)
8:00 a.m. – 12:15 p.m.**

**Afternoon Schedule (24 hours per week)
1:00 p.m. – 5:15p.m.**

**Evening Schedule (24 hours per week)
6:00 p.m. – 10:15 p.m.**

ELECTRICAL AND ELECTRONICS

**Monday through Thursday – 4.25 hours per day (on campus)
+ 8 hours online per week**

**General Education Course
100% online (9 hours per week)
Asynchronous**

**Day Schedule (24 hours per week)
8:00 a.m. – 12:15 p.m.**

**Afternoon Schedule (24 hours per week)
1:00 p.m. – 5:15p.m.**

**Evening Schedule (24 hours per week)
6:00 p.m. – 10:15 p.m.**

MEDICAL ASSISTANT

**Monday through Thursday – 4.25 hours a day (on campus)
+ 8 hours online weekly**

**Day Schedule (24 hours per week)
8:30 a.m. – 12:45 p.m.**

**Afternoon Schedule (24 hours per week)
1:15 p.m. – 5:30 p.m.**

**Evening Schedule (24 hours per week)
6:00 p.m. – 10:15 p.m.**

WELDING

**Monday through Thursday – on campus
Friday – Online**

**Day Schedule (24 hours per week)
8:00 a.m. – 12:50 p.m.**

**Afternoon Schedule (24 hours per week)
1:00 p.m. – 5:50 p.m.**

**Evening Schedule (24 hours per week)
6:00 p.m. – 10:50 p.m.**

COLLISION REPAIR

**Monday through Thursday – on campus
+ 4 hours online weekly**

**Day Schedule (20 hours per week)
8:00 a.m. – 12:15 p.m.**

**Afternoon Schedule (20 hours per week)
1:00 p.m. – 5:15 p.m.**

**Evening Schedule (20 hours per week)
5:30 p.m. – 9:45 p.m.**



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Add to the following policy on page 28:

Scholarships

High School Scholarship Program

General Information

The High School Annual Scholarship Award Program is for High School Seniors graduating in 2024 who start school by December 31, 2024. The student must be in good standing with their high school at graduation and must earn a high school diploma in order to take advantage of any award money. A preliminary scholarship competition is conducted in the form of aptitude testing. On the basis of test results, semi-finalists are selected and invited to submit a portfolio. The top ten semi-finalists with portfolios will be recognized. Semi-Finalists will return for an interview conducted by the scholarship committee comprised of volunteers representing business, industry, education and/or government not affiliated with LCT. This committee will evaluate each candidate on the basis of preliminary test results, professionalism, enthusiasm, personal conduct, and oral expression.

LCT will award applicants a \$500 scholarship to selected 2024 high school seniors who score between a 39-46 on the scholarship aptitude test. A \$1,000 scholarship will be awarded to selected 2024 high school seniors who score between a 47-55 on the scholarship aptitude test. Students can only receive one scholarship through this program. Students will not be able to combine scholarships awarded in the testing portion, semi-finalist, and finalist portion. The testing deadline for the \$500-\$1000 scholarship is December 31, 2024.

The ten finalists will be interviewed by the scholarship committee and each finalist will be awarded only one of the following based on his/her performance: a \$10,000 scholarship (1 available); \$7,500 scholarship (4 available); \$3,500 scholarship (2 available); \$2,500 scholarship (3 available). Scholarships will be awarded by June 30, 2024.

Portfolio Guidelines

The student must prepare a one-page essay of no less than 300 words on why they wish to attend Lincoln College of Technology. In addition, they will need to submit three (3) letters of recommendation which highlight their character, work ethic, and passion for the industry. These letters may be from a teacher, counselor, employer, community leader, or professional friend. Family members may not be used as a reference. The portfolios will be judged on professionalism, presentation, and content by an independent individual. Portfolio submission deadline is May 17, 2024. No late portfolios will be considered.

Finalist Award Breakdown

Total Awards	Number Awarded
\$10,000	1
\$7,500	4
\$3,500	2
\$2,500	3

FINALIST SCHOLARSHIP AWARD AMOUNTS

- 1- \$10,000 SCHOLARSHIP
- 4- \$7,500 SCHOLARSHIPS
- 2- \$3,500 SCHOLARSHIPS
- 3- \$2,500 SCHOLARSHIPS
- \$500 – IF APTITUDE SCORE IS 39-46
- \$1,000 – IF APTITUDE SCORE IS 47-55

Students can only receive one scholarship through this program, students will not be able to combine scholarships awarded in the testing portion, semi-finalist, and finalist portion.

Students first score will be score of record of the aptitude test unless an incomplete test has been logged in the system. The second chance would only be warranted for a system outage or internet failure.

Students can receive any combined Lincoln Scholarships / Grant not to exceed \$3,000.

- If a student receives any single Lincoln scholarship / Grant exceeding \$3,000, that will be the only scholarship awarded, no other Lincoln Scholarship / Grant can be combined.
- Gap Grants, Pride Grants and Academic Leadership Scholarships are excluded from the \$3,000 cap.

All scholarships must be applied for within 30 days of the start (with the exception of the Leadership Scholarships).

Add to the following policy on page 26.

Scholarships

Skills USA Scholarship Program

There are several skills-based competitions held locally and nationally throughout the country which allow high school students to demonstrate their passion and proficiency for career and technical education programs. This includes students who participate in programs such as **Skills USA** competitions. Lincoln is proud to encourage this competitive spirit and recognize top performers as well as participants with various scholarships as noted in the table below:

	District/Regional Competition	State Competition	National Competition
1 st Place	\$1,000	\$ 7,500	Full Tuition
2 nd Place	\$1,000	\$ 5,000	Half Tuition
3 rd Place	\$1,000	\$ 2,500	Half Tuition
4 th – 10 th Place	\$1,000	\$ 2,000	Half Tuition
Participant	\$ 500	\$ 1,500	\$3,000

Please note that students who participate in various stages of a competition or in multiple competitions will be awarded the single scholarship with the highest value.

NATIONAL GUARD YOUTH CHALLENGE PROGRAM SCHOLARSHIP

The National Guard Youth Challenge Program Scholarship is awarded to Lincoln College of Technology students who are entering one of our full time educational programs after graduating from the National Guard Youth Challenge Program with their HS Diploma or GED. Scholarships are awarded based on information submitted on the National Guard Youth Challenge Program Scholarship Application. Criteria for a student to be awarded a scholarship are determined by the National Guard Youth Challenge Program. Lincoln College of Technology will award up to (5) five (25%) twenty-five percent tuition scholarships up to \$5,000 per scholarship for the year. In addition to the National Guard Youth Challenge Program Scholarship Application, the student has to graduate from the National Guard Youth Challenge Program with his/her HS Diploma or GED, have a passing score on the entrance exam, and complete an interview.

Lincoln Tech and Chamber by O'Hare Scholarship

Lincoln Tech, in partnership with the Chamber by O'Hare, is offering a \$1500 scholarship to a student currently living in Franklin Park, Schiller Park or River Grove who plans to attend Lincoln Tech in Melrose Park. Applications will be considered based on the following criteria: educational goals, campus/community involvement, and application content and quality. Applications can be found at www.chamberbyohare.org.



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EFFECTIVE FOR START DATES BETWEEN OCTOBER 1, 2023 THROUGH OCTOBER 1, 2024

ADD to the following policy on page 28:

Scholarships

Academic & Leadership Award Scholarship

Background:

Lincoln Technical Institute (Group of Schools) is honored to offer the Academic & Leadership Award to qualified applicants. This \$2,500 award will go to thirty (30) current students annually throughout Lincoln Educational Services group of schools who exhibit leadership qualities, both in their personal lives and in their school career.

Eligibility Requirements:

In order to apply for the Award, an eligible student must:

- Currently attend a Lincoln Tech (Group of Schools) program for a minimum of 30 days
- Complete the application
- Complete the essay
- Minimum GPA of 3.0
- Title IV students must complete the Free Application for Federal Student Aid (FAFSA)

The student who earns this award must maintain satisfactory academic progress. Only students that meet the qualifications listed above can apply for this award.

Award:

Thirty (30) awards will be available annually (15 awards in February & 15 awards in August), to eligible students who apply, each in the amount of \$2,500. The award will be prorated over the entire length of his/her program and is specifically intended to cover expenses related to tuition costs. The Lincoln Award Committee will review all applications and select a finalist.

	<u>Submission OPENS</u>	<u>Submissions CLOSES</u>	<u>Winner Announced</u>
1.	October 1, 2023	November 15, 2023	February 1, 2024
2.	April 1, 2024	May 15, 2024	August 1, 2024

Contact Requirements:

The student portal provides a link, only during submission dates, that will allow students to complete the application/essay portion online. If a student chose to include recommendations, they must be completed and ready to upload at the time of submission. The system will only allow one submission per student number.

Note: Due to Veteran Affairs (VA) regulations, if the selected scholarship winner is also receiving VA educational benefits, we are obligated to inform the VA of this award. In some cases, fully funded VA beneficiaries may not receive any direct benefit from this award.

EFFECTIVE FOR ENROLLMENTS BETWEEN JANUARY 1, 2024 THROUGH DECEMBER 31, 2024

ADD to the following policy on page 28:

Scholarships

American Hero and Single Parent Scholarship Programs

Purpose:

Lincoln Scholarship Programs are designed to provide financial assistance to students who meet the criteria established below and want to enroll in one of the Lincoln Group of Schools* for enrollments between January 1, 2024 through December 31, 2024. By offering the *American Hero* and *Single Parent* Scholarships to future students who are interested in vocational career training, Lincoln continues to show its commitment to helping students reach their goals as it has done since opening its first school in 1946.

Eligibility Requirements:**

In order to apply for a Lincoln Scholarship, an eligible student must:

- Complete the application process to enroll;
- Complete the Free Application for Federal Student Aid (FAFSA);
- Enroll in the program of your choice by December 31, 2024; and
- Submit your Lincoln Scholarship application to the financial aid staff.

American Hero Scholarship applicants must submit proof of military service.

Those students awarded a scholarship must maintain satisfactory academic progress and also must attend the Lincoln Financial Literacy presentation within six weeks of enrollment. Only students that meet the qualifications listed above, and the admissions requirements in order to be considered an enrolled student, and who have demonstrated a financial need, can be awarded this scholarship.

Scholarship Award:

Each eligible student may apply for one scholarship with an award of \$1,000**. The scholarship will be prorated over the entire length of his/her program. A Lincoln designee will make the final decision regarding the award.

Applications can be submitted any time prior to enrollment periods established by the school of your choice. Winners of the scholarship will be notified in writing by school administration. The notification will include the amount being awarded and start date for the program.

Additional Scholarship Information:

In order to be eligible for the scholarship, a student must enroll between January 1, 2024 and December 31, 2024. Applications must be submitted on or before December 31, 2024. The scholarship will not be awarded to any student who defers their enrollment past the requisite time period. The amount and number of scholarships offered by each campus can vary based on the number of applications. This award is a scholarship and does not require any form of repayment to any of the Lincoln Group of Schools*.

These Scholarship programs can be suspended at any time. There would be no adverse impact on those students who were awarded a scholarship in the event that the Scholarship program was suspended.

Students can receive any combined Lincoln Scholarships / Grant not to exceed \$3,000.

- If a student receives any single Lincoln scholarship / Grant exceeding \$3,000, that will be the only scholarship awarded, no other Lincoln Scholarship / Grant can be combined.
- Gap Grants, Pride Grants and Academic Leadership Scholarships are excluded from the \$3,000 cap.

*The Lincoln Group of Schools includes those schools under the names of Lincoln Technical Institute, Lincoln College of Technology, and Euphoria Institute of Beauty Arts and Sciences.

**Recipients of the American Hero Scholarship may have their award applied to books and fees, if tuition is fully covered by other sources. All scholarships must be applied for within 15 days of the start (with the exception of the Leadership Scholarships).

EFFECTIVE FOR ENROLLMENTS BETWEEN JANUARY 1, 2024 THROUGH DECEMBER 31, 2024

ADD to the following policy on page 28:

Scholarships

First Responders Scholarship Program

Purpose:

The Lincoln First Responder Scholarship is designed to provide financial assistance to Emergency Responders and immediate family members who meet the criteria established below and want to enroll in a qualifying program of study at one of the Lincoln Group of Schools* for enrollments between January 1, 2024 through December 31, 2024. By offering the Lincoln First Responder Scholarship to future students who are interested in vocational career training, Lincoln continues to show its commitment to helping students reach their goals as it has done since opening its first school in 1946.

Eligibility Requirements:

In order to apply for the Lincoln First Responder Scholarship, an eligible student must:

- Complete the application process to enroll;
- Provide proof of service documentation;
- Complete the Free Application for Federal Student Aid (FAFSA);
- Enroll in the program of your choice by December 31, 2024; and
- Submit your Lincoln First Responder Scholarship application to the financial aid staff.

Scholarship recipients must attend the Lincoln Financial Literacy presentation within six weeks of enrollment. Only students that meet the qualifications listed above, and the admissions requirements in order to be considered an enrolled student, and who have demonstrated a financial need, can be awarded this scholarship.

Scholarship Award:

Each eligible student may apply for one First Responder scholarship with an award of \$1,000. The scholarship will be prorated over the entire length of his/her program. A Lincoln designee will make the final decision regarding the award. The total scholarship amount will be calculated and awarded in installments at the completion of each term/semester subject to the student maintaining good academic standings.

Any student can apply for the scholarship. Applications can be submitted any time prior to enrollment periods established by the school of your choice. Winners of the scholarship will be notified in writing by school administration. The notification will include the amount being awarded and start date for the program.

Additional Scholarship Information:

In order to be eligible for the scholarship, a student must enroll between January 1, 2024 and December 31, 2024. Applications must be submitted on or before December 31, 2024. The scholarship will not be awarded to any student who defers their enrollment past the requisite time period. The amount and number of scholarships offered by each campus can vary based on the number of applications. This award is a scholarship and does not require any form of repayment to any of the Lincoln Group of Schools*.

This Scholarship program can be suspended at any time. There would be no adverse impact on those students who were awarded the scholarship in the event that the Scholarship program was suspended.

Students can receive any combined Lincoln Scholarships / Grant not to exceed \$3,000.

- If a student receives any single Lincoln scholarship / Grant exceeding \$3,000, that will be the only scholarship awarded, no other Lincoln Scholarship / Grant can be combined.
- Gap Grants, Pride Grants and Academic Leadership Scholarships are excluded from the \$3,000 cap.

*The Lincoln Group of Schools includes those schools under the names of Lincoln Technical Institute, Lincoln College of Technology, and Euphoria Institute of Beauty Arts and Sciences. All scholarships must be applied for within 15 days of the start (with the exception of the Leadership Scholarships).



Lincoln College of Technology

8317 W. North Ave.
Melrose Park, IL 60160

2024 Calendar of Events

AUXX100 Auto Service Mangement Technology-Associates in Applied Science Degree			
AUXX100 Auto Service Technology -Diploma			
Start Date	Session	Diploma Grad Date	Degree Grad Date
1/2/24	A-N	2/6/25	7/30/25
2/6/24	D-A	3/13/25	9/4/25
3/12/24	A-N	4/16/25	10/8/25
4/15/24	D-A	5/21/25	11/12/25
5/20/24	A-N	6/26/25	12/18/25
6/24/24	D-A	7/30/25	2/5/26
8/5/24	D-A-N	9/4/25	3/12/26
9/9/24	D-A	10/8/25	4/15/26
10/14/24	A-N	11/12/25	5/20/26
11/18/24	D-A	12/18/25	6/25/26

ESTX100AS EEST -Associates in Applied Science Degree			
ESTX100 Electrical and Electronic Systems Technology			
Start Date	Session	Diploma Grad Date	Degree Grad Date
1/2/24	D-A	12/19/24	6/26/25
2/6/24	A-N	2/6/25	7/30/25
3/12/24	D-A	3/13/25	9/4/25
4/15/24	A-N	4/16/25	10/8/25
5/20/24	D-A	5/21/25	11/12/25
6/24/24	D-A-N	6/26/25	12/18/25
8/5/24	D-A-N	7/30/25	2/5/2026
9/9/24	D-A	9/4/25	3/12/2026
10/14/24	A-N	10/8/25	4/15/2026
11/18/24	D-A	11/12/25	5/20/26

MAPX100 Medical Assistant - Diploma		
Start Date	Session	Diploma Grad Date
1/2/24	N	9/5/24
2/6/24	D-A	10/9/24
3/12/24	A-N	11/13/24
4/15/24	D-A	12/19/24
5/20/24	D-A	2/6/25
6/24/24	D-A-N	3/13/25
8/5/24	D-A-N	4/16/25
9/9/24	D-A	5/21/25
10/14/24	A-N	6/26/25
11/18/24	D-A	7/30/25

WLD141D Welding Technology/Diploma			
WLD100C Welding & Metal Fabrication Technology/Certificate			
Start Date	Session	Certificate Grad Date	Diploma Grad Date
4/25/24	A	12/9/24	3/5/25
8/21/24	N	4/9/25	6/23/25
9/26/24	D	5/14/25	7/29/25

SHIFTS
D = Days
A = Afternoon
N = Nights

2024 HOLIDAYS/SCHOOL CLOSINGS

Martin Luther King Day	January 15, 2024
President's Day	February 19, 2024
Memorial Day	May 27, 2024
Juneeenth	June 19, 2024
July 4th	July 4, 2024
Summer Break	July 26 through August 4, 2024 (classes resume on August 5, 2024)
Labor Day	September 2, 2024
Thanksgiving Day	November 28, 2024
Day after Thanksgiving	November 29, 2024
Winter Break	December 20, 2024 through 1/5/25 (classes resume on 1/6/25)

WELDING PROGRAMS ONLY

Martin Luther King Day	January 15, 2024
President's Day	February 19, 2024
Memorial Day	May 27, 2024
Juneeenth	June 19, 2023
July 4th	July 4, 2024
Summer Break	July 26 through August 4, 2024 (classes resume on August 5, 2024)
Labor Day	September 2, 2024
Thanksgiving Day	November 28, 2024
Day after Thanksgiving	November 29, 2024
Winter Break-Welding	December 21 to January 5, 2024 through 1/1/25 (classes resume on 1/6/25)

*Personnel Effective as of
November 6, 2023*



8317 W. North Ave.
Melrose Park, IL 60160
708-344-4700

■ Administration

Karen Clark

Campus President

Lushanda Byrd

Director of Admissions

Karen Stepina

Director of Administrative Services

■ Student Services

Heather MacDonald

Director of Financial Aid

Nancy Journet

Director of Career Services

■ Education

Jamen Williams

Academic Dean

Vaunda Hall-Boone

Assistant Director of Education

James Clarke

Education Department Supervisor

Lorenz Guerrero

Education Department Supervisor

Lauren Svedman

Education Department Supervisor

Karen McElwain

Campus Librarian
Corporate Librarian

■ Faculty

AUTOMOTIVE PROGRAMS

Matt Boettger

Scott Carnegie

BS, Indiana State University

David Drosos

AAS, Triton College

William Duncan

Timothy Green

James Panzke

Kevin Sheibley

George Sarris

AAS, Lincoln College of Technology

Kenneth Young

Paul Zelek

COLLISION PROGRAM

Timothy Horak

Oscar Lara

Pete Radochonski

Ethan Smalley

EEST PROGRAMS

Rafael Alfonseca

*MBA, Keller Graduate School of
Management*

Michael Arena

Syllathes Carter

Jerry Czahor

Carlos Ferreira

Herbert Gombert

Melvin Harper

Corey Harris

Bernard Johnson

AAS, Westwood College

David Kivi

Kurt Kraemer

Robert Krupinski

Joseph Mauro

ME, DePaul University

Brennan Skinner

Robert Wahlquist

Mark Vazquez

WELDING PROGRAM

Anthony Alexander

Aaron Kerns

Jordan Raimondo

Joel Smith

MEDICAL ASSISTANT PROGRAM

Michelle Balich

Lena Blanchard

David Barnes

Anjelita Coronado

AAS, Robert Morris College

Trealer Foxworth

AAS, Lincoln College of Technology

Luz Mendoza

Rachel Smith

BA, University of Arizona Global Campus

Albert Stratton

GENERAL EDUCATION INSTRUCTORS

Agnes Aramowicz

MA, Lublin Catholic University

John Carpenter

MS, Illinois State University

John Costello

PhD, Illinois Institute of Technology

Ursula Pawlowski

MS, National Louis University

Sheila Yarbrough

PhD, University of North Dakota



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Schedule of Fees Catalog Addendum
For all Enrollments on or after January 8, 2024

Automotive Service Technology - AUXX100		
<i>1320 Hour Day, Afternoon or Evening Program</i>		
Tuition	\$	36,091.00
Books	\$	404.00
Uniforms	\$	77.00
Student Fee	\$	704.00
Technology Fee	\$	150.00
Estimated Cost of Tools	\$	1,859.00
Total	\$	39,285.00

Automotive Service Management Technology - AUXX100AS		
<i>1545 Hour Day, Afternoon or Evening Program</i>		
Tuition	\$	39,746.00
Books	\$	628.00
Uniforms	\$	77.00
Student Fee	\$	729.00
Technology Fee	\$	150.00
Estimated Cost of Tools	\$	1,859.00
Total	\$	43,189.00

Electrical and Electronic Systems Technology - ESTX100		
<i>1200 Hour Day, Afternoon or Evening Program</i>		
Tuition	\$	27,990.00
Books	\$	630.00
Uniforms	\$	89.00
Student Fee	\$	900.00
Technology Fee	\$	150.00
Estimated Cost of Tools	\$	1,704.00
Total	\$	31,463.00

Electrical and Electronic Systems Technology Service Management - ESTX100AS		
<i>1425 Hour Day, Afternoon or Evening Program</i>		
Tuition	\$	31,645.00
Books	\$	883.00
Uniforms	\$	89.00
Student Fee	\$	925.00
Technology Fee	\$	150.00
Estimated Cost of Tools	\$	1,704.00
Total	\$	35,396.00

Welding Technology - WLD141D		
<i>960 Hour Day or Evening Program</i>		
Tuition	\$	26,832.00
Books	\$	634.00
Uniforms	\$	207.00
Student Fee	\$	2,592.00
Technology Fee	\$	150.00
Estimated Cost of Tools	\$	1,570.00
Total	\$	31,985.00

Welding and Metal Fabrication Technology - WLD100C		
<i>720 Hour Day or Evening Program</i>		
Tuition	\$	20,124.00
Books	\$	468.00
Uniforms	\$	207.00
Student Fee	\$	1,944.00
Technology Fee	\$	150.00
Estimated Cost of Tools	\$	1,570.00
Total	\$	24,463.00

Medical Assistant - MAPX100		
<i>880 Hour Day, Afternoon or Evening Program</i>		
Tuition	\$	20,636.00
Books	\$	678.00
Uniforms	\$	132.00
Student Fee	\$	880.00
Technology Fee	\$	150.00
Estimated Cost of Tools	\$	905.00
Total	\$	23,381.00

Transcript Request Fee: \$10.00

Institutional Disclosures Reporting Table**July 1, 2021 through June 30, 2022 (past fiscal year)****Per Section 1095.200 of 23 Ill. Adm. Code 1095:****Institution Name: Lincoln College of Technology***The following information must be included with the enrollment agreement, catalog, and posted on the institution's website.*

Disclosure Reporting Category	Program Name	Automotive Service Management	Automotive Technology	Electrical & Electronic Systems Technology Service Management	Electrical & Electronic Systems Technology	Collision Repair and Refinishing Technology
	CIP*	47.0604	47.0604	46.0302	46-0302	47.0603
	SOC*	49-3023	49-3023	47-2111	47-2111	49-3021
A) For each program of study, report:						
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.		122	38	248	39	80
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:						
a) New starts		158	26	246	57	94
b) Re-enrollments		0	0	0	0	0
c) Transfers into the program from other programs at the school		4	6	18	13	1
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).		284	70	512	109	175
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:						
a) Transferred out of the program or course and into another program or course at the school		6	4	13	19	0
b) Completed or graduated from a program or course of instruction		54	25	123	33	62
c) Withdrew from the school		75	12	58	7	27
d) Are still enrolled		149	29	318	50	86
5) The number of students enrolled in the program or course of instruction who were:						
a) Placed in their field of study		46	22	94	27	46
b) Placed in a related field		0	0	0	0	0
c) Placed out of the field		0	0	0	0	0
d) Not available for placement due to personal reasons		1	1	2	0	0
e) Not employed		7	2	27	6	16
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.						
		0	0	0	0	0
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.						
		0	0	0	0	0
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.						
		7	0	4	2	0
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.						
		\$38,064.30	\$35,984.00	\$49,466.87	\$51,773.12	\$36,096.67

*CIP--Please insert the program CIP Code. For more information on CIP codes: <https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>*SOC--Please insert the program SOC Code. For more information on SOC codes: <http://www.bls.gov/soc/classification.htm>

*A course of instruction is a stand-alone course that provides instruction that may or may not be related to a program of study, but is either not part of the sequence or can be taken independent of the full sequence as a stand-alone option. A Course of Instruction may directly prepare students for a certificate or other completion credential or it can stand alone as an optional preparation; or in the case of students requiring catch-up work, a prerequisite for a program. A stand-alone course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession; or it might improve, enhance or add to skills and abilities related to occupational/career opportunities.

} In the event that the school fails to meet the minimum standards, that school shall be placed on probation.

} If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the approval to operate as an institution.

Institutional Disclosures Reporting Table**July 1, 2021 through June 30, 2022 (past fiscal year)****Per Section 1095.200 of 23 Ill. Adm. Code 1095:****Institution Name: Lincoln College of Technology***The following information must be included with the enrollment agreement, catalog, and posted on the institution's website.*

Disclosure Reporting Category	Program Name	Welding Technology	Welding and Metal Fabrication Technology	Medical Assistant		
	CIP*	48.0508	48.0508	51.0801		
	SOC*	51-4121	51-4121	31-9092		
A) For each program of study, report:						
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.		24	0	188		
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:						
	a) New starts	65	2	230		
	b) Re-enrollments	0	0	0		
	c) Transfers into the program from other programs at the school	0	2	0		
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).		89	4	418		
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:						
	a) Transferred out of the program or course and into another program or course at the school	2	0	0		
	b) Completed or graduated from a program or course of instruction	35	2	155		
	c) Withdrew from the school	12	0	105		
	d) Are still enrolled	40	2	158		
5) The number of students enrolled in the program or course of instruction who were:						
	a) Placed in their field of study	32	2	138		
	b) Placed in a related field	0	0	0		
	c) Placed out of the field	0	0	0		
	d) Not available for placement due to personal reasons	0	0	1		
	e) Not employed	3		16		
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.						
		0	0	0		
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.						
		0	0	0		
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.						
		0	0	3		
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.						
		\$45,670.00	\$37,440.00	\$39,008.32		

*CIP--Please insert the program CIP Code. For more information on CIP codes: <https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>*SOC--Please insert the program SOC Code. For more information on SOC codes: <http://www.bls.gov/soc/classification.htm>

*A course of instruction is a stand-alone course that provides instruction that may or may not be related to a program of study, but is either not part of the sequence or can be taken independent of the full sequence as a stand-alone option. A Course of Instruction may directly prepare students for a certificate or other completion credential or it can stand alone as an optional preparation; or in the case of students requiring catch-up work, a prerequisite for a program. A stand-alone course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession; or it might improve, enhance or add to skills and abilities related to occupational/career opportunities.

} In the event that the school fails to meet the minimum standards, that school shall be placed on probation.

} If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the approval to operate as an institution.