## ACCOUNTING

All ACC courses numbered 100 and above, except ACC 102, may be applied to the major field and electives requirement in the Associate in Arts and Associate in Science Degrees. ACC 102 is not counted toward the GPA.

### ACC 101 Financial Accounting  
**Prerequisite:** Grade of C or better in BUS 120 or MTH 125 or MTH 112 or concurrent enrollment in BUS 120 or MTH 125 or MTH 112  
**Recommended:** ACC 100 or previous course in bookkeeping strongly recommended; BUS 100 or BEC 102 recommended  
Foundation course required for further study of accounting. Principles and concepts of financial accounting are emphasized and procedures are de-emphasized. Topics include transaction analysis, development of financial reports, the accounting cycle, promissory notes, inventory analysis, development of financial reports, the financial position, accounting for inflation. Includes reports to management, applied to business establishments of relatively small and intermediate size. (1.1) Fall, Spring  
Proficiency Credit Available  
Pass/No Credit Not Available

### ACC 102 Intermediate Accounting I  
**Prerequisite:** ACC 101  
The second semester foundation course required for further study in accounting. Managerial accounting topics include the Statement of Cash Flows, cost behavior analysis and use, job-order costing, process costing, cost-volume-profit relationships, contribution approach to costing, budgeting, standard costs, JIT/FMS performance measures, relevant costs for decision making, and capital budgeting. (1.1) Fall, Spring, Summer  
Proficiency Credit Available  
Pass/No Credit Not Available

### ACC 106 Cost Accounting  
**Prerequisite:** ACC 105  
Fundamentals of cost accounting, covering job order, process and estimated cost development and procedures. Emphasizes current practices in cost control through reports to management, applied to business establishments of relatively small and intermediate size. (1.1) Fall, Spring  
Proficiency Credit Available  
Pass/No Credit Not Available

### ACC 108 Intermediate Accounting I  
**Prerequisite:** ACC 105  
Provides review of the accounting cycle and discussion of the environment and conceptual framework underlying financial accounting. Deals in depth with income statement and balance sheet content, classification, disclosures and interpretation. Includes reports to management, applied to business establishments of relatively small and intermediate size. (1.1) Fall, Spring  
Proficiency Credit Available  
Pass/No Credit Not Available

### ACC 109 Intermediate Accounting II  
**Prerequisite:** ACC 108  
Continuation of intermediate financial accounting. Includes in-depth study of leases, plant and equipment, depreciation, intangible assets, current liabilities, pensions, bases of revenue recognition, and accounting for income taxes. Stresses authoritative pronouncements of APB and FASB. (1.1) Fall, Spring  
Proficiency Credit Available  
Pass/No Credit Not Available

### ACC 110 Intermediate Accounting III  
**Prerequisite:** ACC 108  
Coverage of following topics in intermediate financial accounting: investments, long-term liabilities, corporate stockholders equity, earnings per share, statement of changes in financial position, accounting for inflation. Stresses authoritative pronouncements of APB and FASB. (1.1) Fall, Spring  
Proficiency Credit Available  
Pass/No Credit Not Available

### ACC 112 Income Tax Accounting  
**Prerequisite:** None  
This course is of value to anyone interested in learning about income taxes, whether for personal use or as a start toward a new vocational goal. Emphasis is on federal individual income taxes. Also, some attention is given to small businesses and corporations. Topics covered include filing status, taxable income, employee business expenses, itemized deductions, profit from business or profession, capital gains and losses, tax credits, corporations, and state of Illinois income tax. (1.2) Fall, Spring  
Proficiency Credit Available  
Pass/No Credit Not Available

### ACC 130 Internship in Financial Accounting  
**Prerequisite:** Grade of C or better in ACC 202 and ACC 203 and ACC 101 or ACC 103 or consent of instructor  
Students work for a business, government agency, or other organization approximately 10 hours per week for one semester performing financial accounting tasks. Students will keep a journal detailing work performed, write a short paper and make a presentation summarizing their on-the-job experience. Course is repeatable to six credits; only three credits may apply toward a degree or certificate. (1.2) Fall, Spring, Summer  
Proficiency Credit Not Available  
Pass/No Credit Available

### ACC 134 Internship in Managerial Accounting  
**Prerequisite:** Grade of C or better in ACC 105 and ACC 202 and ACC 203 or ACC 205 or consent of instructor  
Students work for a business, government agency, or other organization approximately 10 hours per week for one semester performing managerial accounting functions. Students will keep a journal detailing work performed, and write a short paper and make a presentation summarizing their on-the-job experience to a current accounting class. Course is repeatable to six credits; only three credits may apply toward a degree or certificate. (1.2) Fall, Spring, Summer  
Proficiency Credit Not Available  
Pass/No Credit Available

### ACC 138 Internship in Tax Accounting  
**Prerequisite:** Grade of C or better in ACC 112 and ACC 212 or consent of instructor  
Students work for an accounting firm or other business approximately 10 hours per week for one semester preparing tax returns and/or working on tax-related matters. Students will keep a journal detailing work performed, and will write a short paper and make a presentation summarizing their on-the-job experience. Course is repeatable to six credits; only three credits may apply toward a degree or certificate. (1.2) Fall, Spring, Summer  
Proficiency Credit Not Available  
Pass/No Credit Available

### ACC 201 Microcomputer Applications in Financial Accounting  
**Prerequisite:** ACC 100 or ACC 101 or concurrent enrollment in ACC 100 or ACC 101  
Recommended: OTS 100  
Designed to meet today's business needs for computer applications in accounting. Instructional units are based on current software used on the IBM microcomputer. Course is repeatable to a maximum of four credits using different software. (1.2) Fall, Spring, Summer  
Proficiency Credit Available  
Pass/No Credit Available

### ACC 211 Advanced Accounting I  
**Prerequisite:** ACC 112 or ACC 110  
Advanced topics in financial and managerial accounting. Students will complete an accounting project and will make a written report on the project. Course is repeatable to three credits; three credits may apply toward a degree or certificate. (1.2) Fall, Spring, Summer  
Proficiency Credit Not Available  
Pass/No Credit Available

### ACC 212 Advanced Accounting II  
**Prerequisite:** ACC 211  
Advanced topics in financial and managerial accounting. Students will complete an accounting project and will make a written report on the project. Course is repeatable to three credits; three credits may apply toward a degree or certificate. (1.2) Fall, Spring, Summer  
Proficiency Credit Not Available  
Pass/No Credit Available
ACC 202 Microcomputer General Ledger (1) (1, 0)
Prerequisite: ACC 100 or ACC 101 or concurrent enrollment in ACC 100 or ACC 101
Recommended: OTS 100 and CIS 141 or CIS 110
Designed to bridge the gap between the accounting classroom and current accounting practices. Involves processing business transactions using a general ledger software package. Course is repeatable to a maximum of four credits using different software. (1.2) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

ACC 203 Spreadsheet Applications in Financial Accounting (1) (1, 0)
Prerequisite: ACC 100 or ACC 101 or concurrent enrollment in ACC 100 or ACC 101
Recommended: OTS 100
Today's business utilizes electronic spreadsheet software to analyze accounting problems and to simplify the preparation of recurring accounting activities. Spreadsheet software is applied to appropriate topics included in ACC 100 and/or ACC 101. Course is repeatable to a maximum of four credits using different software; only one credit may apply toward a degree or certificate. (1.2) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

ACC 205 Microcomputer Applications in Managerial Accounting (1) (1, 0)
Prerequisite: ACC 105 or concurrent enrollment in ACC 105
Designed to meet today's business needs for computer applications in accounting. Instructional units are based on current software used on the IBM microcomputer. Course is repeatable to a maximum of four credits using different software. (1.2) Spring
Proficiency Credit Available
Pass/No Credit Available

ACC 206 Microcomputer Applications in Cost Accounting (1) (1, 0)
Prerequisite: ACC 106 or concurrent enrollment in ACC 106
Designed to meet today's business needs for computer applications in accounting. Microcomputer applications of selected topics included in ACC 106. These selected instructional units are based on current software used on the IBM PC: A) Lotus 1-2-3 Electronic Spreadsheet applications B) miscellaneous software as needed. Course is repeatable to a maximum of four credits using different software. (1.2) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Available

ACC 208 Microcomputer Applications in Intermediate Accounting I (1) (1, 0)
Prerequisite: ACC 108 or concurrent enrollment in ACC 108
Designed to meet today's business needs for computer applications in accounting. Microcomputer applications of selected topics included in ACC 108. These selected instructional units are based on current software used on the IBM PC: A) The Profit Center B) Lotus 1-2-3 Electronic Spreadsheet applications C) miscellaneous software as needed. Course is repeatable to a maximum of four credits using different software. (1.2) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Not Available

ACC 212 Microcomputer Applications in Tax Accounting (1) (1, 0)
Prerequisite: ACC 112 or concurrent enrollment in ACC 112
Recommended: OTS 100
Designed to meet today's business needs for computer applications in tax accounting. Microcomputer applications of selected topics included in ACC 112. These instructional units are based on current software used on the IBM PC: A) The Tax Accountant, B) Turbo Tax, C) miscellaneous software as needed. Course is repeatable to a maximum of four credits using different software. (1.2) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Not Available

ACC 215 Spreadsheet Applications in Managerial Accounting (1) (1, 0)
Prerequisite: ACC 105 or concurrent enrollment in ACC 105
Recommended: Knowledge of Lotus 1-2-3
Today's businesses utilize electronic spreadsheet software to analyze accounting problems and to simplify the preparation of recurring accounting activities. The spreadsheet activities in this course are based on appropriate topics included in ACC 105. The selected electronic spreadsheet software is based on current software used on the IBM microcomputer. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

ACC 221 Payroll Accounting (2) (2, 0)
Prerequisite: ACC 100 or ACC 101
Introduces the processing of payroll. Emphasis is placed on legal requirements of withholding, employer's taxes, and preparation of tax forms and reports. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Available

ACC 280 Financial Analysis/Spreadsheet Appl. (2) (2, 0)
Prerequisite: Grade of C or better in ACC 101 and ACC 203 or CIS 143 or consent of instructor. Can concurrently enroll in ACC 203 or CIS 143
Study of how financial statements assist in financial predictions and how to calculate comparisons. Students will develop spreadsheet templates to perform all calculations. (1.2) Spring
Proficiency Credit Not Available
Pass/No Credit Available

ACC 285 Financial Accounting Review (1) (1, 0)
Prerequisite: ACC 101
A refresher course in Principles of Financial Accounting. Topics to be covered include adjusting and closing entries, accounting for bad debts, inventory cost methods, depreciation, time value of money concepts, and bonds and stock. (1.6) Spring, On Demand
Proficiency Credit Not Available
Pass/No Credit Available
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score

This course introduces the student to the four subfields of anthropology: biological (physical) anthropology, cultural anthropology, archaeology and anthropological linguistics. The fundamental theme uniting the subfields is the search for understanding human diversity and the central role that culture plays in human society. The relationship between human biology and human culture is explored, as well as the variation that exists in human societies of all types. Major topics are: evolution of modern humans, our ecological adaptations, social organization and global relationships. (1.1) Fall, Spring.

IAI General Education: S1 900N
Proficiency Credit Available
Pass/No Credit Not Available

ATR 170 Archeology of the Midwest (3) (3, 0)
Prerequisite: None

This course will examine the development of human culture in the Midwest U.S., primarily Illinois. There is strong evidence that people have lived in this area for at least the last 10,000 years. During this period, man’s culture has changed greatly in terms of subsistence activity, social organization, settlement pattern and population size. This course will examine in detail the major archeological periods of Midwest prehistory and will discuss a wealth of archeological information about man’s past and why this understanding is important to us today. (1.1) Summer. On Demand

Proficiency Credit Not Available
Pass/No Credit Not Available

ATR 180 Laboratory Methods in Archeology (3) (3, 0)
Prerequisite: Concurrent enrollment in ATR 231 required

In this class, students will be introduced to the post-exavcation phases of archeological research. Classes of artifacts and debris will be discussed. Methods and theories concerning their analysis will be examined in an historical perspective. In addition, students will be given the opportunity to work with actual material from archeological sites and to take it through all stages of laboratory examination from curation to description. (1.1) Summer. On Demand

Proficiency Credit Not Available
Pass/No Credit Not Available

ATR 210 General Prehistoric Archeology (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.

An in-depth exposure to the concepts, principles, and methods employed by archeologists and cultural anthropologists in the reconstruction of culture history and prehistory. Illustrations from world prehistory will be used to establish familiarity with sequences of cultural development that have been learned through archeological analysis. (1.1) Fall. On Demand

IAI General Education: S1 903
Proficiency Credit Not Available
Pass/No Credit Not Available

ATR 220 Cultural Anthropology (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.

Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.

This course introduces students to the diversity of human culture and presents a framework for understanding its differences. Culture, as the adaptive mechanism which provides for survival of the human species, is presented as an ever-changing expression of human values, behavior and social organization. (1.1) Fall, Spring.

IAI General Education: S1 901N
Proficiency Credit Not Available
Pass/No Credit Not Available

ATR 230 Field Archeology-Prehistoric (3) (3, 0)
Prerequisite: None
Recommended: ATR 120

The course will introduce students to methods of archeological excavation and survey of prehistoric sites, through lecture and actual field participation. In the early part of the course, lecture will predominate while during the balance of the course, most time will be spent on learning techniques of site survey and excavation procedures. (1.1) Summer. On Demand

Proficiency Credit Not Available
Pass/No Credit Not Available

ATR 231 Field Archeology-Historic (3) (3, 0)
Prerequisite: Concurrent enrollment in ATR 180 required
Recommended: ATR 120

The course will introduce students to methods of archeological excavation and survey of historic sites, through lecture and actual field participation. In the early part of the course, lecture will predominate while during the balance of the course, most time will be spent on learning techniques of site survey and excavation procedures. (1.1) Summer. On Demand

Proficiency Credit Not Available
Pass/No Credit Not Available

ATR 240 Topics in Anthropology (3) (3, 0)
Prerequisite: ATR 120 or consent of instructor

The course is designed to accommodate a wide range of special topics in anthropology. Course topics will focus on specific geographical areas, theoretical scopes, thematic concentrations and/or specific problems in archeology, cultural anthropology or biological anthropology and develop them in greater detail than would be possible as part of other courses. Repeatable to 12 credits. (1.1) Summer. On Demand

Proficiency Credit Not Available
Pass/No Credit Not Available

ATR 250 Human Evolution (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.

An introduction to the field of biological (physical) anthropology concentrating on the origin of modern humans from earlier members of the primate order. Topics include: history of evolutionary thought; basic principles of genetics, the theory of natural selection as a mechanism for evolution, the evolution of primates and modern primate diversity, ecological adaptations of human ancestors, the fossil and molecular (genetic) evidence for models of human evolution, and modern human variation. (1.1) Fall, Spring, Summer

IAI General Education: S1 902
Proficiency Credit Available
Pass/No Credit Not Available

ART WELDING (See Welding)

ART

ART 115, 151, 154, and 155 may be used to fulfill the fine arts requirement in the Associate in Arts, Associate in Science, and Associate in Engineering Science Degrees.

ART 152 and 153 may be used to fulfill the fine arts requirement in the A.A., A.S., and A.E.S. Degrees; however, only one of these courses can count as general education.

ART 115, 151, 152, 153, 154, and 155 may be used to fulfill the liberal education requirement in the Associate of Applied Science Degree.

All ART courses numbered 100 and above may also be applied to the major field and elective requirement in the A.A. and the A.S. Degrees.

It is highly recommended that any student pursuing an A.A. Degree or an A.F.A. Degree with a major in art take ART 101, 102, 109, and 110 during the first year of study.

ECC reserves the right to exhibit any student work produced in art classes and to reproduce this work in any and all college publications.

ADVANCED ART PLACEMENT

Based on the score received on the Advanced Placement (AP) Examination in Art, credit is available for ART 101 (AP, 3 with portfolio).

ART 101 Drawing I (3) (0, 6)

Prerequisite: None

An introduction to traditional techniques and skills of shading and blending. It explores a variety of drawing media including pencil, pen and ink, and charcoal. Students study a multitude of subject matter including objects, living things, architectural environments and conceptual themes. (1.1) Fall, Spring. Summer

IAI Major: ART 904
Proficiency Credit Available
Pass/No Credit Not Available
ART 102 Drawing II (3) (0, 6)
Prerequisite: Grade of C or better in ART 101 or consent of instructor
Drawing II is a course which emphasizes refinement of basic drawing skills, exploration of a variety of drawing media (including those with color), development of individual creativity in addressing a variety of conceptual themes and evaluation of finished drawings. (1.1) Fall, Spring
IAI Major: ART 905
Proficiency Credit Available
Pass/No Credit Not Available

ART 103 Sculpture I (3) (0, 6)
Prerequisite: None
Simple sculpture construction with a major emphasis in design, contour and mass. The materials to be incorporated into visual ideas are plastic, wood, metal, clay and found objects. (1.1) Fall, Spring
IAI Major: ART 913
Proficiency Credit Available
Pass/No Credit Not Available

ART 104 Sculpture II (3) (0, 6)
Prerequisite: ART 103 or consent of instructor
Continuation of 103 Sculpture I with greater emphasis upon complex sculptural forms, such as contour and mass. Also you will work with different materials such as wood and bronze. (1.1) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

ART 105 Ceramics I (3) (0, 6)
Prerequisite: None
Studio work in the exploration of the uses of clay in pottery making. Techniques used in forming, decoration, glazing and firing of ceramics. (1.1) Fall, Spring
IAI Major: ART 912
Proficiency Credit Available
Pass/No Credit Available

ART 106 Ceramics II (3) (0, 6)
Prerequisite: ART 105 or consent of instructor
A continuation of Ceramics I with a more indepth study of the uses of clay as an art form by producing pottery or ceramic sculpture. Illustration of techniques used in forming, decorating, glazing and firing of ceramics. (1.1) Fall, Spring
Proficiency Credit Available
Pass/No Credit Available

ART 107 Painting I (3) (0, 6)
Prerequisite: None
A beginning course in oil painting with introduction to the materials of oil painting, stretching canvas, painting properties, elements of color and composition. (1.1) Fall, Spring
IAI Major: ART 911
Proficiency Credit Available
Pass/No Credit Not Available

ART 108 Painting II (3) (0, 6)
Prerequisite: ART 107 or consent of instructor
A continuation of Painting I with emphasis on conceptual ideas. Students are also introduced to the medium of watercolor painting. (1.1) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

ART 109 Design I (3) (0, 6)
Prerequisite: None
An introduction to the study of the elements of design: line, form, shape, texture, color and value. This course also provides students with experience in the use of design principles and stresses conceptual development of ideas in a two-dimensional format. (1.1) Fall, Spring
IAI Major: ART 907
Proficiency Credit Available
Pass/No Credit Not Available

ART 110 Design II (3) (0, 6)
Prerequisite: ART 109 or consent of instructor
Emphasis is on the structure of three-dimensional form and space. An introduction of basic three-dimensional design processes and how these relate to artist's concepts. Three-dimensional design ideas will be formulated and visualized through practice and utilization of various media and techniques. Slide presentations, lecture demonstrations, discussions and critiques are included. A continuation of basic design elements and principles, as they apply to three-dimensional form is stressed. (1.1) Fall, Spring
IAI Major: ART 908
Proficiency Credit Available
Pass/No Credit Not Available

ART 111 Jewelry I (3) (0, 6)
Prerequisite: None
Varied use of materials in making of jewelry: casting, building and soldering. Emphasis on design. Laboratory fee does not include cost of metal. (1.1) Fall, Spring
IAI Major: ART 915
Proficiency Credit Available
Pass/No Credit Not Available

ART 112 Jewelry II (3) (0, 6)
Prerequisite: ART 111 or consent of instructor
Continuation of 111 Jewelry I with greater exploration of conceptual and technical problems. (1.1) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

ART 113 Printmaking I (3) (0, 6)
Prerequisite: None
Introduction to basic techniques and skills of intaglio printmaking. (1.1) Fall, Spring
IAI Major: ART 914
Proficiency Credit Available
Pass/No Credit Not Available

ART 114 Printmaking II (3) (0, 6)
Prerequisite: ART 113 or consent of instructor
The student has a choice of working in black and multicolor polyester mesh collagraphs, or linocut or woodcutting, or in aluminum plate lithography, or continuing in intaglio printmaking, using drypoint on Plexiglas or large zinc plates. (1.1) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

ART 115 Art Appreciation (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
Historical analysis of painting, architecture, sculpture and other forms of the visual arts from prehistory to the Renaissance. (1.1) Fall, Spring
IAI General Education: F2 901
IAI Major: ART 901
Proficiency Credit Available
Pass/No Credit Available

ART 116 Color Theory Design (3) (0, 6)
Prerequisite: ART 109 or consent of instructor
Introduction to the fundamentals of color theory, color harmony, and the use of color as an expressive device. (1.1) Fall, Spring
Proficiency Credit Available
Pass/No Credit Available

ART 120 Fundamentals of Photography (3) (0, 6)
Prerequisite: None
Introduction to the art and mechanics of black and white photography. The course includes basic camera operation, lab techniques, idea development process, critical discussion and the study of photo/Visual literacy. Students must provide their own cameras. (1.1) Fall, Spring
IAI Major: ART 917
Proficiency Credit Available
Pass/No Credit Available

ART 121 Intermediate Photography (3) (0, 6)
Prerequisite: ART 120 or consent of instructor
Advanced problems in the art and mechanics of photography. The course includes a continuation of conceptual development skills as well as an introduction to experimental lab techniques. (1.1) Fall, Spring
Proficiency Credit Available
Pass/No Credit Available

ART 151 History of Art I (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
Historical analysis of painting, architecture, sculpture and other forms of the visual arts from prehistory to the Renaissance. (1.1) Fall, Spring
IAI General Education: F2 901
IAI Major: ART 901
Proficiency Credit Available
Pass/No Credit Available

ART 152 History of Art II (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
Historical analysis of art from the Renaissance to 1800 with major emphasis on architecture, painting and sculpture. (1.1) Fall, Spring
IAI General Education: F2 902
IAI Major: ART 902
Proficiency Credit Available
Pass/No Credit Not Available
ART 153 History of Art III  
(3) (3, 0)  
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score. Historical survey of art from the 19th and 20th centuries with emphasis on Impressionism and modernism. The course content includes the history of the human form as it pertains to artistic expression. The course content includes the investigation of contour, gesture, weight and modeling light and shade, anatomy, proportion and composition. Development of a personal attitude or response towards the subject is also encouraged. (1.1) On Demand  
IAI General Education: E2 903  
IAI Major: ART 900  
Proficiency Credit Available  
Pass/No Credit Not Available

ART 154 Survey of Non-Western Art  
(3) (3, 0)  
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score. Survey of non-western art with emphasis on the historical cultures of Asia, Africa, Latin American and North America. (1.1) Fall, Spring  
IAI General Education: E2 903  
Proficiency Credit Available  
Pass/No Credit Not Available

ART 155 History of Photography  
(3) (3, 0)  
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score. Historical survey of photography from 1839 to present, with major emphasis on the use of the medium as an art form. Examines the technical and aesthetic movement in the evolution of photography, while examining the impact of photography on culture and society. (1.1) On Demand  
IAI General Education: E2 904  
Proficiency Credit Available  
Pass/No Credit Not Available

ART 200 Topics in Art  
(Variable Credit 1-3) (0-3, 0-7.5)  
Prerequisite: Consent of instructor  
This course offers an in-depth exploration and analysis of a specific artistic area. Selected area may be one of the studio arts or from the history of art. Repeatable to 12 credits. (1.1) On Demand  
Proficiency Credit Not Available  
Pass/No Credit Available

ART 201 Life Drawing  
(3) (3, 0)  
Prerequisite: ART 101 or consent of instructor  
A course designed to develop an awareness of the human form as it pertains to artistic expression. The course content includes the investigation of contour, gesture, weight and modeling light and shade, anatomy, proportion and composition. Development of a personal attitude or response towards the subject is also encouraged. (1.1) On Demand  
IAI Major: ART 906  
Proficiency Credit Available  
Pass/No Credit Not Available

ART 290 Portfolio Preparation  
(2) (1, 2)  
Prerequisite: None  
Study of the elements necessary for the planning, organization and presentation of a comprehensive visual art portfolio. Course includes lectures and studio work on resume development, editing, mounting, matting, slide making and marketing. (1.1) Spring  
Proficiency Credit Not Available  
Pass/No Credit Not Available

ART 297 Independent Study in Art  
(Variable Credit 1-3) (1-3, 0)  
Prerequisite: Consent of instructor  
The student is to identify a special project and request advice and direction from the art faculty. The program will be carried out under the direction of one or more faculty members who will modify the proposal in accordance with departmental requirements for the credit involved. Repeatable to 12 credits. (1.1) Fall, Spring, Summer  
Proficiency Credit Available  
Pass/No Credit Not Available

ASTRONOMY

ATY 101 Elementary Astronomy  
(3) (3, 0)  
Prerequisite: None  
A non-mathematical survey of astronomical science, including extensive historical analysis, a descriptive treatment of the most recent discoveries involving planets, black holes, pulsars, and quasars. Includes discussion of recent hypotheses and evidence concerning the scientifically explained origin and evolution of stars and the universe itself. (1.1) Fall, Spring, Summer  
Proficiency Credit Available  
Pass/No Credit Not Available

AUTOMOTIVE

All AUT courses numbered 100 and above may be applied to the major field and elective requirement in the Associate in Arts and Associate in Science Degrees.

All repeatable AUT courses can be counted only once toward GPA and graduation.

AUT 100 Small Engine Tune-Up, Overhaul & Diagnosis  
(4) (2, 4)  
Prerequisite: None  
Live overhaul and tune-ups on major manufacturers’ engine types, both two and four cycle engines. Fuel systems, carburetion, governors and preventive maintenance procedures on small engines. (1.2) Fall, Spring  
Proficiency Credit Available  
Pass/No Credit Not Available

AUT 101 Automotive Engine Service and Repair  
(7) (5, 4)  
Prerequisite: None  
A comprehensive course to provide knowledge in the operation and repair of the automotive engine. Classroom and hands-on experiences combine to provide skills in all areas of engine service, including engine disassembly, inspection, measurement, and reassembly. Training is also provided on machining practices common to the automotive engine. Topics include cylinder head valve guide and seat service, piston and cylinder service, crack detection and cleaning practices. Repeatable to 14 credits; only seven credits may apply toward a degree or certificate. (1.2) Fall  
Proficiency Credit Available  
Pass/No Credit Not Available

AUT 151 Automotive Engine Service and Repair  
(7) (5, 4)  
Prerequisite: None  
A comprehensive course to provide knowledge in the operation and repair of the automotive engine. Classroom and hands-on experiences combine to provide skills in all areas of engine service, including engine disassembly, inspection, measurement, and reassembly. Training is also provided on machining practices common to the automotive engine. Topics include cylinder head valve guide and seat service, piston and cylinder service, crack detection and cleaning practices. Repeatable to 14 credits; only seven credits may apply toward a degree or certificate. (1.2) Fall  
Proficiency Credit Available  
Pass/No Credit Not Available

AUT 152 Intro to Auto Operation and Maint.  
(3) (2, 2)  
Prerequisite: None  
This course is designed to provide students an introduction to the operation and basic maintenance of the automobile. It requires no previous automotive experience or training, only a desire to learn more about how your car operates and what type of maintenance will help provide it a longer life with minimal problems. The parts and operation of each of the following systems will be discussed followed by hands-on lab activities reinforcing the inspection and basic maintenance each area requires. Systems included are the engine, cooling, lubrication, steering, suspension, brake, electrical, ignition, fuel and basic computer control.
Preventive maintenance is stressed in each unit of instruction. Students desiring to perform inspection and maintenance on the vehicle of their choice are encouraged to have a basic set of tools available to them.

(1.2) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Available

AUT 153 Manual Transmissions and Drive Trains
(7) (5, 4)
Prerequisite: None
Lab work and lecture combine to present service skills in the repair of manual transmissions and drive train components. Instructed includes servicing clutches, front-wheel drive manual transaxles, driveshfts, rear-wheel drive manual transmissions and axle assemblies. Repeatable to 14 credits; only seven credits may apply toward a degree or certificate. (1.2) Spring
Proficiency Credit Available
Pass/No Credit Not Available

AUT 160 Automotive Electricity I
(6) (4, 4)
Prerequisite: None
A course that will help unravel the mysteries that seem to surround electricity. Hands on experiences, demonstrations, and lecture are utilized to explore and understand electricity and electronics as they apply to the automobile. A working knowledge of basic electrical theory, electrical circuitry, wiring diagrams, electronics, and an understanding of automotive computer operation can be gained through this course. Use of test equipment, automobile body circuit, and accessory diagnosis are stressed. Repeatable to 12 credits; only six credits may apply toward a degree or certificate. (1.2) Fall
Proficiency Credit Available
Pass/No Credit Not Available

AUT 163 Automotive Electricity II
(4) (2, 4)
Prerequisite: AUT 160 or consent of instructor
An operation, diagnosis, and service approach is taken to provide knowledge of automotive batteries, starting, and charging systems. In-depth understanding of these systems can be gained from exposure to a wide variety of current test equipment and service techniques. Hands-on testing and repair is emphasized in the service of charging and starting systems. Repeatable to eight credits; only four credits may apply toward a degree or certificate. (1.2) Spring
Proficiency Credit Available
Pass/No Credit Not Available

AUT 171 Automotive Suspensions & Wheel Alignment
(5) (3, 4)
Prerequisite: None
A comprehensive course providing service skills involving automotive suspension and steering systems. Shop exercises and lecture combine to provide knowledge regarding service procedures on front and rear suspension systems, wheels and tires, wheel balance, steering systems, and four-wheel alignment. Included is information on Macpherson struts, rack and pinion steering, and rear wheel alignment. Repeatable to 10 credits; only five credits may apply toward a degree or certificate. (1.2) Fall
Proficiency Credit Available
Pass/No Credit Not Available

AUT 172 Automotive Brake Systems
(5) (3, 4)
Prerequisite: None
A service-oriented course that will provide experiences in all areas of brake repair. Topics will include drum brakes, front and rear disc brakes, hydraulic system service, machining drums and rotors, and anti-lock brake systems. An emphasis is placed on hands-on experience. Repeatable to 10 credits; only five credits may apply toward a degree or certificate. (1.2) Fall
Proficiency Credit Available
Pass/No Credit Not Available

AUT 180 Fuel & Ignition Systems Fundamentals
(7) (5, 4)
Prerequisite: AUT 160 or consent of instructor
An introductory course that will provide knowledge and service skills involving fuel and ignition systems. Included is instruction on fuel injection, infrared exhaust emission testing, electronic ignition systems, diagnostic engine analyzers, basic computer controls and an introduction to OBD II. Basic fuel injection service, oscilloscope testing, and ignition service will be part of the lab experiences. Repeatable to 14 credits; only seven credits may apply toward a degree or certificate. (1.2) Spring
Proficiency Credit Available
Pass/No Credit Not Available

AUT 235 Automatic Transmissions
(5) (3, 4)
Prerequisite: None
An introductory course that covers the operation, service and troubleshooting of front and rear-wheel drive automatic transmissions. Included are units on torque converters, transmission maintenance, basic overhaul, removal and installation. Disassembly and basic overhaul techniques are practiced on selected models of transmissions. Repeatable to 10 credits; only five credits may apply toward a degree or certificate. (1.2) Fall
Proficiency Credit Available
Pass/No Credit Not Available

AUT 271 Diagnostics and Engine Performance
(7) (5, 4)
Prerequisite: AUT 160 and AUT 180 or consent of instructor
A continuation of AUT 180, this course provides and integration of fuel and ignition systems to provide an advanced understanding of operation and service. Diagnosis of fuel injection, computer-controlled DI, EI, CNP and COP ignition systems, and computerized engine controls is included. Emphasis is placed on operation and diagnosis of on-board computers as they relate to engine performance. OBD II and IEPA vehicle testing and failure analysis is included along with advanced scan tool diagnosis. Repeatable to 14 credits; only seven credits may apply toward a degree or certificate. (1.2) Spring
Proficiency Credit Available
Pass/No Credit Not Available

AUT 290 Auto Heating & Air Conditioning
(5) (3, 4)
Prerequisite: None
A lecture/lab approach provides a working knowledge of the automotive cooling, heating, and air conditioning systems. Hands-on experiences reinforce an understanding of system operation, diagnostic procedures, and service. Air conditioning system performance testing, evacuation, and recharging is emphasized. Repeatable to 10 credits; only five semester hours may apply toward a degree or certificate. (1.2) Spring
Proficiency Credit Available
Pass/No Credit Not Available

AUT 296 Introduction to Automotive Certification
(2) (2, 0)
Prerequisite: Two years experience or consent of instructor
A special course designed to assist the experienced automotive technician who is preparing to take the Automotive Service Excellence (ASE) certification tests. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

AVIATION/GENERAL STUDIES

No AVN courses are counted toward graduation in the A.A. and A.S. Degrees. Additionally, they are not intended to transfer, nor are they counted in the GPA.

AVN 101 Pilot Ground Instruction
(3) (3, 0)
Prerequisite: None
A comprehensive course in preparation for Federal Aviation Agency written examination for private pilot rating. Subjects to be covered are facts of flight, meteorology, radio communication, navigation, radio navigation and FAA regulations. Includes field trip to FAA air route traffic control center. Conducted by FAA certified flight and ground school instructor. (1.6) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

AVN 111 Commercial Pilot
(3) (3, 0)
Prerequisite: None
A comprehensive course preparing the student for FAA written examination for the commercial pilot certificate, covering commercial flying navigation procedures. Repeatable to six credits. (1.6) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

AVN 121 Instrument Pilot
(3) (3, 0)
Prerequisite: None
A comprehensive course in preparation for FAA written examination for IFR pilot rating. Emphasis is on instrument flying procedures. Repeatable to six credits. (1.6) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Available
AVIATION PROFESSIONAL PILOT

ATP courses are applicable toward the Associate in Arts and Associate in Science degrees. To enroll, students must first meet the following federal regulations.

- ability to read, speak and understand English
- a FAA second class medical certificate (first class medical certificate preferred)
- must be age 18 upon completion of all courses except for ATP 101

All ATP Courses numbered 100 and above may be applied to the major field and elective requirement in the Associate in Arts Degree and Associate in Science Degree.

ATP 101 Professional Pilot Private Rating (5) (3, 4) Prerequisite: None
The Private Pilot Training course is the first step to becoming a pro pilot and is designed to fulfill the requirements of the Federal Aviation Regulations for a private pilot certification course. This training program contains both a flight training syllabus and a ground training syllabus. The flight training syllabus has 50 hours of flight training, consisting of 25 hours of dual instruction and 25 hours of solo flight. During this flight instruction, the student will receive the required cross-country flight training, night flight, all specified maneuvers, and stage and final tests. The ground training syllabus consists of 50 hours to include block tests and final examination. Since the syllabus is designed to meet all of the requirements of the Federal Aviation Regulations, the student is assured the best training possible to become a professional pilot. (1.2) Fall, Spring, On Demand Proficiency Credit Available Pass/No Credit Not Available

ATP 102 Professional Pilot Instrument Rating (5) (3, 4) Prerequisite: ATP 101 or private pilot rating
The Professional Pilot Instrument Rating course is designed to fulfill the requirements of the Federal Aviation Regulations for the instrument rating (airplane). This training program contains both a flight training syllabus and a ground training syllabus. The flight training syllabus provides at least 35 hours of flight training, and 50 hours of ground training. The student will receive the required cross-country flight training, pre-flight, departure, enroute, and arrival procedures, and stage and final tests. The ground training syllabus consists of 50 hours of ground training to include block tests and final examination. Since the syllabus is designed to meet all of the requirements of the Federal Aviation Regulations, the student is assured the best training possible. (1.2) Fall, Spring, On Demand Proficiency Credit Available Pass/No Credit Not Available

ATP 103 Pilot Advanced Equipment and Navigation (3) (2, 2) Prerequisite: ATP 101 or private pilot rating
This course provides the professional student pilot with the theory, process, and operation of using advanced equipment and advanced systems that would be found within typical commercial flight operations. The student will also complete, or have completed, 50 hours of advanced cross-country flight work beyond their private pilot's rating. (1.2) On Demand Proficiency Credit Available Pass/No Credit Not Available

ATP 201 Professional Pilot Commercial Rating (5) (3, 4) Prerequisite: ATP 101 or private pilot rating
The Professional Pilot Commercial Rating course is designed to fulfill the requirements of the Federal Aviation Regulations for a commercial pilot certification course. This training program contains both a flight training syllabus and ground syllabus. The flight training syllabus has 155 hours of flight training, consisting of 70 hours of dual instruction and 85 hours of solo flight (many hours of dual and solo flight may have been accumulated during previous dual and solo flight instruction). During this flight instruction, the student will receive the required cross-country flight training, night flight, instrument flight, all specified maneuvers, complex airplane training and stage and final tests. The ground training syllabus consists of 50 hours of ground training to include block tests and final examination. Since the syllabus is designed to meet all of the requirements of the Federal Aviation Regulations, the student is assured the best training possible. (1.2) Fall, Spring, On Demand Proficiency Credit Available Pass/No Credit Not Available

ATP 202 Professional Pilot Multi-Engine (3) (2, 2) Prerequisite: ATP 101 or private pilot rating
The Multi-Engine Rating course is designed to fulfill the requirements of the Federal Aviation Regulations for additional aircraft rating courses. This training program contains both a flight training syllabus and a ground training syllabus. The flight training syllabus has a minimum of 15 hours of dual flight instruction which is divided into three stages. Each stage provides an important segment of training to include; basic multi-engine operations, emergency operations, all specified commercial and instrument maneuvers, and stage and final tests. The ground training syllabus consists of 15 hours of ground training to include stage and final examinations. Since the integrated system is designed to meet all of the requirements of the Federal Aviation Regulations, the student is assured the best training possible. (1.2) On Demand Proficiency Credit Available Pass/No Credit Not Available

ATP 216 Certified Flight Instructor (CFI) (3) (2, 2) Prerequisite: ATP 101, ATP 102, ATP 201 & ATP 216
The Certified Flight Instructor Course is designed to fulfill the requirements of the Federal Aviation Regulations for the Instrument Instructor course. This training program contains both a flight training syllabus and a ground training syllabus. Since the syllabus is designed to meet all of the requirements of the Federal Aviation Regulations, the student is assured the best training possible. The Instrument Instructor flight training consists of 10 hours of dual, 10 hours of practice instruction, and three hours of progress checks. The ground training consists of 20 hours of briefing sessions, class discussions, and stage and final exams. (1.2) On Demand Proficiency Credit Available Pass/No Credit Not Available

ATP 217 Flight Instructor Instrument (CFII) (3) (2, 2) Prerequisite: ATP 101, ATP 102, ATP 201 & ATP 216
The flight instructor Instrument Course is designed to fulfill the requirements of the Federal Aviation Regulations for the instrument instructor course. This training program contains both a flight training syllabus and a ground training syllabus. Since the syllabus is designed to meet all of the requirements of the Federal Aviation Regulations, the student is assured the best training possible. The Instrument Instructor flight training consists of 10 hours of dual, 10 hours of practice instruction, and three hours of progress checks. The ground training consists of 20 hours of briefing sessions, class discussions, and stage and final exams. (1.2) On Demand Proficiency Credit Available Pass/No Credit Not Available

ATP 218 Flight Instructor Multi-Engine (CFIMEL) (3) (2, 2) Prerequisite: ATP 101, ATP 102, ATP 201 & ATP 202
The Professional Multi-Engine Flight Instructor Pilot Training course is designed to fulfill the requirements of the Federal Aviation Regulations for the Multi-Engine Instructor course. This training program contains both a flight training syllabus and a ground training syllabus. The flight training syllabus for the CFIMEL has ten hours of flight training on analysis of maneuvers, ten hours of practice instruction, and three hours of progress checks. During this flight instruction, the student will learn the multi-engine performance of all the maneuvers required for private and commercial pilot certification from the right seat of the multi-engine training airplane. Appropriate maneuvers and procedures will be practiced using visual and instrument references as indicated in the lesson content. The ground training syllabus consists of 32 hours of ground training to include briefing sessions, class discussions, practice ground instruction, stage and final exams, and exam debriefings. Since the syllabus is designed to meet all of the requirements of the Federal Aviation Regulations, the student is assured the best training possible. (1.2) On Demand Proficiency Credit Available Pass/No Credit Not Available
BIO 101 Nutrition for Today (3) (3, 0)
Prerequisite: None
Emphasis is placed on the fundamental concepts of nutrition and their relationship to current nutritional concerns, inclusive of chronic diseases. Nutrients are studied including: how they function, molecular structure, metabolism, sources, human requirements, and effects of excesses and deficiencies. Topics also include U.S. and global guidelines, nutrition research, food labeling, digestion, energy metabolism and balance, life cycle nutrition, and food safety. The course includes a computerized nutrient analysis of the students' diet and may include other appropriate assignments, instructor specific, to capstone their nutrition experience. (1.1) Fall, Spring, Summer Proficiency Credit Not Available Pass/No Credit Not Available

BIO 105 Survey of Environment Biology (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score. Math: Grade of C or better in MTH 098, an ACT Math score of 23, or an appropriate placement score. Examines ecological principles in relation to environmental problems. Emphasizes current environmental issues, human impact on earth's resources and possible solutions and courses of actions. Students may not receive credit for both BIO 105 and BIO 115. (1.1) On Demand IAI General Education: L1 905 Proficiency Credit Not Available Pass/No Credit Not Available

BIO 110 Principles of Biology (4) (3, 2)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score. Math: Grade of C or better in MTH 096, an ACT Math score of 23, or an appropriate placement score. This biological science class introduces the concepts of: scientific method, characteristics of life, taxonomy, general chemistry, biochemistry, cell structure and function, cellular metabolism and photosynthesis, genetics, evolution, plant and animal tissues, human systems, and ecological principles. (1.1) Fall, Spring, Summer IAI General Education: L1 900L Proficiency Credit Not Available Pass/No Credit Not Available

BIO 113 Molecular & Cellular Biology (4) (3, 2)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score. Math: Grade of C or better in MTH 112, or an appropriate placement score. This is the first part of a two-semester biology sequence and includes an introduction to: general chemistry; biochemistry; cellular structure, function and processes; molecular genetics and biotechnology. (1.1) Fall, Spring IAI General Education: L1 900L IAI Major: BIO910 Proficiency Credit Not Available Pass/No Credit Not Available

BIO 114 Organismal Bio, Evolution, Ecology (4) (3, 2)
Prerequisite: Grade of C or better in BIO 113 This is the second part of a two-semester biology sequence and includes an introduction to: structure and function of major groups of microorganisms, fungi, animals, and plants with an emphasis placed on mammalian tissues and systems, ecological principles, and evolutionary processes and relationships. (1.1) Spring IAI General Education: L1 905 Proficiency Credit Not Available Pass/No Credit Not Available

BIO 115 Environmental Biology (4) (3, 2)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score. Math: Grade of C or better in MTH 098, an ACT Math score of 23, or an appropriate placement score. Examines ecological principles in relation to environmental problems. Emphasizes current environmental issues, human impact on earth's resources and possible solutions and courses of actions. Laboratory work includes indoor and outdoor activities and off-campus field trips. Students may not receive credit for both BIO 105 and BIO 115. (1.1) Fall, Summer IAI General Education: L1 905L Proficiency Credit Not Available Pass/No Credit Not Available

BIO 150 General Botany (4) (3, 2)
Prerequisite: Reading: Grade of C or better in RDG 091, a Reading ACT score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098, a Writing ACT score of 20, or an appropriate placement score. Study of plant anatomy, growth and development under hormonal and environmental conditions, sexual and asexual reproduction, soil, plant nutrition and identification of the major families of flowering plants and their evolution. Laboratory sessions include: microscopic examinations, soil testing and modifications as well as the greenhouse growing of plants and field work. This is a very practical class for everyone. (1.1) Fall, Spring, Summer IAI General Education: L1 901L Proficiency Credit Not Available Pass/No Credit Not Available

BIO 234 Special Topics in Biology (1) (1, 0)
Prerequisite: BIO 105 or BIO 110 or BIO 113 or BIO 115 or consent of instructor Designed to satisfy specific needs or interests of students and the community. The student should identify or obtain a special study topic.
Course Descriptions

and request approval/direction from one or more of the biological sciences’ faculty. Student proposals should include a comprehensive outline of what will be done along with a timeline for completion. Guidelines used in selecting topics include: relevancy to biological fields of study; adequate and available material on special topic; and, topic will increase student skills and knowledge of biological sciences or related careers. Course is repeatable two times up to three hours. (1.1) On Demand Proficiency Credit Not Available

**BIO 235 Special Topics in Biology (2) (2, 0)**

**Prerequisite:** BIO 105 or BIO 110 or BIO 113 or BIO 115 or BIO 150 or consent of instructor Designed to satisfy specific needs or interests of students and the community. The student should identify or obtain a special study topic and request approval/direction from one or more of the biological sciences’ faculty. Student proposals should include a comprehensive outline of what will be done, along with a timeline for completion. Guidelines used in selecting topics include: relevancy to biological fields of study; adequate and available material on special topic; and, topic will increase student skills and knowledge of biological sciences or related careers. Course is repeatable to six credits. (1.1) On Demand Proficiency Credit Not Available

**BIO 236 Special Topics in Biology (3) (3, 0)**

**Prerequisite:** BIO 105 or BIO 110 or BIO 113 or BIO 115 or BIO 150 or consent of instructor Designed to satisfy specific needs or interests of students and the community. The student should identify or obtain a special study topic and request approval/direction from one or more of the biological sciences’ faculty. Student proposals should include a comprehensive outline of what will be done, along with a timeline for completion. Guidelines used in selecting topics include: relevancy to biological fields of study; adequate and available material on special topic; and, topic will increase student skills and knowledge of biological sciences or related careers. Course is repeatable to nine credits. (1.1) On Demand Proficiency Credit Not Available

**BIO 240 Human Anatomy & Physiology (5) (4, 2)**

**Prerequisite:** Grade of C or better in BIO 110 or BIO 113

**Recommendation:** One year high school Chemistry or CHM 101 or CHM 112

Study of ten major organ systems: integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, respiratory, digestive, urinary, and reproductive. Laboratory includes microscopic study of tissues, exploration of muscle physiology, determination of blood pressure and respiratory volumes, an exercise in blood typing, and dissection of sheep brain, sheep heart and cow eye. Studies include work with anatomical models and cadavers. Attention students planning to transfer – many schools and programs require a two-semester anatomy and physiology sequence of at least eight hours. Please check with your transfer institution before enrolling in BIO 240. You may need to register for BIO 245/246 instead. (1.1) Fall, Spring Proficiency Credit Not Available

**BIO 245 Human Anatomy and Physiology I (4) (3, 2)**

**Prerequisite:** Grade of C or better in BIO 110 or BIO 113

**Recommended:** One year of high school chemistry or CHM 101 or CHM 112

First course in a two-semester sequence on Human Anatomy & Physiology. Designed for pre-health profession majors, especially those planning to transfer to four-year programs. Study of cell membrane, passive and active transport mechanisms, histology, general anatomical terminology and the following systems: integumentary, skeletal, muscular, and nervous. Laboratory topics include microscopy, passive and active transport, histology, bones, muscular anatomy, muscle physiology, reflexes, general senses, reflexes, and nervous anatomy. Laboratory exercises include working with tissue slides, skeletons (articulated and individual bones), sheep brain dissection, and use of various models. Cadaver demonstration and study is used for muscular anatomy, and both in-class and out-of-class cadaver time is required. (1.1) Fall, Spring, Summer

**IAI Major:** CLS903, NUR903 Proficiency Credit Not Available

**Pass/No Credit Not Available**

**BIO 246 Human Anatomy and Physiology II (4) (3, 2)**

**Prerequisite:** Grade of C or better in BIO 240 or BIO 245

**Recommended:** One year high school chemistry or CHM 101 or CHM 112

Second course in a two-semester sequence on Human Anatomy & Physiology. Designed for pre-health profession majors, especially those planning to transfer to four-year programs. The study of metabolism, electrolytes, acid/base balance, and the following systems: endocrine, cardiovascular, lymphatic, digestive, respiratory, urinary, and reproductive. Also included is the study of the special senses. Laboratory exercises include eye and heart dissections. Experiments include taking respiratory and cardiovascular data. Appropriate video demonstrations of cardiovascular disorders, immune system function and reproductive topics are also included. Cadaver demonstration and study is used for cardiovascular system and major organ systems. Both in-class and out-of-class cadaver time is required. (1.1) Fall, Spring, Summer

**IAI Major:** CLS905, NUR905

Proficiency Credit Not Available

**Pass/No Credit Not Available**

**BIO 265 General Microbiology (4) (2, 4)**

**Prerequisite:** Grade of C or better in BIO 110 or BIO 113

**Recommendation:** One year high school Chemistry or CHM 101 or CHM 112

Introduction to the study of micro-organisms with special emphasis on morphology, physiology, pathogenicity, current health issues, and medical application of bacteria and viruses. Students participate in accomplishing laboratory experiments which are designed to acquaint the individual with laboratory procedures and sterile techniques. (1.1) Fall, Spring, Summer

**IAI Major:** CLS905, NUR905 Proficiency Credit Not Available

**Pass/No Credit Not Available**

**BOTANY (See Biology)**

**BRAKE & SUSPENSION SPECIALIST (See Automotive)**

**BUSINESS, GENERAL**

All BUS courses numbered 100 and above may be applied to the major field and elective requirement in the Associate in Arts and Associate in Science Degrees.

**BUS 120** also fulfills the math requirement for the Liberal Studies Degree and the Associate of Applied Science Degrees.

Students who intend to transfer to another college/university in Business should see an ECC counselor regarding the selection of ECC courses prior to registering.

**BUS 100 Introduction to Business (3) (3, 0)**

**Prerequisite:** None

This business course introduces the types and kinds of business enterprises and ownership forms. Students examine the principles and practices of business operations; including management, human resources, marketing, operations, accounting, and finance. (1.1) Fall, Spring

**IAI Major:** BUS911

Proficiency Credit Available

**Pass/No Credit Not Available**

**BUS 101 Business Communications (3) (3, 0)**

**Prerequisite:** None

**Recommended:** Keyboarding skills

A comprehensive review of correct language usage and structure for business writing including: grammar, punctuation, business vocabulary, capitalization, number usage, and frequently misspelled words. Introduces the correct structure and writing technique for a variety of business documents including electronic and oral communication in today's business world. Study of the workplace communication including techniques in listening, speaking, writing, critical thinking, working in teams, understanding multicultural communication and applying the job search process. (1.2) Fall, Spring

Proficiency Credit Not Available

**Pass/No Credit Available**
BUS 105 Consumer Economics/Personal Finance (3) (3, 0)
Prerequisite: None
Designed to build a professional awareness of the rights and role of the consumer into the background of business students so that the welfare and response of a consumer action will become part of the students’ decision-making process. Students intending to enter careers dealing directly with consumers will have an understanding of the rights and responsibilities of the organization to the consumer. (1.2) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Not Available

BUS 112 Legal Environment of Business (3) (3, 0)
Prerequisite: Grade of C or better in ENG 101, placement in ENG 101, ACT score of 20 in English or COMPASS reading assessment score of 80 or higher
A course dealing with those aspects of law directly related to the business environment including: contracts, torts, choice of business entity, the Clayton Act, Federal Trade Commission, mergers, labor/management, employment, discrimination, consumer protection, and product liability. (1.1) Fall, Spring, Summer
IAI Major: BUS912
Proficiency Credit Not Available
Pass/No Credit Not Available

BUS 113 Business Law (3) (3, 0)
Prerequisite: Grade of C or better in ENG 101, placement in ENG 101, ACT score of 20 in English or COMPASS reading assessment score of 80 or higher
Study of the law of contracts, agency, negotiable instruments and related topics. Case materials and problems are used. (1.1) Fall, Spring, Summer
IAI Major: BUS912
Proficiency Credit Available
Pass/No Credit Not Available

BUS 120 Business Mathematics (3) (3, 0)
Prerequisite: None
A review of basic arithmetic using whole numbers, common and decimal fractions and percentages to develop a high level of skill. These skills are then applied in specific business applications including discounts, pricing, interest, payroll, depreciation, insurance, taxes, stocks and bonds, annuities and financial reports. (1.2) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Not Available

BUS 131 Customer Service Solutions (1) (1, 0)
Prerequisite: None
This course is designed to build and maintain the critical skills necessary to be a dynamic and successful service professional in a service-driven organization. Students will gain insight into customer behavior, attitudes, and perceptions and will develop strategies to create positive customer relationships. Customer Service Solutions will emphasize face-to-face encounters as well as telephone communication skills. (1.2) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

BUS 140 Business Statistics (3) (3, 0)
Prerequisite: MTH 125 or MTH 112 or consent
Introduces the student to basic statistical principles and the procedures for applying statistical tools and techniques. Student learns to use simple analysis including measures of central tendency, dispersion, and skewness. Through the study of probability, discrete probability distributions (Binomial, Hypergeometric, Poisson, Uniform) and the normal distribution, a background for statistical inference is developed. Basic statistical inference is studied by using estimation, hypothesis testing, chi square analysis and linear regression and correlation. (1.1) Fall, Spring, Summer
IAI Major: BUS901
Proficiency Credit Not Available
Pass/No Credit Not Available

BUS 142 Report Writing (3) (3, 0)
Prerequisite: BUS 101 or ENG 101
This course includes the practical essentials for preparing written communication of all types and lengths for business and technical uses. The goal is to study the types of writing you may encounter in your career – professional writing for a specific audience and a practical purpose. Emphasis is placed on business documents such as business letters, informal and formal reports, and instructions. (1.2) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Not Available

BUS 160 Survey of International Business (3) (3, 0)
Prerequisite: BUS 100 or consent of instructor
Basic course introducing international marketing, analysis of international business opportunities and market entry strategies, finances, and the impact of cultural environments upon such decisions. (1.2) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

BUS 162 International Business Protocol (2) (2, 0)
Prerequisite: Grade of C or better in BUS 100 or HTM 100 or concurrent enrollment in BUS 100 or HTM 100 or consent of instructor
The contemporary business traveler must be as prepared to deal with international business culture as he/she is to deal with the local business culture. This course is designed as a resource for business travelers to learn not only the customs, traditions, and protocol of the international business community but to understand the reasons and rationale behind them. In order to provide an optimum business environment, it is not enough for a business person to know how it's done. The successful professional must also know why it is done. The course presentation will emphasize protocol models the student will use for experiential application. (1.2) Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

BUS 280 Financial Analysis/Spreadsheet Appl. (2) (2, 0)
Prerequisite: Grade of C or better in ACC 101 and ACC 203 or CIS 143 or consent of instructor. Can concurrently enroll in ACC 203 or CIS 143
Study of how financial statements assist in financial predictions and how to calculate comparisons. Students will develop spreadsheet templates to perform all calculations. (1.2) Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

NOTE: This course is offered concurrently as ACC 280. The student must decide whether to earn credits in Business (BUS) or Accounting (ACC) prior to enrolling.

CAREERS
(See General Student Development)

CATERING
(See Culinary Arts and Hospitality Institute of Elgin)

CERAMICS
(See Art)

CHEF TRAINING
(See Culinary Arts and Hospitality Institute of Elgin)

CHEMISTRY

CHM 115 fulfills both the physical sciences requirement and the lab science requirement for the Associate in Arts, Associate in Science and Associate in Fine Arts Degrees.

CHM 101, 112, and 142 fulfill both the physical sciences requirement and the lab science requirement for the A.A., A.S., and A.F.A. Degrees; however, only one of these courses can count as general education.

CHM 142 fulfills both the physical sciences requirement and the lab science requirement for the Associate in Engineering Science Degree.

All CHM courses numbered 100 and above, except CHM 290, may be used to fulfill the math/science requirement for the Associate of Applied Science Degree and the science requirement for the Associate in Liberal Studies Degree.

All CHM courses numbered 100 and above may also be applied to the major field and elective requirement in the A.A. and A.S. Degrees.

Four hours of CHM 115 may be counted toward graduation. Twelve hours of CHM 290 may be counted toward graduation.
Course Descriptions

ADVANCED CHEMISTRY PLACEMENT

Based on the score received on the Advanced Placement (AP) Examination in Chemistry, credit may be granted for CHM 142 (AP, 3) or both CHM 142 and CHM 143 (AP, 4), the latter with acceptable chemistry experimentation.

CHM 101 Preparatory Chemistry (5) (4, 2)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score. Math: Grade of C or better in MTH 098, an ACT Math score of 23 or, or appropriate placement test score.

This course introduces basic chemical knowledge to those with no chemical background or those who need a "refresher" course. It includes such topics as atomic structure, periodic table, formulas, chemical equations, stoichiometry, and gas laws. Class time includes lecture, laboratory, and question sessions. The course is designed for chemistry majors as well as those in the pre-professional fields and meets the requirements for ECC's Nursing R.N. Program. (1.1) Fall, Spring, Summer
IAI General Education: P1 902L
Proficiency Credit Available
Pass/No Credit Available

CHM 112 Elements of Chemistry: General (5) (4, 2)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score. Math: Grade of C or better in MTH 098, an ACT Math score of 23 or, or appropriate placement test score.

This course is designed as an introductory chemistry course for students preparing for nursing and other health professions programs. Topics covered include measurements; states, compositions, and properties of matter; atomic structure and chemical bonding; chemical reactions, chemical equations and calculations of formula mass and moles; solutions; acid-base reactions, chemical equations and calculations; structure and chemical bonding; chemical theory, the gaseous state, stoichiometry of chemical reactions and solutions; heat and Enthalpy of reactions; and bonding. The course also emphasizes applications. Students will be exposed to the practical aspects of chemistry as they relate to the health sciences and the environment. The experiments of the companion lab are closely related to the course material and they will emphasize both qualitative and quantitative analysis. The course is intended for science majors, engineering and pre-professional students. (1.1) Fall, Spring
IAI General Education: P1 902L
IAI Major: BIO906, CHM911, CLS906, EGR961, NUR906
Proficiency Credit Available
Pass/No Credit Not Available

CHM 143 General Chemistry II (5) (3, 6)
Prerequisite: CHM 142

Second course in a two-semester sequence of General Chemistry courses. The goal of this course is to provide the students with a broad overview of the principles of chemistry and to continue the introduction to many basic concepts of chemistry such as chemical kinetics; chemical equilibrium; Entropy and Free Energy; electrochemistry and redox reactions; orbital and spectroscopy; order and symmetry in condensed phases; chemistry of the main group and transition elements; and nuclear chemistry. Students will be exposed to the practical aspects of chemistry as they relate to the health sciences, industry, and the environment. Computer soft chemistry is available to students to help them learn molecular modeling and graphing. The experiments of the accompanying lab are closely related to the course material and they will emphasize both qualitative and quantitative analysis. (1.1) Fall, Spring
IAI Major: BIO906, CHM912, CLS907, EGR962, NUR907
Proficiency Credit Not Available
Pass/No Credit Not Available

CHM 150 Survey of General Chemistry (3-4) (2-4, 2)
Prerequisite: CHM 143 or equivalent and consent of instructor

Designed to satisfy specific needs of students and the community. The following guidelines are to be used in selecting topics: 1) adequate and available material on special topic, and 2) course will increase skills and knowledge of chemistry. Course is repeatable three (3) times. (1.1) On Demand
Proficiency Credit Available
Pass/No Credit Not Available

CHM 221 Quantitative Analysis (4) (2, 6)
Prerequisite: CHM 143

Theory and practice of volumetric, gravimetric and instrumental methods of analysis. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Available

CHM 234 Organic Chemistry (5) (3, 6)
Prerequisite: CHM 143 or CHM 142 and consent of instructor

First semester of a two-semester organic chemistry sequence intended for chemistry majors and those enrolled in pre-professional training. Topics covered include the chemistry of alkanes, alkenes and alkynes, stereochemistry, alkyl halides, nucleophilic substitution and elimination, conjugation, and spectroscopy. (1.1) Fall
IAI Major: BIO908, CHM913, CLS908, EGR963
Proficiency Credit Not Available
Pass/No Credit Not Available

CHM 235 Organic Chemistry (5) (3, 6)
Prerequisite: CHM 234

Second semester of a two-semester organic chemistry sequence intended for chemistry majors and those enrolled in pre-professional training. Topics covered include aromatics, alcohols, ethers, thials, sulfides, carbonyl compounds, amines, synthetic polymers, and biomolecules. (1.1) Spring
IAI Major: BIO909, CHM914, CLS909, EGR964
Proficiency Credit Not Available
Pass/No Credit Not Available

CHM 290 Special Topics in Chemistry (Variable Credit 1-4) (0-2, 0-6)
Prerequisite: CHM 143 or equivalent and consent of instructor

Designed to satisfy specific needs of students and the community. The following guidelines are to be used in selecting topics: 1) adequate and available material on special topic, and 2) course will increase skills and knowledge of chemistry. Course is repeatable three (3) times. (1.1) On Demand
Proficiency Credit Available
Pass/No Credit Not Available

CHILD DEVELOPMENT

(See Early Childhood Education/Human Services)
CLINICAL LABORATORY TECHNOLOGY/PHLEBOTOMY

All CLT courses numbered 100 and above may be applied to the major field and elective requirement in the Associate in Arts and Associate in Science Degrees.

CLT 100 Introduction to Clinical Lab Technology
(2.5) (2, 1)
Prerequisite: Acceptance into Clinical Laboratory Technology program or program director consent
This introductory course will familiarize the student with the professional responsibilities of the clinical laboratory technician. Units on medical terminology, laboratory safety, infection control, use of diagnostic equipment, and quality control will be covered. Students develop basic phlebotomy skills in preparation for CLT 120. (1.2) Fall
IAI Major: CLS912
Proficiency Credit Available
Pass/No Credit Not Available

CLT 101 Phlebotomy
(3) (3, 0)
Prerequisite: High school graduate or equivalent; COMPASS reading assessment score of 85 or higher or English ACT score of 20 or higher or grade of C or better in ENG 101 Students will learn basic techniques for blood specimen collection. Units on anatomy and physiology of the circulatory system, medical terminology, specimen processing, laboratory safety, infection control, quality control, and professional skills will also be covered. Students who wish to sit for the phlebotomy technician certification exam must also complete 1.5 credits of CLT 120. (1.2) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

CLT 105 Clinical Lab Assistant Skills I
(2.0) (1, 2)
Prerequisite: Acceptance into Clinical Laboratory Assistant program or program director consent
The Clinical Laboratory Assistant is an important member of the clinical laboratory team. CLAs are responsible for specimen collection and processing, reagent preparation, instrument maintenance, and performance of basic laboratory tests. Units on medical terminology, laboratory safety, infection control, use of diagnostic equipment, quality control, customer service skills, and laboratory information systems will be covered. (1.2) Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

CLT 106 Clinical Lab Assistant Skills II
(3.0) (2, 2)
Prerequisite: Grade of C or better in CLT 105 or program director consent
This course builds on the skills learned in CLT 105. Students will perform basic laboratory procedures in urinalysis, hematology, chemistry, microbiology, and immunology. Students who successfully complete CLT 105 and CLT 106 will be granted credit for CLT 100 in the Clinical Laboratory Technician program. (1.2) Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

CLT 110 Clinical Microscopy
(3) (2, 2)
Prerequisite: Grade of C or better in BIO 240 or BIO 246 and CLT 100 or CLT 106 or program director consent
Students will learn basic microscopy techniques used in performing body fluid analyses. Anatomy and physiology of the urinary system, renal disease states, diagnostic test principles and procedures, and clinical correlation of lab results will be covered. (1.2) Spring
IAI Major: CLS912
Proficiency Credit Available
Pass/No Credit Not Available

CLT 112 Clinical Hematology
(3.5) (2, 3)
Prerequisite: Grade of C or better in BIO 240 or BIO 246 and CLT 100 or CLT 106 or program director consent
Students will learn basic lab techniques used in performing hematologic/hemostasis analyses. Hematopoiesis, hematologic disorders, diagnostic test principles and procedures, instrumentation, and clinical correlation of lab results will be covered. (1.2) Spring
IAI Major: CLS912
Proficiency Credit Available
Pass/No Credit Not Available

CLT 114 Clinical Immunology
(2.5) (2, 1)
Prerequisite: Grade of C or better in BIO 240 or BIO 246 and CLT 100 or CLT 106 or program director consent
Students will learn basic lab techniques used in performing serologic analyses. The immune system, the immune response in health and disease, diagnostic test principles and procedures, and clinical correlation of lab results will be covered. (1.2) Summer
IAI Major: CLS912
Proficiency Credit Available
Pass/No Credit Not Available

CLT 120 Clinical Lab Technology Practicum I
(0.5-1.5) (0, 1.5-4.5)
Prerequisite: Program director consent
Practicum I will provide the student with supervised clinical experience in a phlebotomy setting. Students who have completed CLT 101 and earn 1.5 credits of CLT 120 are eligible to take a national certification exam for phlebotomy technicians. (1.2) Fall, Spring, Summer
IAI Major: CLS912
Proficiency Credit Available
Pass/No Credit Not Available

CLT 210 Clinical Chemistry
(3.5) (2, 3)
Prerequisite: Grade of C or better in CHM 142 and CLT 100 or CLT 106 or program director consent
Students will learn basic lab techniques used in performing biochemical analyses. Units on carbohydrates, proteins, lipids, enzymes, hormones, electrolytes, and toxicology will include diagnostic test principles and procedures, instrumentation, and clinical correlation of lab results. (1.2) Fall
IAI Major: CLS912
Proficiency Credit Available
Pass/No Credit Not Available

CLT 212 Clinical Microbiology
(3.5) (2, 3)
Prerequisite: Grade of C or better in BIO 265 and CLT 100 or CLT 106 or program director consent
Students will learn sterile techniques used to isolate and identify microorganisms. Antibiotic susceptibility testing and clinical correlation of lab results will be covered. Supplemental units on parasitology, mycology, and virology will be introduced. (1.2) Fall
IAI Major: CLS912
Proficiency Credit Available
Pass/No Credit Not Available

CLT 214 Clinical Immunohematology
(3) (2, 2)
Prerequisite: Grade of C or better in CLT 114 or program director consent
Students will learn basic lab techniques used in blood typing, compatibility testing, and antibody identification. Other functions of the blood bank including donor blood collection, screening, and component processing will be covered. (1.2) Spring
IAI Major: CLS912
Proficiency Credit Available
Pass/No Credit Not Available

CLT 220 Clinical Lab Technology Practicum II
(5) (0, 15)
Prerequisite: Grade of C or better in CLT 110, CLT 112 and CLT 210 or program director consent
Practicum II will provide the student with supervised experience in a clinical laboratory. Student rotations will be scheduled in hematology and chemistry departments. (1.2) Fall, Spring
IAI Major: CLS912
Proficiency Credit Available
Pass/No Credit Not Available

CLT 222 Clinical Lab Technology Practicum III
(5) (0, 15)
Prerequisite: Grade of C or better in CLT 114, CLT 212, and CLT 214 or program director consent
Practicum III will provide the student with additional supervised experience in a clinical laboratory. Student rotations will be scheduled in immunology, microbiology, and blood bank departments. (1.2) Fall, Spring
IAI Major: CLS912
Proficiency Credit Available
Pass/No Credit Not Available

CLT 230 Clinical Lab Technology Conference
(1) (1, 0)
Prerequisite: Grade of C or better in CLT 120 and CLT 220 or program director consent
This capstone course will cover management and educational topics related to clinical laboratory science. Students will prepare resumes, design and operate a mock laboratory, and review for certification exams. (1.2) Spring
IAI Major: CLS912
Proficiency credit Available
Pass/No Credit Not Available

CNC OPERATOR
(See Industrial Manufacturing Technology)
COMMERCIAL ART
(See Graphic Design)

COMMUNICATIONS AND BEHAVIORAL SCIENCES, GENERAL CORE

CBS 199 may be applied to the major field and elective requirement in the Associate in Arts and Associate in Science Degrees.

CBS 199 Comm. & Behavioral Sci.
Indpnt. Study (Variable Credit 1-4) (1-4, 0)
Prerequisite: Consent of instructor
The use of credits in CBS 199 toward degree requirements is limited. Limitations include the number of hours as part of a degree and may include the content of the particular subject studied. A student may petition in the Counseling Center for independent study in any curriculum area of Communications and Behavioral Sciences. This petition must be approved by the appropriate instructional dean. A faculty supervisor in that curriculum will be appointed to direct and evaluate the independent study. This course is repeatable up to a maximum of four credit hours. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Available

COMPUTER AIDED DESIGN & DRAFTING

All CAD or DFT courses numbered 100 and above may be applied to the major field and elective requirement in the Associate in Arts and Associate in Science Degrees.

All repeatable CAD and DFT courses can be counted only once toward graduation and in the GPA with the exception of CAD 220 which may be counted for a total of four hours.

CAD 101 Introduction to Engineering Design
(4) (2, 4)
Prerequisite: None
This course is an introduction to engineering and design. Topics included are: sketching, orthographic projection, descriptive geometry, dimensioning, section views, auxiliary views, primary and secondary views, threads, fasteners, and production drawings. All problems will be solved using CAD software. Repeatable to 12 credit hours; only six credits may apply toward a degree or certificate. (2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Available

CAD 105 Pro/ENGINEER Basic Design Training
(3) (2, 2)
Prerequisite: None
This course covers the basic functions needed to use Pro/ENGINEER to create parts, drawings, and assemblies. Emphasis is on the Pro/ENGINEER design philosophy used in creating parts and assemblies. Hands-on time with Pro/ENGINEER is maximized in this course. Labs are taught on the latest technology Windows 2000 work stations. Both part and assembly design, along with basic drawing creation, are presented. Students construct "real world" parts and assemblies using "Top-Down" Design, with the instructor acting as an expert consultant. Students must be prepared to put in at least two-four hours of extra lab time each week. Repeatable to six credits; only three credits may apply toward a degree or certificate. (1.2) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Available

CAD 108 Introduction to Micro-CAD
AutoCAD
(3) (2, 2)
Prerequisite: None
Recommended: Knowledge of drafting and microcomputers
This course will provide the opportunity for students to familiarize themselves with the most popular micro-base computer aided drafting software available today-AutoCAD. The class consists of lectures and labs. The student will become familiar with window hardware configuration and basic system commands. Course is repeatable to six credits; only three credits may apply toward a degree or certificate. (1.2) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Available

CAD 111 Pro/E Adv Part & Assembly Design
(3) (2, 2)
Prerequisite: CAD 105 or consent of instructor
This course, covering advanced topics and techniques used during part and assembly design, is structured for the experienced Pro/ENGINEER user to become more productive. Functionality in the Pro/FEATURE module is also covered. Labs are taught on the latest technology Windows 2000 work stations. Students must be prepared to put in at least two-four hours of extra lab time each week. Repeatable to six credits; only three credits may apply toward a degree or certificate. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Available

CAD 115 Pro/E Production Drawing & Detailing
(3) (2, 2)
Prerequisite: CAD 105 or consent of instructor
This course covers detailing and drafting capabilities utilized within Pro/ENGINEER to produce complete detailed drawings. Detailing and drafting functionality of Pro/ENGINEER and Pro/DETAIL is explained. Students use Pro/ENGINEER's markup capabilities to check a drawing and Pro/REPORT to help document drawings. Labs are taught on the latest technology Windows 2000 work stations. Students must be prepared to put in at least two-four hours of extra lab time each week. Course is repeatable to nine credits; only three credits may apply toward a degree or certificate. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

CAD 118 Computer Graphics – Advanced AutoCAD
(3) (2, 2)
Prerequisite: CAD 108 or consent of instructor
This course is designed for the advanced AutoCAD user. It will allow the student to dig deeper into the software and prepare them to work in a production environment. The course is divided into two halves. The first half of the course covers advanced 2D concepts such as external references, geometric calculator, layer filters, ctb files, custom viewports, publishing, DWF files, etc. The second half of the course will introduce the student to the world of 3-D using the solid modeling features of AutoCAD. Not only will the student learn to master the use of the multitude of modeling commands, they will also learn how to create photo realistic representations of their work. Repeatable to nine credits; only three credits may apply toward a degree or certificate. (1.2) On Demand
Proficiency Credit Available
Pass/No Credit Not Available

CAD 205 Geometric Dimensioning & Tolerancing
(3) (2, 2)
Prerequisite: CAD 101 or EGR 101 or consent of instructor
Geometric Dimensioning and Tolerancing (GD&T) is an international language that is used in engineering drawings to accurately describe a part to be manufactured. The GD&T language consists of a well-defined set of symbols, rules, definitions, and conventions. GD&T is a precise mathematical language that can be used to describe the size, form, orientation, and location of parts features. GD&T is also a design philosophy on how to design and dimension parts. In this class the student will be learning the basics of GD&T and how they apply to the world of manufacturing today. (1.2) Spring
Proficiency Credit Available
Pass/No Credit Not Available

CAD 206 Industrial Design Problems
(4) (2, 4)
Prerequisite: Grade of C or better in EGR 101 or CAD 101 or consent of instructor
Study of actual and theoretical industrial drafting problems. Emphasis on use of specifications, standards and newest materials using current industrial drafting practice. Complete engineering with assembly, detail drawings and bill of materials is accomplished by the student. Combines lecture and laboratory. Repeatable to 12 credit hours; only four credits may apply toward a degree or certificate. (1.2) Fall
Proficiency Credit Available
Pass/No Credit Not Available

CAD 208 Applied Descriptive Geometry & Statics
(4) (4, 0)
Prerequisite: Grade of C or better in EGR 101 or CAD 101 or consent of instructor
Applied descriptive geometry and statics course context allows the student to apply the skills learned in descriptive geometry for the solution of technical engineering problems. The problems are first drawn out graphically, then calculated by two or more mathematical methods and all problems are programmed for computer solutions. CAD 208 also consists of statics, dynamics, kinematics, kinetics, mechanisms, and hydraulics. Through the study of these disciplines, the student is taught how to design and lay out the products of industry and the structures of civil engineering. (1.2) Spring
Proficiency Credit Available
Pass/No Credit Not Available
CAD 211 Pro/E Pro/SURFACE  (3) (2, 2)  
**Prerequisite:** CAD 206 or CAD 207 or CAD 208 and CAD 111 or consent of instructor  
This course covers advanced feature creation utilizing the Pro/SURFACE module. Surface feature and supporting geometry creation, manipulation, and technique are discussed. Functions for inspecting surface quality and verifying consistency between neighboring surfaces are also covered. Students generate various types of parametric surfaces and features used to create solid models. A variety of models are created to familiarize students with the course topics. Extensive work is done with double-curved surfaces and rounds. Labs are taught on the latest technology Windows 2000 work stations. Students must be prepared to put in at least two-four hours of extra lab time each week. Course is repeatable to six credits; only three credit hours may apply toward a degree or certificate. (1.2) Fall, Spring

Proficiency Credit Available  
Pass/No Credit Not Available

CAD 215 Pro/E Super User Training  (3) (2, 2)  
**Prerequisite:** CAD 211 or consent of instructor  
This course is intended for the advanced Pro/ENGINEER user who has fulfilled the prerequisite and is interested in expanding his/her Pro/ENGINEER knowledge. Students work with advanced modeling, assembly, and drawing techniques - topics that have been specifically identified by experts in inclusion in this class. Specially designed exercises show in how to understand and implement these advanced techniques.

Part One of the course deals with the PTC Pro/Sheet Metal module, as well as rips, bends, bend tables, sheet metal drawings, and unfolding flat patterns, etc. Part Two of the course deals with the PTC Mechanisms Design module which encompasses the motion and kinematics aspects of putting a parametric solid model assembly into motion within a 3-D world. Part Two may be replaced by another appropriate module providing appropriate PTC training materials are available and that the Part Two unit is approved by the supervising instructor.

Students will also learn advanced methods of data interface, data management, and configuration customization. Students must be prepared to put in at least two-four hours of extra lab time each week. Course is repeatable to nine credits; only three credits may apply toward a degree or certificate. (1.2) Fall, Spring

Proficiency Credit Available  
Pass/No Credit Not Available

CAD 220 Independent Research: Computer-Aided Design  (Variable Credit 1-4) (0, 2-8)  
**Prerequisite:** Demonstrated ability to excel in an area of interest and consent of instructor  
Designed to increase the learning opportunities for those students desiring to expand their knowledge and skills beyond that which are presently offered in regular CAD classes. Areas of study, under the supervision of an instructor, would include such areas as plastic mold design, FEM, advanced auto-route, auto-place, advanced surfacing and shading techniques, piping, CAE, behavioral modeling, ISDX, and P.C. manufacturing. Course is repeatable three (3) times up to eight credits. (1.2) On Demand

Proficiency Credit Not Available  
Pass/No Credit Not Available

DFT 234 Special Topics in Drafting  (1) (5, 1)  
**Prerequisite:** Consent of instructor  
Designed to satisfy specific needs or interests of students and the community. The following guidelines are to be used in selecting topics: 1) adequate and available material on specific topic; 2) comprehensive outlines for each topic; and, 3) course should be designed to increase skill and knowledge in field of drafting. (1.2) On Demand

Proficiency Credit Not Available  
Pass/No Credit Not Available

DFT 235 Special Topics in Drafting  (2) (1, 2)  
**Prerequisite:** Consent of instructor  
Designed to satisfy specific needs or interests of students and the community. The following guidelines are to be used in selecting topics: 1) adequate and available material on specific topic; 2) comprehensive outlines for each topic; and, 3) course should be designed to increase skill and knowledge in field of drafting. (1.2) On Demand

Proficiency Credit Not Available  
Pass/No Credit Not Available

DFT 236 Special Topics in Drafting  (3) (1, 4)  
**Prerequisite:** Consent of instructor  
Designed to satisfy specific needs or interests of students and the community. The following guidelines are to be used in selecting topics: 1) adequate and available material on specific topic; 2) comprehensive outlines for each topic; and, 3) course should be designed to increase skill and knowledge in field of drafting. (1.2) On Demand

Proficiency Credit Not Available  
Pass/No Credit Not Available

**COMPUTER AIDED MANUFACTURING**  
(See Industrial Manufacturing Technology)

**COMPUTER & INFORMATION SCIENCES**

All CIS courses numbered 100 and above may be applied to the major field and elective requirement in the A.A. and A.S. Degrees.

All repeatable CIS courses can be counted only once toward graduation and in the GPA.

Persons wishing to learn computer keyboarding or word processing should refer to Office Administration Technology classes.

**ADVANCED COMPUTER & INFORMATION SCIENCES PLACEMENT**

Based on the score received on the Advanced Placement (AP) Examination in Computer & Information Sciences, credit is available for CIS 110 for Computer Science A (AP, 3), for CIS 110 for Computer Science AB (AP, 2), or for Computer Science AB for both CIS 110 and CIS 121 (AP, 3).
CIS 121 Computer Science I  (4) (4, 0)
Prerequisite: Grade of C or better in MTH 098 or in two years high school algebra or consent of instructor
This course is an introduction to computer programming, emphasizing a disciplined approach to problem-solving and algorithm development. Students will learn program design and structured programming techniques using selection, repetition, and sequence control structures. Topics will include storage and variables, procedural and data abstraction, parameter passing, arrays, records, data files, program-testing, documentation, and proper programming style. (1.1) On Demand
IAI Major: CS911
Proficiency Credit Available
Pass/No Credit Available

CIS 123 Computer Science for Engineers (4) (4, 0)
Prerequisite: Grade of C or better in MTH 133, or equivalent college credit or consent of instructor
This course is an introduction to computer programming with a strong emphasis on mathematical applications relevant to science and engineering. Students will learn a disciplined approach to problem-solving and algorithm development using selection, repetition, and sequence control structures. Programming topics will include an introduction to basic hardware and operating systems, storage and variables, procedural and data abstraction, parameter passing, arrays, strings, data files, error-handling, program-testing, documentation, and proper programming style. Mathematical topics will include matrices, linear interpolation, convergence, linear regression, roots of functions, solution of simultaneous linear equations, graphing, and numerical integration. This course will be taught using the C++ programming language. (1.1) Spring
IAI Major: CS911, EGR922
Proficiency Credit Not Available
Pass/No Credit Available

CIS 124 Introduction to C++ for Programmers  (4) (4, 0)
Prerequisite: Grade of C or better in CIS 105 or CIS 121 or consent of instructor
This is the first course in the C++ programming language for students who have already had at least one college-level programming course. This course will give students a good foundation in programming with C++ in preparation for CIS 224 C++ Object-Oriented Programming. Topics will include all of the basics of the C++ language, including pointers, concluding with an introduction to classes and object-oriented programming. This course covers all the language aspects covered in Computer Science I and Computer Science II without coverage of all the programming topics in those courses. It will be assumed that students entering this course have a good working knowledge of variables and types, condition statements, loops, procedures and arrays. (1.2) On Demand
IAI Major: CS911
Proficiency Credit Not Available
Pass/No Credit Available

CIS 127 Discrete Structures  (3) (3, 0)
Prerequisite: Grade of C or better in MTH 112 and CIS 121 or CIS 123 or consent of instructor
This course is an introduction to analysis of finite collections and the mathematical foundations of computing. It is intended for students intending to major in Computer Science. Topics include computer system design, data structures, algorithms, sets, logic, arrays and vectors, number systems, counting, recursion, graph theory, trees, and Boolean algebra. Students will explore these topics by writing computer programs to apply and test the concepts they learn. (1.1) On Demand
IAI Major: CS915
Proficiency Credit Not Available
Pass/No Credit Available

CIS 142 Database Software  (2) (2, 0)
Prerequisite: None
Recommended: CIS 110 or CIS 144 or familiarity with Microsoft Windows
This course teaches how to design and create a relational database, as well as how to create reports, data entry screens, write simple applications, troubleshoot database problems, and perform advanced queries. See the schedule for the specific software package used. Course is repeatable to eight credits. (1.2) On Demand
IAI Major: CS914
Proficiency Credit Not Available
Pass/No Credit Available

CIS 143 Spreadsheet Software  (2) (2, 0)
Prerequisite: None
Recommended: CIS 110 or CIS 144 or familiarity with Microsoft Windows
This course covers beginning through advanced spreadsheet topics, including spreadsheet design and manipulation, advanced function use, charts, use of multiple worksheets, database features, macros, integration with other applications, configuration, customization, and troubleshooting. See the schedule for specific software packages used. Course is repeatable to eight credits. (1.2) On Demand
IAI Major: CS914
Proficiency Credit Not Available
Pass/No Credit Available

CIS 144 Introduction to Windows  (1) (1, 0)
Prerequisite: None
This course is an introduction to using the Microsoft Windows operating system. Students will learn the basics for using all Windows applications. Several of the applications included with Windows will be introduced. Course is repeatable to four credits. (1.2) On Demand
IAI Major: CS914
Proficiency Credit Available
Pass/No Credit Available

CIS 147 Internet Publishing  (1) (1, 0)
Prerequisite: None
Recommended: CIS 110 or CIS 144. Students should have prior experience browsing the Internet’s World-Wide Web and using Microsoft Windows.
This course will introduce the basics of creating and publishing web pages on the Internet.

CIS 148 Web Page Markup Language  (2) (2, 0)
Prerequisite: CIS 105, CIS 110 or CIS 121 or consent of instructor
This course concentrates specifically on the syntax of web page markup languages. It is intended for those who wish to have more control over their web pages, for those who wish to design web sites using the newest standards, for those who wish to create websites compatible with mobile devices, and for those who will be writing computer programs to automatically generate web pages. All page editing will be done using a simple text editor. (1.2) On Demand
IAI Major: CS914
Proficiency Credit Not Available
Pass/No Credit Available

CIS 149 User Interface Design Principles (1) (1, 0)
Prerequisite: CIS 148 or concurrent enrollment in CIS 148
This course is an overview of basic principles of user interface design and graphic design as they apply to programmers. Emphasis will be on user interface design for programs written for Microsoft Windows and other GUI (Graphical User Interface) environments, and also how these design principles apply to interactive web sites on the Internet. Basic graphic design principles will also be applied to GUI applications and Internet page design. (1.2) On Demand
IAI Major: CS914
Proficiency Credit Not Available
Pass/No Credit Available

CIS 205 Visual Programming  (4) (4, 0)
Prerequisite: Grade of C or better in CIS 105 or CIS 121 or consent of instructor
Recommended: CIS 110 or CIS 144 or familiarity with Microsoft Windows
This course teaches how to program with a “visual” programming languages, such as Visual Basic. You will learn to write software using the various controls available in a graphical user interface, and learn how to best design programs using those controls. An important emphasis will be data access, manipulation, and queries with the available data controls. Course is repeatable to sixteen credits; only four credits may apply toward a degree or certificate. (1.2) On Demand
IAI Major: CS914
Proficiency Credit Not Available
Pass/No Credit Available
Course Descriptions

CIS 207 Java Programming (4) (4, 0)
Prerequisite: Grade of C or better in CIS 105 or CIS 121 or CIS 124 or consent of instructor
This course is an introduction to the Java programming language for students who have already learned programming in another computer language. The course will introduce Java programming using Sun's Java Development Kit, and students will learn to use the basic Java classes and objects, how to use Java's graphical user interface components, how to create stand-alone applications, and how to create applets for deployment over the Internet. Advanced topics, such as various development environments, or application projects such as using Java for programming robots, may vary by section. (1.2) On Demand Proficiency Credit Not Available Pass/No Credit Available

CIS 210 Database Programming (3) (3, 0)
Prerequisite: Grade of C or better in CIS 110 and CIS 105 or CIS 121 or consent of instructor
This course is about types of database storage and how to access and manipulate data through programming. Design and manipulation of relational databases will be emphasized, and students will learn Structured Query Language (SQL). Students will learn about types of database systems available for network and Internet delivery of data, and about the security issues involved. Course is repeatable to 12 credits. (1.2) On Demand Proficiency Credit Not Available Pass/No Credit Available

CIS 215 Multimedia Technologies (2) (2, 0)
Prerequisite: Grade of C or better in CIS 110 or concurrent enrollment in CIS 127 or consent of instructor
This course is an introduction to software and hardware used for graphics, sound, and motion video. Students will learn to use basic presentation software, and they will learn the basics of multimedia types and delivery on the Internet. Topics will include image formats, scanners, image editing software, audio and video formats, recording and playback, and multimedia streaming on the web. (1.2) On Demand Proficiency Credit Not Available Pass/No Credit Available

CIS 221 Computer Operating Systems/Windows (3) (2, 2)
Prerequisite: Grade of C or better in CIS 110 or CIS 105 or CIS 121 or consent of instructor
This course is an introduction to the installation, configuration, troubleshooting, and preventive maintenance of software systems built upon the Windows/Intel 80x86 architecture. The class covers the basics of hardware components, assembling the components into a working system, loading an operating system onto the hardware, and troubleshooting software drivers for hardware. The course will also cover hardware peripherals such as printers, scanners, and displays as well as some basic troubleshooting. The class is a combination of lecture and hands-on training. Course is repeatable to 12 credits. (1.2) On Demand Proficiency Credit Available Pass/No Credit Available

CIS 222 Computer Operating Systems/Linux (2) (2, 0)
Prerequisite: Grade of C or better in CIS 110 or CIS 105 or CIS 121 or consent of instructor
This introductory course in computer operating systems is designed to familiarize the student with the general concepts of operating systems. The basic definition of an operating system will be "a collection of programs used to allocate, control, and manage system resources." This course covers the essentials of installing, configuring, maintaining, and troubleshooting the Linux Operating System. It utilizes hands-on projects and step-by-step instruction to provide the user with a firm understanding of Linux. In this introduction to using the Linux operating system, students will learn the basics of using the command line for navigation and file management and learn the use of basic Linux utilities. Students will learn to use text editors and basic scripting and scheduling for processes. Other topics include Linux installation, software updates, graphical user interfaces, and open source Linux applications. (1.2) On Demand Proficiency Credit Not Available Pass/No Credit Available

CIS 223 Computer Science II (4) (4, 0)
Prerequisite: Grade of C or better in CIS 121, CIS 123 or MTH 123 or consent of instructor
This second course in computer science introduces more advanced topics in programming, with emphasis on data structures and file manipulation. Topics will include design and implementation of large-scale problems, program verification, dynamic memory allocation, data structures, file processing, and an introduction to object-oriented programming. This course will be taught using the C++ programming language. (1.1) On Demand IAI Major: CS912 Proficiency Credit Not Available Pass/No Credit Available

CIS 226 Computer Science III (4) (4, 0)
Prerequisite: CIS 223 or consent of instructor
This course concentrates on algorithms, algorithm analysis, and advanced data structures. Algorithm approaches such as divide-and-conquer, dynamic, greedy, and back-tracking are considered. Complexity analysis is used to compare algorithm efficiency. Students will learn further use of object-oriented programming to implement ADTs such as graphs, sets, heaps, and hash tables. (1.1) On Demand IAI Major: CS921 Proficiency Credit Not Available Pass/No Credit Available

CIS 227 Computer Organization (3) (3, 0)
Prerequisite: Grade of C or better in CIS 127 or concurrent enrollment in CIS 127 or consent of instructor
This is a course in basic computer architecture. The function of the CPU, memory systems and organization, input/output devices, buses and interrupts will all be included. Students will learn basic digital logic, instruction sets, microprogramming, and assembly language. (1.1) On Demand IAI Major: CS922 Proficiency Credit Not Available Pass/No Credit Available

CIS 229 Computer Science Independent Study (Variable Credit 2-6) (0, 4-12)
Prerequisite: Demonstrated ability to excel in an area of interest with consent of instructor
This course permits the student to do research in a particular area of his/her interest in computer science with minimal assistance from the instructor. Course is repeatable to six hours. (1.2) On Demand Proficiency Credit Available Pass/No Credit Available

CIS 230 Computer Hardware (3) (2, 2)
Prerequisite: Grade of C or better in CIS 110 or CIS 105 or CIS 121 or consent of instructor
This class is an introduction to the installation, configuration, upgrading, diagnosing and troubleshooting, and preventive maintenance of hardware systems built upon the PC/Intel 80x86 architecture. The class covers the basic hardware components, assembling the components into a working system, loading an operating system onto the hardware, and loading or upgrading software drivers for hardware. The course will also cover hardware peripherals such as printers, scanners, and displays as well as some basic networking. The class is a combination of lecture and hands-on training. Course is repeatable to twelve credits. (1.2) On Demand Proficiency Credit Available Pass/No Credit Available

CIS 231 Computer Troubleshooting (3) (2, 2)
Prerequisite: CIS 221 and 230 or consent of instructor
This class is an introduction to diagnosing and troubleshooting of hardware systems built upon the Windows/Intel 80x86 architecture. The class covers basic strategies for troubleshooting as well as specific solutions to commonly found problems. Problems specifically associated with networking will also be covered. The class will introduce basic concepts such as binary and hexadecimal numbering systems and tools such as DOS commands that can be useful in troubleshooting systems. It will also look at some basic date file formats. (1.2) On Demand Proficiency Credit Not Available Pass/No Credit Available

CIS 232 Small Networking and Security (3) (2, 2)
Prerequisite: Grade of C or better in CIS 110 or CIS 105 or CIS 121 or consent of instructor
In this course students will learn to install the hardware and software to create a small office or home computer network. The network will allow file and printer sharing, and provide access to the Internet from each computer. Students will learn to work with both wired and wireless devices. Students will learn about security issues, and how to configure hardware and software to protect the network and its computers. Students will learn how to create stand-alone applications, and how to create applets for deployment over the Internet. Advanced topics, such as various development environments, or application projects such as using Java for programming robots, may vary by section. (1.2) On Demand Proficiency Credit Not Available Pass/No Credit Available

Course Descriptions
Course Descriptions

to use software to detect and remove various viruses, worms, spyware, and adware. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

CIS 233 Special Topics in Computer Science
Prerequisite: None
Designed to satisfy specific needs or interests of students and the community. The following guidelines are to be used in selecting topics:
1) adequate and available material on special topic;
2) comprehensive outlines for each topic; and,
3) course should be designed to increase skill and knowledge in field of data processing. Repeatable to two credits. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Available

CIS 234 Special Topics in Computer Science
Prerequisite: None
The course is designed to satisfy specific needs or interests of students and the community. The topics covered in this course vary from section to section and semester to semester. However, the goal of each section is to increase your skill and knowledge in the field of data processing. Repeatable to four credits. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Available

CIS 235 Special Topics in Computer Science
Prerequisite: None
Designed to satisfy specific needs or interests of students and the community. The following guidelines are to be used in selecting topics:
1) adequate and available material on special topic;
2) comprehensive outlines for each topic; and,
3) course should be designed to increase skill and knowledge in field of data processing. Course is repeatable to eight credits. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Available

CIS 236 Special Topics in Computer Science
Prerequisite: None
Designed to satisfy specific needs or interests of students and the community. The following guidelines are to be used in selecting topics:
1) adequate and available material on special topic;
2) comprehensive outlines for each topic; and,
3) course should be designed to increase skill and knowledge in field of data processing. Course is repeatable to 12 credits. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Available

CIS 238 Desktop Applications and Support
Prerequisite: Grade of C or better in CIS 142 and 143 or consent of instructor
This course will cover use, configuration, integration, security issues, and troubleshooting with a variety of desktop applications such as word processors, presentation software, e-mail clients, web browsers, and other common office applications. Open source alternatives will also be explored. This course will include a review for the related Microsoft certification exam. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

CIS 240 Computer Support and A+ Review
Prerequisite: Grade of C or better in CIS 231 and 232 or consent of instructor
This course covers a range of topics related to maintenance and support of personal computers. Students will learn backup and recovery strategies, support issues for networked client computers, and support and data recovery for various Microsoft operating systems. Hardware issues with notebook computers, PDAs, and other devices, such as digital cameras will be considered. In addition, students will practice help desk and communications techniques. Students completing this course and its prerequisites should be ready for the A+ certification exams. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

CIS 246 Programming Dynamic Web Pages
Prerequisite: CIS 105 or CIS 121 and CIS 148 or consent of instructor. CIS 148 may be taken concurrently
This course will teach Internet programming techniques using Javascript and AJAX. Topics will include customizing web page content with Javascript programs, using data from querystrings and forms, validating form contents, and using asynchronous Javascript and XML (AJAX) to interact directly with the server to create truly interactive web pages. Course is repeatable to six credits. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

CIS 247 Internet Programming
Prerequisite: CIS 105 or CIS 121 or consent of instructor
Recommended: CIS 148
This course will teach various ways to write programs that can be used over the Internet. The actual topics may change from semester to semester as the Internet itself continues to evolve. Students will learn client-side and server-side scripting using one or more common Internet programming languages, how to gather form data into a database, and how to deliver database information over the web. Course is repeatable to 12 credits. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Available

CIS 248 Internet Programming with PHP
Prerequisite: CIS 105 or CIS 121 or consent of instructor
Recommended: CIS 148
This course will teach how to do server-side Internet scripting with the language PHP. Topics will include gathering data from forms and querystrings, saving form information to data files on the server, reading and searching data files to create custom web pages on request, carrying information forward through multiple pages to create an interactive website, and various ways to use PHP to customize web pages and web sites from the server side. Course is repeatable to nine credits. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

CIS 256 Network Administration/ Microsoft
Prerequisite: Grade of C or better in CIS 221 or concurrent enrollment in CIS 221 or consent of instructor
This course will provide students with experience necessary to plan, install, manage, and maintain a Microsoft Server over the Internet or an Intranet. Students will learn to configure TCP/IP addressing on a server and on network, manage and troubleshoot DHCP, configure and manage a DNS server, implement and maintain security features, manage packet filtering and TCP/IP routing, implement and troubleshoot remote access VPNs, and monitor network traffic and Internet connectivity. This course should prepare the student for the related Microsoft server certification exam. Course is repeatable to 12 credits; only three credits may apply toward a degree or certificate. (1.2) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Available

CIS 257 Serving the Internet/Microsoft
Prerequisite: CIS 256
This course will provide students with experience necessary to plan, install, manage, and maintain a Microsoft Server over the Internet or an Intranet. Students will learn to configure TCP/IP addressing on a server and on network, manage and troubleshoot DHCP, configure and manage a DNS server, implement and maintain security features, manage packet filtering and TCP/IP routing, implement and troubleshoot remote access VPNs, and monitor network traffic and Internet connectivity. This course should prepare the student for the related Microsoft server certification exam. Course is repeatable to 12 credits; only three credits may apply toward a degree or certificate. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Available

CIS 260 Applied Technical Support
Prerequisite: Consent of Instructor
This course will expose the student to various help desk/field service tasks that will require use of knowledge gained through previous coursework. This course will provide students with a variety of scenarios in system expansion, upgrades, maintenance, preventive maintenance, backup and data recovery, connectivity, and security. Typical problems encountered will involve defective hardware, network problems, application program errors, user errors, local and network data recovery, and virus elimination. Course is repeatable to twelve credits; only three credits may apply toward a degree or certificate. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Available
CIS 262 Applied Programming (3) (1, 4)
Prerequisite: Consent of Instructor
This course will require students to apply their previous training in computer science to one or more large-scale programming tasks. Projects will be data-intensive and require a variety of acquired and research skills to complete, as well as a mixture of programming languages and applications software. The projects will be group-oriented and require students to work in teams. Coordinated team planning will be necessary. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Available

CRJ 101 Introduction to Criminal Justice (3) (3, 0)
Prerequisite: None
This course will require students to apply their previous training in criminal justice system and the connection with the components of the system as well as the connection with and impact upon society. (1.2) Fall, Spring
IAI Major: CRJ901
Proficiency Credit Not Available
Pass/No Credit Available

CRJ 110 Introduction to Corrections (3) (3, 0)
Prerequisite: None
This course provides students with an overview of the corrections system. Course includes historical development, philosophy and a variety of correctional methods. Both pre- and post-institutional techniques, probation and parole will be covered. (1.1) Spring
IAI Major: CRJ911
Proficiency Credit Available
Pass/No Credit Available

CRJ 111 Stress Management in Law Enforcement (3) (3, 0)
Prerequisite: None
The purpose of this course is to develop an understanding of the stress faced by law enforcement officers and identify the sources of stress faced by the police officer, both internally and externally. Obtain an understanding of the physiology of stress, the zone of stability, and the causes of stress in policing. Methods of controlling and responding to stress will be reviewed, including physical and psychological techniques of stress management. (1.2) Fall
Proficiency Credit Available
Pass/No Credit Available

CRJ 120 Introduction to Probation & Parole (3) (3, 0)
Prerequisite: None
This course will cover the organization and operation of probation and parole systems, including history, law, ideologies, evaluation, problems, supervision, investigations, halfway houses, work release, and future trends. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Available

CRJ 160 Criminal Justice Report Writing (2) (2, 0)
Prerequisite: BUS 101 or ENG 101
This course will include the practical essentials for the preparation of notes, letters, bulletins, reports, statements and confessions as used throughout the criminal justice system. A review of grammar, usage, punctuation, structure and spelling will be covered. Clear, concise and accurate writing will be stressed. (1.2) On Demand
Proficiency Credit Available
Pass/No Credit Available

CRJ 180 Crime Prevention (3) (3, 0)
Prerequisite: None
This course provides a survey of crime prevention strategies as a specific function of police services requiring input from private, public and community interests. Examines the philosophy and organizational structure of crime prevention units. Explores the efficacy of neighborhood watch, target hardening and opportunity education programs and the potential problem areas. (1.2) Spring
Proficiency Credit Available
Pass/No Credit Available

CRJ 198 The Police Service (3) (3, 0)
Prerequisite: CRJ 101 or consent of instructor
This course is an introduction to the aspects of policing as a functional component of the criminal justice system. The primary emphasis is to introduce students to the historical developments of the police process and the problems involved with the functions of policing in American society. Topics will include the rights and responsibilities of the uniformed officer; manpower distribution theories; police personnel issues of unionism, educational and training requirements, other personnel problems, ethics, and corruption, community relations, including problem oriented policing; the police subculture as a distinct value system; an analysis of the relationship between police agencies and their communities; and an introduction to administrative theory. (1.2) Spring
Proficiency Credit Available
Pass/No Credit Available

CRJ 199 Community Based Policing (3) (3, 0)
Prerequisite: Grade of C or better in CRJ 101 and CRJ 198 or consent of instructor
This course will provide students with the overall intent of community involvement in the protection of the community, and also expose students to innovative approaches to resolving local problems in law enforcement. (1.2) Fall
Proficiency Credit Available
Pass/No Credit Not Available

CRJ 200 Police Operations (3) (2, 2)
Prerequisite: Consent of instructor
This course studies the history and development of traffic and pedestrian law, and laws affecting attacks on police officers. It will examine the operations of patrol including incident investigation, and will include domestic violence, crimes in progress, felony stops, hostages, and incidents involving fire and hazardous materials, and courtroom testimony. It will also examine public misconduct, preventative patrol, and emergency vehicle operations. Special tactics, ethics, psychological dynamics involving interaction with a culturally diverse public, including juveniles will also be addressed. Students will participate in case studies, skills exercises, simulation, and report writing. (1.2) Fall
Proficiency Credit Available
Pass/No Credit Not Available

CRJ 201 Crisis and Conflict Mediation (3) (3, 0)
Prerequisite: CRJ 101 or consent of instructor
This course presents the social and psychological factors found in crisis situations such as family violence, homicide, chemical and sexual abuse, suicide, physical illnesses, injuries, and various forms of interpersonal conflicts and violence. Students will develop strategies for effective assessment, intervention, and follow-up of these situations. The course also covers victimology, including the rights of victims, witnesses, and the responsibility of the helping professional. (1.2) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

CRJ 202 Corrections Operations (2) (1.5, 1)
Prerequisite: Grade of C or better in CRJ 110 or consent of instructor
A course covering the daily functions of correctional officers. It includes an overview of the activities pertaining to commitment, intake, classification, programs,
services, safety, security, detainee privileges, searches, physical identification, transportation, emergency procedures, and release. (1.2) On Demand
Proficiency Credit Available
Pass/No Credit Not Available

CRJ 215 Criminal Procedure  (3) (3, 0)
Prerequisite: CRJ 110 and CRJ 202 or consent of instructor
This course covers communicating individual responsibility for change, including information about programs for career growth, educational enhancement, and behavioral change. It covers multi-cultural diversity and communication skills necessary for the daily interaction of the correctional officer with the inmates and co-workers. The class stresses the development of positive daily interaction and effective crisis intervention strategies. (1.2) On Demand
Proficiency Credit Available
Pass/No Credit Not Available

CRJ 203 Corrections Counseling  (2) (1.5, 1)
Prerequisite: CRJ 110 and CRJ 202 or consent of instructor
This course will provide information about the rights and privileges of inmates and the types of litigation that can be initiated by detainees. Legal liability of the correctional officer and institution, and the officer-detainee relationship within the administrative bounds will also be presented. In addition, the standards of the Bureau of Detention Standards and Services of the Illinois Department of Corrections will be discussed. (1.1) Fall
Proficiency Credit Available
Pass/No Credit Not Available

CRJ 216 Crime Investigation I  (3) (3, 0)
Prerequisite: Grade of C or better in CRJ 215 or consent of instructor
This course will cover the theoretical framework of the fundamental procedures of criminal investigation. It will include the study of the statutes concerning crimes against property and the public order. Techniques of investigating these crimes will also be presented. (1.2) Spring
Proficiency Credit Available
Pass/No Credit Not Available

CRJ 217 Crime Investigation II  (3) (3, 0)
Prerequisite: Grade of C or better in CRJ 216 or consent of instructor
This course is a continuation of Crime Investigation I. It is a study of the statutes concerning crimes against persons and crimes related to controlled substances. Techniques of recognizing and investigating these crimes will also be presented. (1.2) Fall
Proficiency Credit Available
Pass/No Credit Not Available

CRJ 218 Use of Force I  (2) (1, 2)
Prerequisite: Grade of C or better in CRJ 215 or consent of instructor
A study of theories and practices pertaining to the use of force for police officers. Specific topics include levels of resistance and control, reactionary options, and command presence. Practical instruction includes searching and handcuffing, empty hand tactics, pressure point control, weapon retention, straight baton, and edged weapon defense. The course will also include flexibility and cardiovascular exercises for warm-up and carry over purposes before starting the physical and personal defense skills phase of the course. (1.2) On Demand
Proficiency Credit Available
Pass/No Credit Not Available

CRJ 219 Use of Force II  (2) (1, 2)
Prerequisite: Grade of C or better in CRJ 218 or consent of instructor
A continuation of Use of Force I. Theories and practices pertaining to the use of force for police officers will be examined. Topics such as critical decision making, mental and physical preparedness, and legal and ethical considerations will be covered. Practical instruction includes marksmanship skills, care of weapons, and tactical responses. (1.2) On Demand
Proficiency Credit Available
Pass/No Credit Not Available

CRJ 220 Criminalistics  (3) (3, 0)
Prerequisite: Consent of instructor
This course covers all aspects of crime scene processing and evidence preservation and collection. The study of this will include processing the crime scene for trace evidence, examining and evaluating physical evidence, and laboratory procedures. (1.2) Fall
Proficiency Credit Not Available
Pass/No Credit Not Available

CRJ 225 Criminal Investigation  (3) (3, 0)
Prerequisite: None
This course will cover the fundamentals and procedures of investigation; applications of deductive and inductive reasoning to the investigative process; the collection, marking, and preservation of evidence; and the techniques and procedures of the follow-up investigation. (1.1) Spring
Proficiency Credit Available
Pass/No Credit Not Available

CRJ 230 Criminology  (3) (3, 0)
Prerequisite: None
Recommended: SOC 100
Nature of adult and juvenile crime with historic and conventional theories of causation. Interrelationship of punishment to solution and correction. A thorough study is made of the classes of crimes, types of criminals, and procedures utilized in rehabilitating criminals. The various measures employed in deterring crime are also an integral part of this course. (1.1) Fall, Spring
IAI Major: CRJ912
Proficiency Credit Not Available
Pass/No Credit Not Available

CRJ 231 Juvenile Justice  (3) (3, 0)
Prerequisite: Grade of C or better in CRJ 101
An overview of the nature, extent, causes and control of juvenile delinquency. It will include the nature of the juvenile justice system and the processing of juveniles, including the historical development and the differences from the criminal system. The course will also include a study of the Illinois Juvenile Justice statutes. (1.2) Fall
IAI Major: CRJ914
Proficiency Credit Available
Pass/No Credit Not Available

CRJ 235 Issues in Criminal Justice  (Variable Credit .5-3) (5-3, 0-6)
Prerequisite: None
Discussion and analysis of specific topics in criminal justice. Focus of the class will be on issues of police, courts, corrections or security in contemporary American society. Emphasis on promoting dialogue between students and practitioners from different areas of the criminal justice system. Repeatable to 12 credits. (1.2) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Available

CRJ 250 Juvenile Delinquency  (3) (3, 0)
Prerequisite: None
An overview of the nature, extent, causes and control of juvenile delinquency. The student will gain an understanding of the various theories of causation of delinquency, the characteristics of delinquents, and the ideas and practices unique to the juvenile justice system including differences based on established values and laws. (1.1) Fall
Proficiency Credit Available
Pass/No Credit Not Available
CUL 100 Culinary Techniques  
Prerequisite: None  
This course is designed to give the student an overview of basic kitchen skills. Skill and competencies include knife handling, safety, sanitation, culinary terms, and equipment identification. This course is a prerequisite to CUL 102/PAS 102 and can be taken in conjunction with CUL 102 or PAS 102. (1.2) Summer  
Proficiency Credit Not Available  
Pass/No Credit Available

CUL 102 Food Production I  
Prerequisite: CUL 100 or concurrent enrollment in CUL 100  
Introduction to the basic foundation skills necessary in commercial cooking. Included, but not limited to the following areas: kitchen sanitation and safety, historical influences, preparation of stocks, soups, sauces, spices, vegetables, potato and other starchy recipes, conversions and costing of menus pricing, evaluation of convenience products, nutritional influences, equipment identification and use. (1.2) Fall, Spring  
Proficiency Credit Available  
Pass/No Credit Not Available

CUL 103 Food Production II  
Prerequisite: CUL 100 and CUL 102  
This course is a continuation of Food Production I with emphasis on building strong culinary foundational skills and reinforcing positive employability traits. The focus in this class is on vegetable identification and cookery, identification of various starchy foods in commercial cooking and proper preparation, identification of salads, salad dressings, and proper preparation, and breakfast cookery. The students will learn the principles and procedures when preparing vegetables, starchy foods, salads, salad dressings and breakfast items. (1.2) Fall, Spring  
Proficiency Credit Available  
Pass/No Credit Not Available

CUL 106 Applied Food Service Sanitation  
Prerequisite: None  
An overview of applied foodservice sanitation as it relates to trained personnel in the rapidly expanding foodservice industry. Emphasis placed on the prevention of food borne illness in foodservice establishments. (1.2) Fall, Spring  
Proficiency Credit Available  
Pass/No Credit Not Available

CUL 203 Food Production III  
Prerequisite: CUL 103  
To review basic cooking methods and techniques and to strengthen the understanding and application of culinary terminology, proper care and use of tools, sanitation and safety techniques. During this course you will gain a deeper understanding of the correct procedures for roasting, broiling, stewing, braising, poaching, sautéing, and frying. While involved in the review of cooking principles, students will learn the fabrication of meats, poultry, and seafood for restaurant and hotel use. Emphasis will be placed on production techniques, menu selections, food presentation, and quality, thereby preparing the student for future classes in Spartan Terrace. This course will also cover daily mise en place; correct preparation, handling, and use of stocks, soups, and sauces; the preparation of vegetables and starchy; and ways to conserve nutrients. (1.2) Fall, Spring  
Proficiency Credit Available  
Pass/No Credit Not Available

CUL 206 Garde Manger/International  
Prerequisite: CUL 203  
The course will cover all practical application of cold food preparation and presentation, with an emphasis on international cookery. Traditional approaches, elements of artistry, new culinary concepts, and innovative methods will be addressed. Examples of various cold foods to be prepared will be hors d’oeuvres, buffet salads, pates and galantines, sausage making, smoking of foods, and cheeses. Before a food product is ready to be served, there will be time spent on buffet presentation and layout, culminating in an International buffet to be served to the public. This course will provide the fundamentals necessary to build and perfect Garde Manger skills, which are essential for all foodservice professionals. (1.2) Spring  
Proficiency Credit Available  
Pass/No Credit Not Available

HOS 101 Intro to the Hospitality Industry  
Prerequisite: None  
This course will introduce the student to the broad world of Hospitality and Tourism and to the topics which will begin to prepare them for managerial careers in these fields. This course will introduce the following seven primary areas: Introduction/Overview, Historical Foundations, Food and Beverage, Lodging, Hospitality Management, Travel and Tourism, and Future Perspectives. (1.2) Fall, Spring  
Proficiency Credit Available  
Pass/No Credit Not Available

HOS 212 Quantity Food Purchasing  
Prerequisite: None  
Emphasis will be placed on the selection and specification requirements for purchasing the major types of foods, beverages and non-food items. Principles of product identification, proper receiving methods, storing, issuing of inventory items and inventory control will be covered. (1.2) Spring  
Proficiency Credit Available  
Pass/No Credit Not Available

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HOS 214 Menu Design and Strategy  (3) (3, 0)
Prerequisite: BUS 100
This course will cover the basic aspect of menu planning, design and pricing, essential knowledge of proper advertising and merchandising in a modern food service facility. Menu analysis is an important part of successful food service management and will be emphasized during this course. This course will provide the student with an opportunity to create his or her own menu. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

HOS 215 Hospitality Supervision  (3) (3, 0)
Prerequisite: None
This course will focus on the first line hospitality supervisor's application of management and motivation theory to the workplace. The use and application of job analysis, recruiting, selection, training, evaluation, discipline, planning, and problem solving will be discussed. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

HOS 216 Beverage Management  (3) (3, 0)
Prerequisite: None
This course will cover the following topics: general beverage industry information, beverage equipment, sanitation and bar setup, mixology, Spirits, marketing beverage, beer, wine making, wine tasting, wine service, and world wide wine industry. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

HOS 218 Food, Beverage, & Labor Control  (3) (3, 0)
Prerequisite: HOS 214 or consent of instructor
This course focuses on the basic cost control concepts for food and beverage management. The basics of cost/volume/profit analysis are included as well as the application of a control process to the primary functions of food and beverage operations. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

HOS 220 Dining Room Operations  (6) (3, 9)
Prerequisite: HOS 215
The student in the dining room service course will participate in the operation of the student run restaurant. The "hands-on" experience will provide skill training in customer service, tableside service, and dining room organization. Personnel, marketing and merchandising of the menu will also be covered during this course while assisting with the operation of the student run restaurant. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

HOS 225 Dining Room Management  (7) (3, 8)
Prerequisite: HOS 220
The student in the dining room management course will participate in the operation of the student run restaurant. This "hands-on" course will provide the student with practical experience in customer service and understanding of the manager's role and responsibility. This course will give the student a basic yet comprehensive knowledge of the different functions of the manager's job: planning, organizing, staffing, leading, controlling, and coordinating. (1.2) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

HOS 230 Hospitality Management Internship  (4) (0, 20)
Prerequisite: Consent of instructor
This course is designed to give the student valuable hands-on experience by entering into a partnership with industry. Under the supervision of the faculty member and designated employer, the student will participate in the day-to-day operations of the selected food service site. Students are required to complete a total of 400 hours of work at the internship site. (1.2) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

PAS 102 Baking I  (7) (4, 6)
Prerequisite: CUL 100 or concurrent enrollment in CUL 100
Theory and technique of baking and pastry make-up in quantity. Included will be basic concepts, units of measure, tools and materials, techniques and formulas. Discussions/demonstrations will cover basic baking to advanced techniques. Breads, sweet doughs, choux paste, pies, mousses, etc. (1.2) Spring
Proficiency Credit Available
Pass/No Credit Available

PAS 104 Yeast Bread  (6.5) (3, 7)
Prerequisite: None
This specialized course will provide students with the intensified production of yeast products. The experience will include reading and interpreting yeast formulas, ingredient selection and theory behind yeast dough production. Specialty breads, artisan, dough sculpture and regional products will be produced and discussed. (1.2) Fall
Proficiency Credit Available
Pass/No Credit Available

PAS 180 Baking II  (7) (4, 6)
Prerequisite: PAS 102
This course is a continuation of PAS 102 with an introduction to more elaborate baking and pastry with an emphasis on perfecting the bakers' techniques and production skills. Advanced work on tarts, petits fours, cake baking and decoration will also be covered. (1.2) Spring
Proficiency Credit Available
Pass/No Credit Available

PAS 202 Advanced Pastry I  (7) (4, 6)
Prerequisite: PAS 102 or concurrent enrollment in PAS 102
Continuation of Baking II. Introduction to European and advanced pastries and tortes with an emphasis on new assembly and decorating techniques. Bavarians and Charlottes, butter creams, ganache, chocolate pipings, and candy making. (1.2) Fall
Proficiency Credit Available
Pass/No Credit Available

PAS 204 Decorative Pastry  (6) (2, 8)
Prerequisite: PAS 202 or concurrent enrollment in PAS 202
This course deals exclusively with centerpiece and artistic displays. Sugar pulling, sugar casting, chocolate centerpieces, chocolate boxes, marzipan, rolled fondant, and wedding cakes will be taught through hands-on production. Course is repeatable to 18 credits; only six credits may apply toward a degree or certificate. (1.2) Fall
Proficiency Credit Not Available
Pass/No Credit Available

PAS 205 Pastry Internship  (4) (0, 20)
Prerequisite: PAS 102 and PAS 180
This course is designed to give the student valuable hands on experience by entering into a partnership with industry. The internship agreement will last for a minimum of 400 hours. Under the supervision of a faculty member and designated employer, the student will participate in the day-to-day operations of the selected foodservice site. During the internship period, the student will be responsible for preparing four term papers relating to the specific operation. Upon completion of this course, the student’s performance will be evaluated by the employer. (1.2) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

PAS 280 Advanced Pastry II  (7) (4, 6)
Prerequisite: PAS 180 and PAS 202
This course is a continuation of PAS 202 with more elaborate tortes and gateaux work. Ice cream and sorbets, plated dessert presentation, and chocolate and candy making will be addressed. (1.2) Spring
Proficiency Credit Not Available
Pass/No Credit Available

HTM 103 Front Office Procedures  (3) (3, 0)
Prerequisite: HOS 101 or concurrent enrollment in HOS 101
This course presents a systematic approach to front office procedures by detailing the flow of business through a hotel, from the reservations process to check-out and settlement. The course also examines the various elements of effective front office management, paying particular attention to the planning and evaluation of front office operations and to human resources management. Front office procedures and management are placed within the context of the overall operation of a hotel. (1.2) Fall
Proficiency Credit Not Available
Pass/No Credit Not Available
HTM 104 Housekeeping Management (3) (3, 0)
Prerequisite: HOS 101 or concurrent enrollment in HOS 101
This course presents a systematic approach to managing housekeeping operations in the hospitality industry. It is designed to acquaint the student with the role of housekeeping in hospitality operations by focusing on the planning, organization, budgeting, and supervision of various housekeeping tasks. Management of human resources and the importance of quality housekeeping staff are emphasized. Managing inventories, controlling expenses, and monitoring safety and security functions will be discussed in consideration of developing and maintaining the quality standards demanded by today's guests. (1.2) Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

HTM 217 Meeting and Convention Planning (4) (4, 0)
Prerequisite: None
The profile of business, government, education and charitable organizations involves ever increasing numbers of people getting together to discuss and make decisions. As a result the demand for well trained, organized, creative meeting planners has increased yearly. This course is designed to identify the numerous details involved in coordinating meetings, large and small, and to provide creative approaches to the challenges confronting today's meeting planner. (1.2) Fall
Proficiency Credit Not Available
Pass/No Credit Not Available

DATA ENTRY OFFICE ASSISTANT
(See Office Administration Technology)

DENTAL ASSISTING
All DEA courses numbered 100 and above may be applied to the major field and elective requirement in the Associate in Arts and Associate in Science Degrees.

Special Admissions Requirements apply to Dental Assisting courses (see Dental Assisting curriculum).

DEA 101 Dental Assisting I (3) (2, 2)
Prerequisite: Acceptance into DEA program or consent of instructor
Introductory course to dental assisting. Tooth anatomy, both primary and permanent teeth, are included as well as a survey of head and neck anatomy. Bones, muscles, glands, blood vessels and nerves are studied as they relate to the functional dentition and the jaw joint. Fetal development of the face is included. The lab includes crown carving and beginning charting. (1.2) Fall
Proficiency Credit Available
Pass/No Credit Not Available

DEA 103 Dental Materials I (3) (2, 2)
Prerequisite: DEA 101 or concurrent enrollment in DEA 101 or consent of instructor
This course deals with the chemical, physical and mechanical concepts of gypsum, hydrocolloids, dental filling materials and periodontal packs. Emphasis will be placed on developing manipulative skills necessary to carry out laboratory and chairside procedures. (1.2) Fall
Proficiency Credit Available
Pass/No Credit Not Available

DEA 106 Dental Aseptic Techniques (3) (2, 2)
Prerequisite: DEA 101 or consent of instructor or concurrent enrollment in DEA 101
Recommended: Concurrent enrollment in DEA 108 and COMPASS reading assessment score of 80 or higher
This course is designed for the dental assisting major and will cover methods used for disinfection, sterilization, prevention of crosscontamination and techniques used to prevent personnel infection. Bloodborne pathogens and some infectious diseases are covered. Heavy emphasis will be placed on the use of equipment and chemicals. Methods to sterilize individual groups of instruments will be studied. A limited microbiology section is also included. (1.2) Fall
Proficiency Credit Available
Pass/No Credit Not Available

DEA 107 Dental Radiography (3) (2, 2)
Prerequisite: DEA 101 or consent of instructor
Techniques involved in exposing, processing and mounting dental x-rays. Two techniques are taught: the paralleling and the bisecting angle. Stress is placed upon radiation safety for the operator and patient. Anatomy of the bony structures radiographed as well as history and physics of radiography will be covered. All work will be completed on manikins. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

DEA 108 Chairside Dental Assisting I (3) (2, 2)
Prerequisite: DEA 103 and DEA 106 or consent of instructor or concurrent enrollment in DEA 101, DEA 103 and DEA 106
Recommended: COMPASS reading assessment score of 80 or higher
Practical experience is given in chairside procedures of general dentistry. Procedures for tooth restoration and cleaning are covered. Skills taught include equipment use and care, aseptic techniques, saliva control, instrument transfer, sharpening, and identification. (1.2) Fall
Proficiency Credit Available
Pass/No Credit Not Available

DEA 111 Dental Assisting II (3) (3, 0)
Prerequisite: DEA 101 or consent of instructor
Presents concepts of first aid, community dentistry, dental pathology, and pharmacology including: Diet and nutrition, fluoridation, and patient education. First aid as it applies to the dental office is also stressed. (1.2) Spring
Proficiency Credit Available
Pass/No Credit Not Available

DEA 113 Special Projects in Dental Assisting (1) (0, 2)
Prerequisite: Consent of instructor
Remedial or advanced projects in either chairside assisting or dental radiography will be undertaken. Advanced projects in dental radiography include occlusal and oblique angle projections, pedodontic and extra oral techniques. Advanced projects in chairside assistance including six-handed, sit-down dentistry and chairside assisting for the dental specialties. Clinical evaluations and a project report will be required. Advanced work in dental biology can also be undertaken. Repeatable to three credits. (1.2) On Demand
Proficiency Credit Available
Pass/No Credit Not Available

DEA 118 Dental Materials II (2.5) (1.5, 2)
Prerequisite: DEA 103 or consent of instructor
This course is a continuation of Dental Materials I. Concepts applied to prosthetic dental impression materials are covered as well as
DEVELOPMENTAL STUDIES
(See page 156)

DICTATION
(See Office Administration Technology)

DRAFTING & DESIGN
(See Computer Aided Design & Drafting)

DRAMA
(See Theatre)

DRAWING
(See Art)

ACRYLIC MATERIALS AND METALS. EMPHASIS WILL BE PLACED ON MANIPULATIVE TECHNIQUES AND THEIR USE IN GENERAL DENTISTRY. (1.2) SPRING
PROFICIENCY CREDIT AVAILABLE
PASS/NO CREDIT NOT AVAILABLE

DEA 119 Dental Records & Communication
(2.5) (2, 1)
Prerequisite: Acceptance into DEA program or consent of instructor.
The policies and procedures for all dental office clinical and financial records are discussed. Compilation and recording of data, correspondence with responsible third parties, and filing and storage of records are included. Appointments, bookkeeping procedures, inventory control, telephone techniques, banking procedures, and financial arrangements are covered. Also included are: Interviewing skills, health and grooming, ethics, and history of dentistry. A major part of the course includes effective patient communication. (1.2) SPRING
PROFICIENCY CREDIT AVAILABLE
PASS/NO CREDIT NOT AVAILABLE

DEA 120 Chairside Dental Assisting II
(3) (2, 2)
Prerequisite: DEA 108 or consent of instructor
In-depth classroom and laboratory experiences in chairs side dental assisting procedures for the specialties of dentistry. Endodontics, Oral and Maxillofacial Surgery, Orthodontics, Pediatric Dentistry, and Periodontics will be emphasized. Charting for specialty procedures as well as fixed restorations are also covered in this course. (1.2) SPRING
PROFICIENCY CREDIT AVAILABLE
PASS/NO CREDIT NOT AVAILABLE

DEA 123 Clinical Practice I
(3) (1, 9)
Prerequisite: DEA 108 and DEA 120 or consent of instructor
Application of theories and skills taught in the classroom to clinical surroundings of two general practice offices. (1.2) SPRING
PROFICIENCY CREDIT AVAILABLE
PASS/NO CREDIT NOT AVAILABLE

DEA 124 Clinical Practice II
(3) (1, 8)
Prerequisite: DEA 108 and DEA 120 or consent of instructor
Application of theories and skills taught in the classroom and lab to the clinical surroundings of two or three different specialties. Student affiliations can include: oral and maxillofacial surgery, orthodontics, periodontics and pediatric dentistry. (1.2) SPRING
PROFICIENCY CREDIT AVAILABLE
PASS/NO CREDIT NOT AVAILABLE

DESIGN
(See Art, Computer Aided Design & Drafting, Graphic Design)

DESKTOP PUBLISHING
(See Computer & Information Sciences, Office Administration Technology)
an Educational Plan with an ECC counselor regarding the selection of ALL courses.

EDN 100 Introduction to Education (3) (3, 0)
Prerequisite: None
This course will introduce the topic of education both as a professional pursuit, and as an institution. Students will study historical, social, and philosophical foundations of education, as well as current issues confronting teachers, legislators, administrators, students, and communities. A minimum 15-hour clinical component is required for this class. (1.1) Fall, Spring, Summer
IAI Major: EED901, SED901
Proficiency Credit Not Available
Pass/No Credit Not Available

EDN 105 Art in the Classroom (3) (3, 0)
Prerequisite: PSY 100
Designed to increase understanding of the child and his/her creative work at various stages of development and to explore a wide variety of material. Assistance in organizing an art program in the classroom. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

EDN 128 Music for the Elementary Teacher (3) (3, 0)
Prerequisite: PSY 100
Applied techniques and current practices in developing a music program; material for teaching vocal music; directed listening, experimentation with simple melodic rhythmic instruments. Survey of instructional materials. Term paper or project. (1.1) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

EDN 201 Introduction to Cross-Cultural Education (3) (3, 0)
Prerequisite: None
This course is designed to increase the student's awareness of other cultures, other perspectives, and his/her own involvement in the global community. The course will also concentrate on the study of effective teaching strategies and resources for multi-cultural teaching. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

EDN 204 Students with Disabilities in School (3) (3, 0)
Prerequisite: ECE 174 or PSY 212
A survey course that presents the historical, philosophical and legal foundations of special education, as well as an overview of the characteristics of individuals with disabilities, the programs that serve them under the Individuals with Disabilities Act, and the diversity of the populations of individuals with disabilities. (1.1) Fall, Spring
IAI Major: SED904
Proficiency Credit Not Available
Pass/No Credit Not Available

NOTE: This course is offered concurrently as ECE 204. The student must decide whether to earn credits in Education (EDN) or Early Childhood Education (ECE) prior to enrolling.

EDN 205 Introduction to Group Processes (3) (3, 0)
Prerequisite: None
This course is designed to meet the needs of the student who will help others on a group basis. The major focus is on increasing communication at all age levels, interpersonal knowledge and leadership skills in an atmosphere that allows students to study themselves and their relationships with other people. The course is taught using the experiential approach which gives students the opportunity to experience the small group processes and theories being studied. Students are encouraged to examine their own value base, self-concept and interpersonal style, and the implication that these have in working with adults as well as children. (1.1) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

EDN 211 Pre-Student Teaching Clinical Experience (2) (1, 2)
Prerequisite: Grade of C or better in PSY 100 & either PSY 212 or PSY 213 and PSY 211 or concurrent enrollment in PSY 211 or consent of instructor
Recommended: A minimum GPA of 2.5
Documented clinical experience involving observation of and interaction with children and practitioners at work, according to specified guidelines, within the appropriate subject matter and age category. The experience, comprising of a minimum of 30-50 hours, is planned, guided, and evaluated by both a college supervisor and a teacher on-site. The experience can occur in a variety of educational settings. (1.1) Fall, Spring
IAI Major: EED904, SED905, SPE914
Proficiency Credit Not Available
Pass/No Credit Not Available

EDN 233 Special Topics in Education (.5) (.5, 0)
Prerequisite: None
Designed to satisfy specific needs or interests of those in the education field. The topics will cover the life long learning that is necessary for educators and will reflect the rapidly changing skills and knowledge required to function in today's education settings. The following guidelines are to be used in selecting topics: 1) adequate and available material on specific topic; 2) comprehensive outlines for each topic; and 3) course should be designed to meet the needs of those practicing in the field. Course is repeatable to four credits. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Available

EDN 234 Special Topics in Education (1) (1, 0)
Prerequisite: None
Designed to satisfy specific needs or interests of those in the education field. The topics will cover the life long learning that is necessary for educators and will reflect the rapidly changing skills and knowledge required to function in today's education settings. The following guidelines are to be used in selecting topics: 1) adequate and available material on specific topic; 2) comprehensive outlines for each topic; and 3) course should be designed to meet the needs of those practicing in the field. Course is repeatable to four credits. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Available

EDN 235 Special Topics in Education (2) (2, 0)
Prerequisite: None
Designed to satisfy specific needs or interests of those in the education field. The topics will cover the life long learning that is necessary for educators and will reflect the rapidly changing skills and knowledge required to function in today's education settings. The following guidelines are to be used in selecting topics: 1) adequate and available material on specific topic; 2) comprehensive outlines for each topic; and 3) course should be designed to meet the needs of those practicing in the field. Course is repeatable to eight credits. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Available

EDN 236 Special Topics in Education (3) (3, 0)
Prerequisite: None
Designed to satisfy specific needs or interests of those in the education field. The topics will cover the life long learning that is necessary for educators and will reflect the rapidly changing skills and knowledge required to function in today's education settings. The following guidelines are to be used in selecting topics: 1) adequate and available material on specific topic; 2) comprehensive outlines for each topic; and 3) course should be designed to meet the needs of those practicing in the field. Course is repeatable to 12 credits. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Available

EDN 237 Special Topics in Education (4) (4, 0)
Prerequisite: None
Designed to satisfy specific needs or interests of those in the education field. The topics will cover the life long learning that is necessary for educators and will reflect the rapidly changing skills and knowledge required to function in today's education settings. The following guidelines are to be used in selecting topics: 1) adequate and available material on specific topic; 2) comprehensive outlines for each topic; and 3) course should be designed to meet the needs of those practicing in the field. Course is repeatable to 16 credits. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Available
EMERGENCY MEDICAL TECHNOLOGY-PARAMEDIC

All EMT courses numbered 100 and above may be applied to the major field and elective requirement in the Associate in Arts and Associate in Science Degrees.

Special Admissions Requirements apply to EMT courses (see Emergency Medical Technology - Paramedic curriculum).

EMT 121 Paramedic I (6) (5, 3)  
Prerequisite: Current certification as an EMT-B or I and acceptance into the EMT-P program  
This course encompasses the training of paramedics in the areas of their role, medical/legal considerations, ethics, EMS Systems, personal wellness, injury prevention, general patient assessment, communications, documentation, assessment based management, and life span development. The paramedic student will also learn recognition and treatment of respiratory insufficiency. This course will consist of classroom theory and concurrent laboratory and clinical experience in simulated situations, hospital and pre-hospital settings. (1.2) Fall  
Proficiency Credit Available  
Pass/No Credit Not Available

EMT 122 Paramedic II (6) (5, 3)  
Prerequisite: Grade of C or better in EMT 121 or concurrent enrollment in EMT 121; EMT 121 should be taken prior to EMT 122 in the same semester  
This course encompasses the training of paramedics in the areas of pathophysiology, pharmacology, venous access, medication administration, and specific medical emergencies including those involving pulmonary, cardiology, neurology, endocrinology, toxicology, and hematology diseases. This course will consist of classroom theory and concurrent laboratory and clinical experience in simulated situations, the hospital and out in the field. (1.2) Fall  
Proficiency Credit Not Available  
Pass/No Credit Not Available

EMT 123 Paramedic III (6) (5, 3)  
Prerequisite: Grade of C or better in EMT 122  
This course encompasses the training of paramedics in the area of trauma emergencies. It includes the kinetics of trauma, head, neck and spinal injury, body cavity trauma, musculoskeletal injuries, soft tissue trauma, burns, shock, and trauma resuscitation. This course consists of classroom theory and concurrent laboratory/clinical experience in simulated situations, the hospital and out in the field. (1.2) Spring  
Proficiency Credit Not Available  
Pass/No Credit Not Available

EMT 133 Paramedic Seminar (4.5) (3.5, 3)  
Prerequisite: Grade of C or better in EMT 124  
This course will familiarize the paramedic student with ambulance operations, medical incident command, rescue awareness and operations, hazardous materials incidents, crime scene awareness and weapons of mass destruction preparedness. This course will consist of classroom theory and concurrent laboratory and clinical experience in simulated situations, hospital, and prehospital settings.  
(1.2) Summer  
Proficiency Credit Not Available  
Pass/No Credit Not Available

ENERGY MANAGEMENT

All ECS courses numbered 100 and above may be applied to the major field and elective requirement in the Associate in Arts and Associate in Science Degrees.

All repeatable ECS courses may be counted only once toward graduation and in the GPA.

ECS 103 Commercial/Industrial Boilers (3) (2, 2)  
Prerequisite: Grade of C or better in HAC 101 or HAC 103  
Provides a comprehensive study of all aspects of high pressure boilers. Contents include steam boiler operations, accessories, boiler operation safety, computer and programmable controls, water treatment, and testing. Course is repeatable to six credits. (1.2) On Demand  
Proficiency Credit Available  
Pass/No Credit Not Available

ECS 108 Commercial Electronic Control Systems (3) (2, 2)  
Prerequisite: Grade of C or better in HAC 104 and HAC 212 or concurrent enrollment in HAC 212  
This course is geared towards students and those individuals with some background in HVACR electronic controls. Emphasis is placed on function and application of HVACR electronic control systems. The subject material is structured for maximum participation in the interpretation of control sequences and selection of equipment. Course is repeatable to six credits. (1.2) On Demand  
Proficiency Credit Available  
Pass/No Credit Not Available

ECS 110 Codes and Standards (2) (2, 0)  
Prerequisite: Grade of C or better in HAC 205  
Familiarization with and identification of sources of current federal, state, local codes and standards (ASHRAE) applied to building, plumbing, electrical, heating, ventilation, refrigeration and air conditioning systems. Course is repeatable to four credits. (1.2) Fall  
Proficiency Credit Available  
Pass/No Credit Not Available

ECS 114 IAQ for Commercial Buildings (3) (3, 0)  
Prerequisite: Grade of C or better in HAC 205  
This course covers IAQ problems that face building occupants and problems confronting building managers in buildings today. IAQ guidelines, EPA, OSHA, and other federal regulations will be covered as well as solving indoor air quality problems. Course is repeatable to six credits. (1.2) On Demand  
Proficiency Credit Available  
Pass/No Credit Not Available

ECS 202 Commercial Load Calculations (3) (2, 2)  
Prerequisite: Grade of C or better in HAC 101 and HAC 205  
Provides a comprehensive study for heating and cooling load calculations for commercial buildings. Provides a wide range of procedures-both manual calculations procedures and computer-assisted. Emphasizes the Transfer Function Method (TFM) as a baseline procedure. CLTD/SLC/CLF are discussed. Course is repeatable to six credits. (1.2) On Demand  
Proficiency Credit Available  
Pass/No Credit Not Available

ECS 206 Commercial Duct Design (3) (2, 2)  
Prerequisite: Grade of C or better in ECS 202 or concurrent enrollment in ECS 202  
A study in commercial duct design to provide the student a primer on the theory and on the factors that relate to designing low pressure, low velocity air distribution systems. Duct sizing methods will include equal friction method, static regain, constant velocity, velocity reduction, and modified equal friction. This course will also cover specific applications found in commercial and industrial buildings. Course is repeatable to six credits. (1.2) On Demand  
Proficiency Credit Available  
Pass/No Credit Not Available

ECS 215 Commercial Applications Systems (3) (3, 0)  
Prerequisite: Grade of C or better in ECS 110 and ECS 114  
Recommended: MTH 112  
Students will use design procedure in selecting HVAC systems and performing the calculations and procedures that are required to size and locate the HVAC equipment and associated component for commercial buildings. Specifications of control and control cycles, layout, and designing of energy-efficient combination systems (heating and cooling) found in commercial and industrial buildings will also be covered. State-of-the-art equipment and control systems will be studied for maximum energy efficiency. This course bridges the gap between actual design and the theoretical knowledge. Course is repeatable to six credits. (1.2) On Demand  
Proficiency Credit Available  
Pass/No Credit Not Available
ENGLISH COMPOSITION

ENG 101 and 102 fulfill six hours of the communications requirement in the Associate in Arts, Associate in Sciences, Associate in Fine Arts, Associate in Engineering Science and Associate in Liberal Studies Degrees and in some Associate of Applied Science Degrees.

All ENG courses numbered 100 and above, except ENG 101 and 102, may also be applied to the major field and elective requirement in the A.A. and A.S. Degrees.

ENGLISH COMPOSITION COURSES

Enrollment in English composition is contingent upon placement. After successfully completing the first semester of a sequential course, the student may enroll in the second semester of the course.

No student is allowed to register for English (ENG 101) without meeting one of the following prerequisites:

1. For students who took the ACT test before Aug. 1, 1989, an English ACT score of 18 or higher is required; or
2. For students who took the Enhanced ACT test after Aug. 1, 1989, an English ACT score of 20 or higher is required; or
3. Successful completion of ENG 098; or
4. Placement into ENG 101 based on placement test.

ACT scores must be on file in the ECC Records Office at the time of registration. Students with ACT scores lower than those specified in this section will be asked to complete the English placement test.

The student who must complete the English Placement Test should take the following steps:

1. Take the English Placement Test at the Testing Center at the Main Campus or Fountain Square Campus. No appointment is necessary and no fees are charged. Set aside about two and a half hours to complete the test.
2. Test results are mailed to students' homes within seven to 10 business days after taking the test.

ADVANCED ENGLISH PLACEMENT

Credit for ENG 101 English Composition I will only be granted based upon the successful completion of the standardized CLEP Examination in English along with a locally graded essay examination or successful completion of the Advanced Placement Examination in English. Based on the score received on the Advanced Placement (AP) Examination in English, credit may be granted for English Language/Composition for ENG 101 (AP, 4), or ENG 101 and ENG 102 (AP, 5), or credit may be granted for English Literature/Composition for ENG 101 (AP, 4); or ENG 101 and LIT 215 (AP, 5).
ENG 211 Playwriting (3) (3, 0)  
Prerequisite: ENG 110 or consent of instructor  
This course is designed to meet the needs of students who have already completed preliminary work in creative writing and are now interested in focusing on the craft of writing plays. Students will produce 45-50 pages of script, including multiple revisions. (1.1) On Demand  
Proficiency Credit Not Available  
Pass/No Credit Available

ENG 212 Poetry Writing (3) (3, 0)  
Prerequisite: ENG 110 or consent of instructor  
This course is designed to meet the needs of students who have completed preliminary work in creative writing and are now interested in focusing on the craft of writing poetry. Students will produce 25-30 pages of poetry, including multiple revisions. (1.1) On Demand  
I AI Major: EGL922  
Proficiency Credit Not Available  
Pass/No Credit Available

ENG 213 Literary Non-Fiction (3) (3, 0)  
Prerequisite: ENG 110 or consent of instructor  
This course is designed to meet the needs of students who have completed preliminary work in creative writing and are now interested in focusing on the craft of literary non-fiction and the autobiographical essay. Students will produce 45-50 pages of literary non-fiction, including multiple revisions. (1.1) Fall, Spring  
I AI Major: EGL924  
Proficiency Credit Not Available  
Pass/No Credit Available

ENTREPRENEURSHIP

All ENT courses numbered 100 and above may be applied to the major field and elective requirement in the Associate in Arts and Associate in Science Degrees.

ENT 101 Entrepreneurship Seminar I (3) (3, 0)  
Prerequisite: None  
This course is designed as an introductory course in entrepreneurship, including an overview of the major elements associated with starting and maintaining a business enterprise including financial statement review, professional advisors, marketing issues and other related topics. Students examine various marketing issues and other related topics. Students examine various small businesses and analyze successful and unsuccessful business ownership and management practices. (1.2) On Demand  
Proficiency Credit Not Available  
Pass/No Credit Available

ENT 102 Entrepreneurship Seminar II (2) (2, 0)  
Prerequisite: Grade of C or better in ENT 101  
This course is designed as the second course in the series of two that provides the student with the opportunity to identify, review, analyze, and evaluate problems that arise in small business. The course will revolve around case studies and draw on the experiences of local entrepreneurs. Students will utilize problem-solving skills in both individual and group settings and formats to formulate solutions. (1.2) On Demand  
Proficiency Credit Not Available  
Pass/No Credit Available

ENT 111 Small Business Management (3) (3, 0)  
Prerequisite: None  
Recommended: MMT 101  
This course is designed to help the student understand the advantages and disadvantages of going into business; know how to construct a business plan and how to get started; be able to identify the form of business that best meets the needs of the small business. The student should be able to recognize the obstacles to success and get an understanding of how to overcome them. (1.2) Fall, Spring  
Proficiency Credit Available  
Pass/No Credit Available

NOTE: This course is offered concurrently as MMT 111. The student must decide whether to earn credits in Entrepreneurship (ENT) or Management (MMT) prior to enrolling.

ENT 120 Business Plan Writing I (3) (3, 0)  
Prerequisite: Grade of C or better in ENT 101 or concurrent enrollment in ENT 101  
Students will develop and construct a market-ready business plan. Activities will concentrate on all areas of the business planning process including: business concept, product development, marketing, management, financing, and ongoing operation. (1.2) On Demand  
Proficiency Credit Not Available  
Pass/No Credit Available

ENT 145 e-Commerce: A Managerial Perspective (3) (3, 0)  
Prerequisite: Grade of C or better in MMT 101 and CIS 110 or OAT 130 or concurrent enrollment in MMT 101 and CIS 110 or OAT 130  
This course explores the business opportunities, challenges and strategies for the use of electronic commerce. Included will be an examination of retail issues, advertising methods and strategies, service industries, business-to-business concerns, and implementation strategies. (1.2) On Demand  
Proficiency Credit Not Available  
Pass/No Credit Available

ENT 200 The Virtual Company (4) (2, 4)  
Prerequisite: None  
The Virtual Company is a multidisciplinary course that integrates classroom instruction with business operation. Students will work at a simulated business firm in a state-of-art facility performing basic business functions of purchasing, accounting, marketing, and human resources. In addition, students transact business with other virtual companies throughout the world. Skills developed include inter- and intra-group communications, leadership, teamwork, problem solving, computer applications, and financial decision making. (1.2) On Demand  
Proficiency Credit Not Available  
Pass/No Credit Available

ENT 210 Small Business Finance (3) (3, 0)  
Prerequisite: Grade of C or better in ACC 101  
This course examines the various resources available for funding a small business. The student will analyze financial statements and write a loan proposal. The student will also gain an understanding of working capital and cash management. (1.2) On Demand  
Proficiency Credit Not Available  
Pass/No Credit Available

NOTE: This course is offered concurrently as MMT 210. The student must decide whether to earn credits in Entrepreneurship (ENT) or Management (MMT) prior to enrolling.

ENT 220 Business Plan Writing II (3) (3, 0)  
Prerequisite: Grade of C or better in ENT 120  
The second course in business planning in the Entrepreneurship track, students work in groups to develop, construct, present, evaluate, and analyze a market-ready business plan. Business plan development will include all areas of the business planning process including: business concept, product development, marketing, management, financing, and ongoing operation. (1.2) On Demand  
Proficiency Credit Not Available  
Pass/No Credit Available

EXECUTIVE SECRETARY  
(See Office Administration Technology)

FAMILY VIOLENCE COUNSELING  
(See Human Services)

FINE ART  
(See Art)

FIRE OFFICER I  
(See Fire Science & Safety)

FIRE SCIENCE AND SAFETY

All FSS courses numbered 100 and above may be applied to the major field and elective requirement in the Associate in Arts and Associate in Science Degrees.

FSS 101 Introduction to Fire Science (3) (3, 0)  
Prerequisite: None  
Introduction to fire problems, history, evaluation and survey of fire protection characteristics and behavior of fire, chemistry of fire, building construction, extinguishing agents and hazardous materials identification, EMS in the fire science, communications, municipal water systems, equipment identification and use, protective systems, fire prevention, and terrorism awareness. (1.2) Fall  
Proficiency Credit Available  
Pass/No Credit Available

FSS 102 Fire Prevention Principles I (3) (3, 0)  
Prerequisite: FSS 204 or consent of instructor  
Course required of eligible candidates pursuing Illinois certification as a Fire Officer I. This course is designed to meet the needs of individuals
who are expanding their knowledge about fire department operations. (1.2) On Demand
Proficiency Credit Available
Pass/No Credit Not Available

FSS 103 Fire Suppression (3) (3, 0)
Prerequisite: FSS 101 or consent of instructor
Survey of fire suppression organizations, basic elements of fire ground tactics and organization; manpower and equipment utilization; survey of building designs, construction, hazardous materials; extinguishing agents, equipment and apparatus. (1.2) Spring
Proficiency Credit Available
Pass/No Credit Not Available

FSS 201 Fire Fighting Tactics & Strategy I (3) (3, 0)
Prerequisite: FSS 204 or consent of instructor
An introduction to the basic principles and methods associated with fire ground tactics and strategy as required of the company officer. Emphasizes size-up, fire ground operations, pre-fire planning, and basic engine and truck company operations. (1.2) On Demand
Proficiency Credit Available
Pass/No Credit Not Available

FSS 202 Hazardous Materials (3) (3, 0)
Prerequisite: FSS 204 or consent of instructor
Study of chemical characteristics and reactions related to storage, transportation, handling hazardous materials, i.e. flammable liquids, combustible solids, oxidizing and corrosive materials and radioactive compounds. Emphasis on emergency situations and fire fighting and control. (1.2) On Demand
Proficiency Credit Available
Pass/No Credit Not Available

FSS 203 Fire Apparatus Engineer Specialist (4) (4, 0)
Prerequisite: FSS 103 or consent of instructor
This course is designed to meet the needs of those individuals who wish to expand their knowledge as an Engineer/Operator. The course design is structured to provide the learner with fundamental theories, fact, concepts, and principles, requirements and procedures, equipment and components and to utilize this knowledge effectively in making sound value judgements and in affecting changes in behavior and practices. (1.2) Spring
Proficiency Credit Available
Pass/No Credit Not Available

FSS 204 Fire Protection Systems (3) (3, 0)
Prerequisite: FSS 101 or consent of instructor
A study of the required standards for water supplies: protection systems; automatic sprinklers and extinguishing systems including analysis of various automatic signaling and detection systems. (1.2) On Demand
Proficiency Credit Available
Pass/No Credit Not Available

FSS 206 Fire Service Management I, Officer Role and Function (3) (3, 0)
Prerequisite: FSS 204 or consent of instructor
One of two management courses required of eligible candidates pursuing Illinois certification as a Fire Officer I. Acquaints the student with the role of the company officer and provides an introduction to basic management theories, practices, and functions. (1.2) On Demand
Proficiency Credit Available
Pass/No Credit Not Available

FSS 207 Fire Service Management II, Communication and Group Dynamics (3) (3, 0)
Prerequisite: FSS 206 or consent of instructor
One of two management courses required of eligible candidates pursuing Illinois certification as a Fire Officer I. Acquaints the student with the principles of communication and group dynamics as they relate to the company officer. (1.2) On Demand
Proficiency Credit Available
Pass/No Credit Not Available

FSS 214 Fire Service Instructor-Basic Level (3) (3, 0)
Prerequisite: FSS 204 or consent of instructor
This course is designed to meet the guidelines of the Illinois Fire Protection Personnel Standards and Education Commission to qualify fire service personnel to conduct training and education classes for others in the field. It is designed to teach the fire officer how to be more proficient in his or her work and how to use the resources that are available to him/her. Also how to utilize outlines, prepare classes, utilize tests, as well as participate in practice teaching where he/she can be evaluated. (1.2) On Demand
Proficiency Credit Available
Pass/No Credit Not Available

FSS 215 Emergency Medical Technician-Basic (6) (5, 3)
Prerequisite: None
Recommended: Valid CPR card
Basic purpose of the course is to develop student skill in patient assessment and emergency treatment procedures. The medical emergencies covered in the course include cardiac, resuscitation, and treatment of existing medical conditions such as diabetes, epilepsy, and emergency childbirth. Specific attention is directed toward definitive treatment and transportation of traumatic injuries. The course also consists of extensive practical application of all treatment modalities. Students must attain a valid CPR card prior to finishing this class if planning to take the National EMT Test. Only two CPR cards will be accepted: American Heart Association Healthcare Provider CPR card or an American Red Cross Professional Rescuer CPR card. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

FSS 220 Legal Concerns in Fire and Emergency Services (3) (3, 0)
Prerequisite: FSS 101, FSS 201, FSS 215 and FSS 102 or consent of instructor
Analysis of the legal issues confronting the Fire and Emergency Services. Areas covered include: legal liability, sovereign immunity, overtime laws, collective bargaining, workers’ compensation, drug testing, discrimination and many other areas. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

FSS 240 Criminal Justice and Correctional Systems (3) (3, 0)
Prerequisite: None
Recommended: Valid CPR card
A survey of the U.S. criminal justice system and the institutions and agencies making up that system. Students will explore the structure, function, and operation of the system of criminal justice in the United States. (1.2) Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

FSS 270 Fire Service Development and Management (3) (3, 0)
Prerequisite: FSS 204 or consent of instructor
This course is designed to meet the guidelines of the Fire Service Management Commission for Fire Service Management Development. The course is designed to teach the fire officer how to be more proficient in his or her work and how to use the resources that are available to him/her. Also how to utilize outlines, prepare classes, utilize tests, as well as participate in practice teaching where he/she can be evaluated. (1.2) On Demand
Proficiency Credit Available
Pass/No Credit Not Available

FIT 100 Fitness Instructor Fundamentals I (3) (3, 0)
Prerequisite: None
Area physicians, physical therapists, and other sports medicine professionals will show students how to teach others that looking good means understanding what happens inside your body. Content will cover anatomy and kinesiology, muscle physiology, injury prevention, nutrition, and health screening appropriate to a fitness instructor. (1.6) Fall
Proficiency Credit Not Available
Pass/No Credit Not Available

FIT 200 Fitness Instructor Fundamentals II (3) (3, 0)
Prerequisite: FIT 100
A continuation of the Fitness Instructor Fundamentals I course with advanced topics covering the cardiovascular system, designing a fitness program, choreography, managing stress, and professional responsibilities and liabilities. (1.6) Spring
Proficiency Credit Not Available
Pass/No Credit Available
FOREIGN LANGUAGES
(See French, German, International Studies, Russian, and Spanish)

FRENCH

FLF 104 Intermediate French  (4) (4, 0)
Prerequisite: FLF 103 or higher H.S. French or 3 college semesters French or placement
Builds on FLF 101 and FLF 102 grammar and composition, vocabulary building and conversation. Expands vocabulary and integrates composition exercises. Oral presentations and written assignments will be based on language and cultural audio and video tapes. The reading of short stories, novels, plays and/or poetry by French authors may also be assigned in preparation for class discussion. (1.1) Fall
Proficiency Credit Available
Pass/No Credit Available

FLF 110 Conversational French I  (3) (3, 0)
Prerequisite: FLF 102 or 2 years H.S. French or 2 college semesters French or placement
Recommended: Concurrent enrollment in FLF 103 or higher
This conversation course allows students to use basic language skills learned in elementary French classes. Students develop confidence in speaking as they interact with each other and with instructor in French. Guidance is provided for discussion topics, vocabulary use and grammatical structure. But, explanations are kept at a minimum. (1.1) On Demand
Proficiency Credit Available
Pass/No Credit Available

NOTE: This course is not a substitute for FLF 103 and 104 which are required for Foreign Language majors.

FLF 120 Conversational French II  (3) (3, 0)
Prerequisite: FLF 103 or 3 years H.S. French or 3 college semesters French or placement
Recommended: Concurrent enrollment in FLF 104 or higher
Students aim at becoming more fluent speakers, as all conversations in class will be in French. Specifically assigned discussion topics focus on expanding vocabulary use and gaining confidence in the application of grammatical principles. (1.1) On Demand
Proficiency Credit Available
Pass/No Credit Available

NOTE: This course is not a substitute for the second semester of FLF 104 which Foreign Language majors must take to complete requirements.

FLF 201 French Conversation and Composition  (3) (3, 0)
Prerequisite: FLF 104 or 4 years H.S. French or 4 college semesters French or placement
Intensive work aimed at developing speaking and writing skills. Considerable attention paid to spontaneous conversation styles and precise composition work. The increase of comprehension skills will be supported by the use of audio and video tapes and films. (1.1) On Demand
Proficiency Credit Available
Pass/No Credit Available

FLF 202 Advanced French Composition and Conversation  (3) (3, 0)
Prerequisite: FLF 201 or 5 college semesters French or placement
Continuation of FLF 201, French Conversation and Composition, with emphasis on compositions based on literary works of major authors, current newspapers and periodicals. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Available

GED PROGRAM
(See page 159)

GENERAL STUDENT DEVELOPMENT

GED 120 Exploring Careers and College Majors  (1) (0, 0)
Prerequisite: None
Intended as an aid to students who are undecided or uncertain as to a college program of study and the subsequent occupational fields that are closely related to academic training. On a structured, small group basis the student will be exposed to topics on the following steps on the career ladder: The relationship of personal interests, values, abilities, and life style preferences to career decision-making, work stereotypes and barriers; an assessment of interest, values and abilities as well as how to interpret such assessments; the philosophy of work and the meaning of “career;” the relevant aspects of planning a career, such as the availability of training, cost, length of training, job market and future job trends. The participant will have ample opportunity to interact with the instructor and other students. (1.1) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

GED 140 Guided Career/Life Transitions  (1) (0, 0)
Prerequisite: None
A course for persons who would like to change their career path with assistance of a professional career counselor. This course will incorporate information about the participants’ interest, values, and transferable skills with information about how to research the local job market and training requirements. Interview skills, resume writing, and job search strategies will be developed. At the end of the course, the participants will have a clearer idea of their future career path and will have learned the process and tools necessary to make a career transition. (1.1) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

GED 160 Job Search Strategies  (1) (0, 0)
Prerequisite: None
This course focuses on the strategies and materials needed to conduct a successful job search. Students will learn a wide variety of job search strategies and how to maintain a consistent search and a positive
perspective. They will write a resume and related correspondence, learn the process of informational interviewing, and practice employment interviews using video feedback. (1.1) Fall, Spring

Proficiency Credit Not Available
Pass/No Credit Available

GENERAL STUDENT DEVELOPMENT-STUDENT SUCCESS

COL 101 College 101: Student Success (1) (1, 0)
Prerequisite: None
This course will guide new students in learning effective strategies and identifying resources that will help them be successful in college. Key components of COL 101 include: self awareness (learning styles, time management, values and beliefs, stress management), success/study skills (note-taking, research, test-taking, listening), college resources, diversity and relating to others. (1.1) Fall, Spring

Proficiency Credit Not Available
Pass/No Credit Not Available

GSD 101 Keys to Success (2) (2, 0)
Prerequisite: None
This course provides new students with an extensive orientation to college. Students will explore the various student support resources at Elgin Community College. Topics include: achieving success in college, managing finances, motivation and goal setting, learning styles, relating to others, and self-esteem. This class has a strong emphasis on group work and peer learning. (1.1) Fall, Spring

Proficiency Credit Not Available
Pass/No Credit Not Available

GENERAL STUDENT DEVELOPMENT-VOLUNTEER

GSD 150 SERVE - Volunteer (Variable Credit .5-1) (0, 2-4)
Prerequisite: None
This course is intended to meet legislative guidelines which provide students with opportunities to participate in community service experiences. Students will select and be placed in an agency based on their skills, knowledge and interest. Opportunities may include, but are not limited to, tutoring, literacy training, neighborhood improvement, increasing environmental safety, animal shelter care, assisting the elderly or disabled, and providing mental health care. Repeatable to four credits. (1.1) Fall, Spring

Proficiency Credit Available
Pass/No Credit Available

GEOLOGY

GEO 115 Introduction to Physical Geography (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.

Math: Grade of C or better in MTH 098, an ACT Math score of 23, or an appropriate math placement

A survey of the physical environment and its effects on humanity. Topics include weather, climate, winds, rivers, oceans, earthquakes, volcanoes, and glaciers. (1.1) Fall, Spring

IAI General Education: P1 909
Proficiency Credit Available
Pass/No Credit Not Available

GEO 116 Human Geography (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.

A survey of the many ways humanity has adapted to the various environments and the effects of human populations on the earth. Topics include population, race, religion, language, political, and economic systems. (1.1) Fall, Spring

IAI General Education: S4 900N
Proficiency Credit Available
Pass/No Credit Not Available

GEOGRAPHY

GEO 115 fulfills the physical sciences requirement in the Associate in Arts, Associate in Science, and Associate in Fine Arts Degrees.

GEO 115 also fulfills the science requirement in the Liberal Studies Degree.

GEO 116 fulfills the social sciences requirement in the Associate in Arts, Associate in Science.

Associate in Fine Arts and Associate in Engineering Science Degrees.

All GEO courses numbered 100 and above may be used to fulfill the social science requirement in the Associate in Liberal Studies, and Associate of Applied Science Degrees.

All GEO courses numbered 100 and above may also be applied to the major field and elective requirement in the A.A. and A.S. Degrees.

All GEO courses numbered 100 and above may be used to fulfill the social science requirement in the Associate in Liberal Studies, and Associate of Applied Science Degrees.

GEO 115 Introduction to Physical Geography (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.

A non-technical survey of geological phenomena that relate directly to our present and future environmental problems. Includes natural hazards such as earthquakes and flooding. Deals with society related concerns such as waste disposal and resource depletion. Much emphasis on energy-related topics. (1.1) Spring

IAI General Education: P1 908
Proficiency Credit Not Available
Pass/No Credit Not Available

GEO 116 Human Geography (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.

Recommended: One year high school chemistry or equivalent

Introductory course in historical and physical geography covering nature and properties of materials composing the earth. Includes studies and observations of the distribution of materials throughout the globe and processes by which they are formed, altered, transported and distorted. (1.1) Fall, Spring

IAI General Education: P1 907L
Proficiency Credit Not Available
Pass/No Credit Not Available

GERMAN

FLG 104 may be used to fulfill the humanities requirement for the Associate in Arts, Associate in Science, Associate in Fine Arts and Associate in Engineering Science Degrees.

All FLG courses numbered 100 and above may be used to fulfill the liberal education requirement in the Associate of Applied Science Degree.

All FLG courses numbered 100 and above may be applied to the major field and elective requirement in the A.A. and A.S. Degrees.

ADVANCED GERMAN PLACEMENT

Based on the score received on the Advanced Placement (AP) Examination, credit is available for FLG 102 and FLG 103 (AP, 3), FLG 103 and FLG 104 (AP, 4), and FLG 104 and FLG 201 (AP, 5) AND for German Literature, credit is available for FLG 104 and 201 (AP, 4).

FLG 101 Elementary German (4) (4, 0)
Prerequisite: None

Designed for students who have no previous background in German. Includes essentials of grammar, pronunciation, practice in sentence structure, elementary composition and conversation. Emphasis is placed on the acquisition of the following skills: listening, speaking, reading and writing. (1.1) Fall

Proficiency Credit Available
Pass/No Credit Available
FLG 102 Elementary German (4) (4, 0)
Prerequisite: FLG 101 or 1 year H.S. German or 1 college semester German or placement
Continuation of FLG 101, Elementary German.
(1.1) Spring
Proficiency Credit Available
Pass/No Credit Available

FLG 103 Intermediate German (4) (4, 0)
Prerequisite: FLG 102 or 2 years H.S. German or 2 college semesters German or placement
Includes grammar review from FLG 101 and 102. Specifically focuses on more complex grammatical concepts, composition, vocabulary building and practice in conversation. Supplementary intermediate level material may be read in class or as outside assignments. (1.1) Fall
Proficiency Credit Available
Pass/No Credit Available

FLG 104 Intermediate German (4) (4, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score. Other: FLG 103 or 3 years H.S. German or 3 college semesters German or placement
Course begins with brief FLG 103 grammar review. Additional activities focus on studying and applying increasingly complex grammatical concepts and vocabulary. Supplementary intermediate level material may be read, listened to or watched in class or as outside assignments. (1.1) Spring
IAI General Education: H1 900
Proficiency Credit Available
Pass/No Credit Available

NOTE: This course is not a substitute for FLG 103 and 104, which Foreign Language majors must take to complete requirements.

FLG 201 German Conversation and Composition (3) (3, 0)
Prerequisite: FLG 104 or 4 years H.S. German or 4 college semesters German or placement
Intensive work aimed at developing and improving speaking and writing skills. Considerable attention paid to spontaneous conversation styles and precise composition work. The increase of comprehension skills will be supported by the use of audio and video tapes and films. (1.1) Fall
Proficiency Credit Not Available
Pass/No Credit Available

FLG 202 Advanced German Composition and Conversation (3) (3, 0)
Prerequisite: FLG 201 or 5 college semesters German or placement
Continuation of FLG 201, German Composition and Conversation, with emphasis on compositions based on literary works of major authors, current newspapers and periodicals. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Available

GRAPHIC DESIGN

All GRD courses numbered 100 and above may be applied to the major field and elective requirement in the Associate in Arts and Associate in Science Degrees.

GRD 100 Design Principles/ Drawing Techniques (3) (1, 4)
Prerequisite: None
A study of the principles and elements of advertising design and nature of appearance are represented as means of conveying information about imagery objectives or concepts. Basic drawing techniques are taught for the special requirements of the graphic artist/designer. The student explores the mechanics of conventional perspective, methods for conceptual development and design presentations. Creative development is stressed. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Available

GRD 101 2D Visual Basics for Design (3) (1, 4)
Prerequisite: None
Recommended: GRD 107 or experience in image editing software such as Adobe Photoshop or Illustrator
This studio course applies two-dimensional design to give form to ideas, order to information and expression to artifacts that document human experience. Using 2D design elements and principles, students will address issues of visual form, function, problem solving and personal viewpoint. Project performance includes traditional hands-on media as well as computer generated solutions. (1.1) Fall, Spring
Proficiency Credit Available
Pass/No Credit Available

GRD 102 Tech. Illustration/Info. Graphics (3) (1, 4)
Prerequisite: None
This is an illustration course that addresses some of the more technical illustration needs in the field of Graphic Design. Basic techniques for various commercial purposes will include instructional illustration, analytical illustration, cross-section, sequences, cause and effect, and other technical illustration related subjects. Materials used: Pen and ink, pencil, and gouache. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

GRD 103 Conceptual Visualization (3) (1, 4)
Prerequisite: None
The intended purpose of this class is to develop the students ability to solve complex problems in design; to encourage exploration into different avenues of problem solving; to encourage the development of personal creative processes and self-reliance; and to force students to look inward to find solutions to design problems. Assignments will be problem based and the students’ goals will be to generate as many viable solutions to the problems as possible, within a given period of time. Self-discovery will be stressed. Mediums used: pen and ink, pencil, and colored pencil. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

GRD 104 Typography (3) (1, 4)
Prerequisite: GRD 107 or consent of instructor
This course is an introduction to typographic terms and technologies. Students will research classical and contemporary typographic forms; construct typographic compositions and systems; and use typography as an expressive medium to convey aesthetic, emotional, and intellectual meaning. (1.2) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Not Available

GRD 105 Color Theory (3) (1, 4)
Prerequisite: None
This course examines theories of color and their application in art and design. Topics include: color physics and perception, color attributes, color harmony, color interaction, digital and traditional applications of color, psychology of color and design factors with color. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

GRD 106 Layout Design (3) (1, 4)
Prerequisite: Grade of C or better in GRD 101 and GRD 107 or consent of instructor
This course presents foundation concepts in layout and publication design. Key topics include communication with image and type; creating order and interest; organizing content with grids and the examination of both current and historic examples of layout design. Theory combines with practice using Adobe InDesign to execute layout assignments. Technical areas covered will include document creation, importing text and images, file formats, layout guides and the preparation of files for printing. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available
<table>
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<th>Course Descriptions</th>
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| **GRD 107 Introduction to Digital Design (3)** (1, 4)  
**Prerequisite**: None  
This course focuses on fundamental concepts and visual communication skills necessary for graphic design. It requires the creation of single and multiple-page documents, both in B&W and color, covering document construction, integration of word processing programs, working with images and typography, custom colors and standard output. Introduction to the production of printed materials using illustrations and image manipulation software via computers. Topics include principles of file management, working across a network, scanning and creating documents in Adobe Photoshop, Illustrator and InDesign. (1.1) Fall, Spring  
Proficiency Credit Available  
Pass/No Credit Not Available |

| **GRD 115 History of Graphic Design (3)** (3, 0)  
**Prerequisite**: None  
This course surveys the history of graphic design from pictographs painted on cave walls to digitally created electronic designs. It will discuss visual communication as it relates to culture and society. It will examine the influences of technology on each culture and how it affects the aesthetics of graphic design. (1.2) Fall  
Proficiency Credit Available  
Pass/No Credit Not Available |

| **GRD 200 Computer Type Design (3)** (1, 4)  
**Prerequisite**: GRD 101 and GRD 104 and GRD 203 and GRD 204 and GRD 207; can concurrently enroll in GRD 207  
An advanced course concerned with message design and visual communication from a typographic perspective. Information theory, language systems, and the semantics of style are explored through a variety of media and assignments. This course will cover various uses of type starting with the written work and encompassing type as an element of design and type as art. Students will work with Illustrator, Photoshop, and QuarkXpress. Previous knowledge of these programs is required. (1.2) Fall, Spring  
Proficiency Credit Available  
Pass/No Credit Not Available |

| **GRD 201 Presentation Graphics (3)** (1, 4)  
**Prerequisite**: GRD 203 and GRD 204 or consent of instructor  
This course will provide an overview of presentation graphics. Emphasis is on electronic presentations but will also cover design, layout and color. Students will create their own graphics and text to produce creative slide presentations. (1.2) Fall, Spring  
Proficiency Credit Available  
Pass/No Credit Not Available |

| **GRD 203 Designing with InDesign (3)** (1, 4)  
**Prerequisite**: Grade of C or better in GRD 106 and GRD 107 or consent of instructor  
This course is a continuation of Layout Design with a concentration on areas applicable to the business world. The course examines advanced techniques in electronic page layout using Adobe InDesign to create documents, format text and import graphics. Students will implement design solutions to solve problems for a print environment. Students will integrate Adobe Illustrator and Photoshop applications to complete projects. Topics include master pages, style sheets, tables, libraries, indexing, layers, color management and output to print as it relates to single, multiple-page and large documents. (1.2) Fall, Spring, On Demand  
Proficiency Credit Available  
Pass/No Credit Not Available |

| **GRD 204 Design/Adobe Illustrator I (3)** (1, 4)  
**Prerequisite**: OTS 100 or consent of instructor  
This is an introductory course in creating (vector based) computer illustration using Adobe Illustrator. Students will learn the fundamentals of the program while creating works relevant to the advertising and design industry. Assignments will encourage growth and development in design, creativity, and technical skills. (1.2) Fall, Spring, Summer  
Proficiency Credit Available  
Pass/No Credit Not Available |

| **GRD 206 Design/Adobe Illustrator II (3)** (1, 4)  
**Prerequisite**: GRD 204  
The industry standard software, Adobe Illustrator will be taught through lectures, demonstrations and hands-on assignments and projects. Keyboard commands, production techniques, document preparations for print and basic attributes will be covered. A strong emphasis on design, drawing skills and color is stressed in this course. (1.2) Fall, Spring, On Demand  
Proficiency Credit Available  
Pass/No Credit Not Available |

| **GRD 207 Image Design/Photoshop I (3)** (1, 4)  
**Prerequisite**: GRD 203 and GRD 204 or consent of instructor  
The industry standard software, Adobe Photoshop will be taught through lectures, demonstrations and hands-on assignments and projects. Keyboard commands, image manipulation, RGB/CMYK, color correction, layers, masks, Alpha channels and basic attributes will be covered. A strong emphasis on image manipulation, composition and color is stressed in this course. Course is repeatable to nine credit hours. (1.2) Fall, Spring, On Demand  
Proficiency Credit Available  
Pass/No Credit Not Available |

| **GRD 208 Electronic Prepress (3)** (1, 4)  
**Prerequisite**: GRD 204, GRD 205, and GRD 207  
Preparation of electronic documents for print production using industry standard software will be explored. Topics include scanning images, digital image manipulation, color corrections, saving files in proper formats and preflight. Students will study the use of grayscale, spot color, process color, graphics and fonts to produce files for service bureaus and commercial printers. (1.2) Fall, Spring  
Proficiency Credit Available  
Pass/No Credit Not Available |

| **GRD 211 Web Basics (3)** (1, 4)  
**Prerequisite**: None  
This course will introduce the student to basic concepts about computers and the Internet. It will discuss the basics of working on a PC and a Macintosh computer. It will investigate how to use the web as a development resource, how to name and organize files and directories for a web site, introduce the file formats used on the web, how to upload files to a server, how to code HTML documents using a text editor and discuss the uses of WYSIWYG editors in a production environment. (1.2) Fall, Spring  
Proficiency Credit Available  
Pass/No Credit Not Available |

| **GRD 220 Web Graphics (3)** (1, 4)  
**Prerequisite**: None  
This course will explore the design of graphics authored for Internet viewing. Applying skills developed in their foundation coursework, students will be introduced to web specific design considerations. Course will cover image optimization, using images as navigation devices, text as image, GIF animations, simple javascripts and design principles for effective communication over the web. Primary applications are Adobe Photoshop/Image Ready, Adobe Illustrator and Macromedia Dreamweaver. (1.2) Fall, Spring  
Proficiency Credit Available  
Pass/No Credit Not Available |

| **GRD 221 Web Site Design (3)** (1, 4)  
**Prerequisite**: Grade of C or better in GRD 220 or consent of instructor  
Recommended: Familiarity with HTML GRD 219 or CIS 148 is recommended for the hands-on components of this course  
This course examines the design considerations that facilitate effective communication over the World Wide Web. Topics include creating HTML documents, configuring, uploading and managing a website, navigation and interactivity. Emphasis will be placed on visual design in conjunction with site usability, functionality, accessibility and information architecture. Computer software such as Adobe Dreamweaver, Photoshop and Adobe Illustrator will be used to combine theory with practice. (1.1) Fall, Spring  
Proficiency Credit Available  
Pass/No Credit Not Available |
Course Descriptions

GRD 222 Computer Animation (3) (1, 4)
Prerequisite: Grade of C or better in GRD 230 or consent of instructor
An introduction to the concepts, processes and history of animation, covering both traditional and two-dimensional computer-based animation techniques. Students will use drawn, vector, and raster formats as a means of generating animated sequences. Computer software such as Adobe Flash will be used. (1.1) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

GRD 223 Adv. Web Page Design/ Dreamweaver II (3) (1, 4)
Prerequisite: GRD 220 and GRD 221
This class will explore advanced principles of web design with attention assigned to dynamic (database driven) websites. Building on student's knowledge of planning and developing well-designed web sites they will explore the use of PHP middleware and a MySQL database to become familiar with the design challenges of dynamic content within HTML. (1.2) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

GRD 224 Flash II (3) (1, 4)
Prerequisite: GRD 222
This is a targeted at refining the basic animation skills learned in GRD 222 and advancing into more sophisticated applications of web animation technology. Students will explore more advanced ActionScripting and learn to problem-solve complex design tasks and special effects. (1.2) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

GRD 225 Adobe Acrobat (3) (1, 4)
Prerequisite: Grade of C or better in GRD 203 and GRD 204 and GRD 207 or consent of instructor
This course will cover various features of Adobe Acrobat’s Portable Document Format (PDF). PDF documents will be created from various software applications to be viewed or printed on any computer operating system as well as other output devices. Exploration of various topics including customizing output, uploading documents online, sending PDF e-mails, creating forms, and building a searchable PDF library and catalog. (1.2) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

GRD 226 Dynamic Flash (Database Integration) (3) (1, 4)
Prerequisite: GRD 222
This course explores the design and coding issues involved with creating applications in Flash for dynamic web sites. Along with Flash, PHP and MySQL will be the components of interface, middleware and database backend. The course will explore the benefits of segregating interface design in Flash from the functionality logic within middleware code. (1.2) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

GRD 227 Image Design/Photoshop II (3) (1, 4)
Prerequisite: Grade of C or better in GRD 207 or consent of instructor
This course is an advanced level of Adobe Photoshop and is a continuation of GRD 207, Image Design/Photoshop I. It will extend the existing skills and/or update outdated skills of Photoshop users. Advanced techniques, features, and attributes will be explored through a number of challenging assignments using the current version of Adobe Photoshop. Experimental work tailored to individual needs for building a portfolio or building professional skills will be addressed. Some prepress techniques will be introduced and covered. A strong emphasis on composition, color, technical proficiency and aesthetic judgments is stressed in this course. (1.2) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

GRD 230 Introduction to Multimedia Design (3) (1, 4)
Prerequisite: None
This course is an introduction to multimedia graphic design. Students will use graphic abstractions (both B&W and color translations), digital and/or traditional photography and digital video to develop concepts of kinetic imagery and motion graphics. This course introduces aesthetic and practical considerations employed in effective multimedia design. Possible student centered projects include creating documentaries, reports on current events or the creation of background music to accompany slideshows of poems or artwork. This course will appeal to all students wishing to acquire multimedia skills and visual literacy. (1.1) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

GRD 232 Sound Design (3) (1, 4)
Prerequisite: Grade of C or better in GRD 230 or consent of instructor
This course introduces sound design principles as applied to moving pictures and interactive systems. Beginning with an introduction to acoustics, creative use of sound is explored through field recordings and the use of digital audio workstations. Students use original sound recordings as well as those sampled from sound libraries in order to create sound pieces to be used with or without images. (1.2) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

GRD 233 Digital Video and Editing (3) (1, 4)
Prerequisite: Grade of C or better in GRD 230
This course will explore digital imaging using a camcorder to capture images. Moving and still images will be edited using FinalCut Pro and Motion as the primary software tools. Output and compression for various media will be addressed. The student will learn the operation of two dimensional video graphics systems as they are used in corporate settings, digital movies, movie clips for the Web and video tapes. (1.2) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

GRD 234 Multimedia Production (2) (1, 2)
Prerequisite: Grade of C or better in GRD 230 or consent of instructor
Production issues relating to project initiation, budget, status reports, client input, deadlines and legal matters will be introduced in this course. Students will collectively plan, design and create a project such as digital video movie, computer assisted instruction or an interactive game. Special emphasis will be placed on teamwork and the development of project management. (1.2) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

GRD 235 Special Topics in Graphic Design (Variable Credits 1-3) (.5-1, 1- 4)
Prerequisite: Consent of instructor
Practical application and individual development in the field of graphic design. Directed specialized study under instructor supervision. Students will develop a plan of study with the instructor or the instructor will propose a specialized area of study. This course is used to increase skills and knowledge in the graphic design field. Course is repeatable to 12 credits. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

GRD 236 Multimedia Internship (1) (0, 5)
Prerequisite: Grade of C or better in GRD 230 or consent of instructor; can concurrently enroll in GRD 232 and GRD 233 and GRD 234
Students will gain “real world” experience working in the marketplace as an apprentice/ intern for a company or institution that produces multimedia applications. A faculty member as well as a working supervisor will monitor the student’s work ethic and progress. A job description will be agreed upon by the student, supervisor and instructor. A minimum of 80 hours will be required. (1.2) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Not Available

HEALTH (See Physical Education)

HEALTH PROFESSIONS (See Clinical Laboratory Technology, Dental Assisting, Emergency Medical Technology- Paramedic, Health Professions Education, Nursing, Phlebotomy, Physical Therapist Assistant, Radiography & Surgical Technology)

HEALTH PROFESSIONS EDUCATION

HPE 112 may be applied to the major field and elective requirement in the Associate in Arts and Associate in Science Degrees.

HPE 101 Socialization into Nursing Program (1) (1, 0)
Prerequisite: Admission to Nursing Program
This course will guide nursing student in
learning effective strategies and identifying resources that will help them be successful in the nursing program. Key components of HPE 101 include: self-awareness (learning styles, time management, stress management), success/study skills (note-taking, reading textbooks), college resources, relating to others in a professional role. Current skills will be expanded to successfully meet the demands and responsibilities in this professional program. (1.1) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

HPE 112 Introduction to Healthcare Vocabulary (3) (3, 0)
Prerequisite: None
A special vocabulary is used by health care professionals. This course is designed for those who plan to enter a health care field to develop proficiency in the use of medical terms. The student will learn to build and analyze medical words associated with each body system utilizing knowledge of suffixes, prefixes, root words, and combining forms. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION

All HAC courses numbered 100 and above may be applied to the major field and elective requirement in the Associate in Arts and Associate in Science Degrees.

All repeatable HAC courses may be counted only once toward graduation and in the GPA.

HAC 101 Air Conditioning & Refrigeration I (3) (2, 2)
Prerequisite: None
Emphasis on reducing emission of fully halogenated chlorofluorocarbon (CFC) refrigerants in refrigeration and air-conditioning equipment and application. Studies the compressor system used in mechanical refrigeration and air-conditioning. Covers the refrigeration cycle, compressors, receivers, evaporators, condensers, metering devices and refrigerants. Attention is given also to temperature conversions, absolute temperature, and gas laws. Introduces safe and efficient use of tools and torches in the installation of copper and steel piping. Refrigerant management, recovery, recycling and reclaiming will be covered to prepare the student for EPA technician certification. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Available

HAC 102 Air Conditioning & Refrigeration II (4) (2, 4)
Prerequisite: HAC 101 and HAC 114 and HAC 119 or Refrigerant Recovery Certification or consent of instructor
Continuation of HAC 101, emphasizing the construction of equipment, systems, controls and accessories found in refrigeration and air conditioning unit systems. Special emphasis is given to servicing, repair, testing, installation, charging, reading and wiring from ladder diagrams, and troubleshooting. Emphasis will also be placed on charging and working with non ozone depleting refrigerants. Repeatable to eight credits; only four credits may apply toward a degree or certificate. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

HAC 103 Basic Heating Gas/Oil (3) (2, 2)
Prerequisite: Grade of C or better in HAC 114 or concurrent enrollment in HAC 114 or consent of instructor
Will cover the theory and fundamentals of heating and combustion. The course will cover the basic heating units of gas and oil. The cleaning and servicing of them, and the control systems will also be covered. Repeatable to six credits; only three credits may apply toward a degree or certificate. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

HAC 104 HVAC Controls (3) (2, 2)
Prerequisite: Grade of C or better in HAC 101 and HAC 114 or consent of instructor
This course will cover the special controls used on commercial and industrial heating, air conditioning and refrigeration equipment. The operation, testing and servicing of these controls will also be covered. Repeatable to six credits; only three credits may apply toward a degree or certificate. (1.2) Spring
Proficiency Credit Available
Pass/No Credit Not Available

HAC 106 Advanced Heating Hydronics/Steam (3) (2, 2)
Prerequisite: Grade of C or better in HAC 103
The theory and principles of steam, water piping, and their components will be covered. Boiler system operation, low pressure, pumps, controls, water treatment, accessories, service and preventive maintenance, heat load calculations will be covered. Repeatable to six credits; only three credits may apply toward a degree or certificate. (1.2) On Demand
Proficiency Credit Available
Pass/No Credit Not Available

HAC 109 Basic Sheet Metal (3) (2, 2)
Prerequisite: None
A basic course covering triangulation stresses and layout of sheet metal ducts and fittings. All layout will be done on paper in this course and then sample construction will be done in lab. Repeatable to six credits; only three credits may apply toward a degree or certificate. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

HAC 110 Heat Pumps and Electrical Heat (3) (2, 2)
Prerequisite: Grade of C or better in HAC 102
Theory of refrigeration cycle with respect to heat pumps and electrical heat theory. Covers mechanical and electrical operation, service, repair, and proper installation. Also geothermal heat pumps will be covered. Students will also take the RSES National Certification Heat Pump course. Book can be purchased in the HVAC&R office. Certification is included in the cost of the textbook. Repeatable to six credits; only three credits may apply toward a degree or certificate. (1.2) Spring
Proficiency Credit Available
Pass/No Credit Available

HAC 111 Commercial Sheet Metal (3) (2, 2)
Prerequisite: Grade of C or better in HAC 109 and HAC 115
This course will cover advanced fitting layout, field measurements, advanced radial line developments and triangulation used in commercial construction of various duct fittings. Students will fabricate duct fittings for a particular project and will become responsible for their installation as well as installation of outdoor air and return air dampers for commercial units. Repeatable to six credits; only three credits may apply toward a degree or certificate. (1.2) Fall
Proficiency Credit Available
Pass/No Credit Not Available

HAC 114 Basic Electricity and HVAC Controls (3) (2, 2)
Prerequisite: None
A study of the electrical controls, electrical wiring diagrams and proper troubleshooting. Topics included are: electrical symbols, Ohms law, series and parallel circuits, power distribution, magnetism, switches, relays, AC current transformers, motor safety controls, capacitors and motors used in the HVACR field. Emphasis will be placed on reading and wiring up circuits from ladder wiring diagrams. The course will include the proper use of test instruments for troubleshooting. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

HAC 115 Blueprint Reading for Heating and Air Conditioning (3) (2, 2)
Prerequisite: None
A thorough examination of the components and elements that make up an architectural set of blueprints, including floor plans, foundation, electrical, heating, and plumbing, elevations, details and sections, plot plan, door, window, finish schedules, and general specifications. Residential and light commercial construction will be studied. Intended for the public and tradespersons interested in the general field of architecture. (1.2) Fall
Proficiency Credit Available
Pass/No Credit Available

HAC 116 Cost Estimating for Sheet Metal (3) (2, 2)
Prerequisite: None
Students will learn basic procedures of estimating in all facets of metal fabrication which will include: ductwork, electrical wiring, piping, insulation, VAV equipment, temperature controls, HVAC units, air distribution equipment, heat and cooling equipment, air pollution equipment, heat recovery equipment, stamping, welding, machining, steel fabrication, forging, plastics finishing, brazing, plating and painting. This course will cover principles,
HAC 117 Architectural & Ornamental Sheet Metal (3) (2, 2)  
**Prerequisite:** Grade of C or better in HAC 109 and HAC 111 or concurrent enrollment in HAC 111  
This course will emphasize those sheet metal items and specialty items that can not be purchased from a manufacturer or supplier. Students will learn how to do repair or replacement work on architectural gutter and roofing. Due to OSHA laws emphasizing health and safety, students will learn to fabricate metal specialty items such as guards, machine guards, chutes, hoppers and other specialty items. Students will have the opportunity to experiment with a variety of styles of ornamental sheet metal items fabricated from copper and ornamental iron works with major emphasis on design, contour and mass. Students will concentrate on either architectural or ornamental fabrication for their final class project. Course is repeatable to six credits; only three credits may apply toward a degree or certificate. (1.2) On Demand  
**Proficiency Credit Available**  
**Pass/No Credit Not Available**  

HAC 118 Testing & Balancing HVAC Equipment (3) (2, 2)  
**Prerequisite:** Grade of C or better in HAC 104 and HAC 208 or concurrent enrollment in HAC 208  
**Recommended:** MTH 107  
Students will study the most current procedures in testing, adjusting and balancing of air conditioning equipment. Topics which will be covered include use of instruments, preparing reports, balancing types of systems, equipment checkout, troubleshooting air problems, flow and pressure basics, balancing VAV systems, HVAC equipment, fans and drives, changing drives, grilles, diffuser and AK Areas will also be covered. Emphasis will be placed on balancing for energy conservation. Students will perform actual testing and balancing on HVAC equipment. Course is repeatable to six credits; only three credits may apply toward a degree or certificate. (1.2) On Demand  
**Proficiency Credit Available**  
**Pass/No Credit Not Available**  

HAC 119 Refrigerant Recovery Certification (5) (5, 0)  
**Prerequisite:** None  
This course includes all information needed to prepare technicians to become certified to recover and contain refrigerant from both high and low pressure air conditioning and refrigeration equipment. This course is an EPA approved Refrigerant Certification course. Course is repeatable to two credits. (1.2) Fall  
**Proficiency Credit Available**  
**Pass/No Credit Not Available**  

HAC 205 Commercial Air Conditioning (3) (2, 2)  
**Prerequisite:** Grade of C or better in HAC 102 and HAC 119 or concurrent enrollment in HAC 119 or EPA refrigerant recovery certification  
The study of DX cooling, open and hermetic centrifugal liquid chillers, ventilation theory and application will be covered. Emphasis will be placed on both the electrical and mechanical aspects of the field. Proper maintenance and start-up procedures of chillers will be covered. Instruction will cover psychrometrics, capacity control, zone control, capacity control and economizers. Actual electrical wiring on DX cooling and chillers will be studied. The use of new refrigerants and guidelines for retrofitting will be covered both in the lecture and lab. Theory and installation of pneumatics and electronic control systems will be covered. Repeatable to six credits; only three credits may apply toward a degree or certificate. (1.2) Fall  
**Proficiency Credit Available**  
**Pass/No Credit Not Available**  

HAC 207 Commercial Refrigeration (3) (2, 2)  
**Prerequisite:** Grade of C or better in HAC 102 and HAC 119 or concurrent enrollment in HAC 119 or EPA refrigerant recovery certification  
Study of high and low temperature applications and operations; mechanical and electrical components, service and repair, electrical circuitry, capacity control, and heat reclaim. Also covered are walk-in’s, ice machines, and supermarket refrigeration equipment. Repeatable to six credits; only three credits may apply toward a degree or certificate. (1.2) Spring  
**Proficiency Credit Available**  
**Pass/No Credit Not Available**  

HAC 208 Load Calculations and Duct System Design (4) (4, 0)  
**Prerequisite:** Grade of C or better in HAC 205 or HAC 207  
Commercial heating and cooling load calculations will be covered. The use of computer programs is also included. The student will also design a duct system for heating, cooling, and ventilation. Repeatable to eight credits; only four credits may apply toward a degree or certificate. (1.2) On Demand  
**Proficiency Credit Available**  
**Pass/No Credit Not Available**  

HAC 212 Pneumatic Controls (4) (3, 2)  
**Prerequisite:** Grade of C or better in HAC 205  
This course will cover pneumatic control theory, strategies, control methods, and load control applications. Emphasis will be placed on types of control systems, controllers, pneumatic relays, damper and valve actuators, controller receivers, humidity and pressure controllers, and transducers. Repeatable to eight credits; only four credits may apply toward a degree or certificate. (1.2) On Demand  
**Proficiency Credit Available**  
**Pass/No Credit Not Available**  

HAC 220 HVACR National Certification (1) (1, 0)  
**Prerequisite:** Grade of C or better in HAC 103 and HAC 110 or concurrent enrollment in HAC 103 and HAC 110  
This course will include subject review and pre-training for both the Industrial Competency Exam (ICE) and the North American Technical Excellence (NATE) Exam. An opportunity to take the desired exam will be offered at the end of the course. Course is repeatable to four credits; only one credit hour may apply toward a degree or certificate. (1.2) Spring  
**Proficiency Credit Available**  
**Pass/No Credit Not Available**  

HAC 233 Special Topics in HVACR (5) (.25, 50)  
**Prerequisite:** None  
Designed to satisfy specific needs or interests of students and the community. The following guidelines are to be used in selecting topics:  
1) Adequate and available material on specific topic;  
2) Comprehensive outlines for each topic;  
and 3) Course should be designed to increase skill and knowledge in the field of heating, air conditioning, and refrigeration. Repeatable to three credits. (1.2) On Demand  
**Proficiency Credit Available**  
**Pass/No Credit Not Available**  

HAC 234 Special Topics in HVACR (1) (1, 5)  
**Prerequisite:** None  
Designed to satisfy specific needs or interests of students and the community. The following guidelines are to be used in selecting topics:  
1) Adequate and available material on specific topic;  
2) Comprehensive outlines for each topic;  
and 3) Course should be designed to increase skill and knowledge in the field of heating, air conditioning, and refrigeration. Repeatable to four credits. (1.2) On Demand  
**Proficiency Credit Available**  
**Pass/No Credit Not Available**  

HAC 235 Special Topics in HVACR (2) (1, 2)  
**Prerequisite:** None  
Designed to satisfy specific needs or interests of students and the community. The following guidelines are to be used in selecting topics:  
1) Adequate and available material on specific topic;  
2) Comprehensive outline for each topic;  
and 3) Course should be designed to increase skill and knowledge in the field of heating, air conditioning, and refrigeration. Repeatable to six credits. (1.2) On Demand  
**Proficiency Credit Available**  
**Pass/No Credit Not Available**
HIS 101, 102, 115, 116, 120, 121, 130, 131, 140, 141, 151, and 152 fulfill the social sciences requirement in the Associate in Arts, Associate in Science, Associate in Fine Arts, Associate in Engineering Science, Associate in Liberal Studies, and Associate of Applied Science Degrees.


All HIS courses numbered 100 and above may be applied to the major field and elective requirement in the A.A. and A.S. Degrees.

ADVANCED HISTORY PLACEMENT

Based on the score received on the Advanced Placement (AP) Examination in American History, credit may be awarded for HIS 151 (AP, 3) or both HIS 151 and HIS 152 (AP, 4).

Based on the score on the Advanced Placement (AP) Examination in European History, credit may be granted for HIS 101 (AP, 3) or both HIS 101 and HIS 102 (AP, 4).

HIS 100 Topics in History

Prerequisite: None
Designed to introduce the student to the complexities and challenges involved in a disciplined study of the past. Each topical section will concentrate on an intensive study and investigation of a particular topic in history. Repeatable to a total of six credits. (1.1) On Demand

HIS 101 History of Western Civilization I (3) (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
Study of the historical origins and development of western ideas, values and institutions from ancient times to the Renaissance. Examine selected ideas and aspects of cultural evolution which have most directly influenced the present. (1.1) Fall, On Demand
IAI General Education: S2 902
IAI Major: HST913
Proficiency Credit Available
Pass/No Credit Not Available

HIS 102 History of Western Civilization II (3)(3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
A history of Western Civilization from the Renaissance to the Contemporary Age. The course will concern itself with the political, social, economic, cultural and artistic developments of the period. (1.1) Spring, On Demand
IAI General Education: S2 903
IAI Major: HST914
Proficiency Credit Available
Pass/No Credit Not Available

HIS 115 History of World Civilizations I (3) (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
This course examines the history of various civilizations throughout the globe from the earliest examples in Asia and Africa to the European Renaissance during the early 16th century. (1.1) Fall, On Demand
IAI General Education: S2 912N
IAI Major: HST915
Proficiency Credit Not Available
Pass/No Credit Not Available

HIS 116 History of World Civilizations II (3) (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
Starting with an assessment of the European Renaissance in the 15th century and increasing interaction among societies in various regions of the world, this course examines the ongoing development of major civilizations throughout the globe to modern times. (1.1) Spring, On Demand
IAI General Education: S2 913N
IAI Major: HST916
Proficiency Credit Not Available
Pass/No Credit Not Available

HIS 118 Foundations of Civilization (3) (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
The development of world civilization from the earliest peoples to modern global interdependence among peoples and nations. Emphasis is on the relationship between present and past and on the recurring themes that connect past, present, and future. Examines landmark documents and artifacts that have shaped human events and cultures. (1.1) On Demand
IAI General Education: H2 900
Proficiency Credit Not Available
Pass/No Credit Not Available

HIS 120 History of the Non-Western World I (3) (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
This course examines the political, social, intellectual, cultural and economic history on non-western cultures in Asia, Africa and Latin America from the origins of civilization to the 16th century. (1.1) On Demand
IAI General Education: S2 904N
Proficiency Credit Not Available
Pass/No Credit Not Available

HIS 121 History of the Non-Western World II (3) (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
This course examines the political, social, intellectual, cultural and economic history of non-western cultures of Asia, Africa and Latin America. A particular focus is placed on the origins of contemporary non-western societies and the varied responses and adaptations to modernity and Western influences. (1.1) On Demand
IAI General Education: S2 905N
Proficiency Credit Not Available
Pass/No Credit Not Available

HIS 130 History of Latin America I (3) (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
This course examines the political, economic, cultural, social, religious and intellectual history of the principle Latin American regions from pre-Columbian times and centuries of European hegemony through the early years of independence. (1.1) On Demand
IAI General Education: S2 910N
Proficiency Credit Not Available
Pass/No Credit Not Available

HIS 131 History of Latin America II (3) (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
This course examines the political, economic, cultural, social, religious and intellectual history of the principle Latin American states and their people from the early years of independence to modern times. (1.1) On Demand
IAI General Education: S2 911N
Proficiency Credit Not Available
Pass/No Credit Not Available

HIS 140 History of Asia and the Pacific I (3) (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
This course explores some of the major historical issues which have molded Asian history from ancient times to the early modern period. Rather than dealing solely with names
and dates, students are asked to consider such issues as why Indian and Chinese civilizations followed such seemingly different paths as well as how the relative geographic isolation of Japan shaped its society. (1.1) On Demand IAI General Education: S2 908N Proficiency Credit Not Available Pass/No Credit Not Available

HIS 141 History of Asia and the Pacific II (3) (3, 0) Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score This course explores some of the major historical issues which have molded Asian history from early modern period to the present. Rather than dealing solely with names and dates, students are asked to consider such issues as why Chinese and Japanese civilizations took such seemingly different paths to modernization as well as how interaction with the West, industrialization and the global economy changed Asian societies. (1.1) On Demand IAI General Education: S2 909N Proficiency Credit Not Available Pass/No Credit Not Available

HIS 151 United States History to 1870 (3) (3, 0) Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score Development of the United States from the first explorations through the Civil War to the eve of its emergence as a world power. Emphasis upon the concepts and institutions which resulted. (1.1) Fall, On Demand IAI General Education: S2 900 Proficiency Credit Available Pass/No Credit Not Available

HIS 152 United States History Since 1865 (3) (3, 0) Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score Development of the United States from the end of the Civil War to the present with special emphasis upon the factors which made it a world power together with the challenges arising therefrom. (1.1) Spring, On Demand IAI General Education: S2 901 Proficiency Credit Available Pass/No Credit Not Available

HIS 160 American Civilization (3) (3, 0) Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score This course is concerned with the history of major developments in the United States of America from the colonial period to the present. Students will be asked to assess the ways in which Americans have extended the Western tradition, and they also will be expected to analyze the distinctive cultural contributions of the United States. (1.1) On Demand IAI General Education: H2 904 Proficiency Credit Not Available Pass/No Credit Available

HIS 170 History of Illinois (3) (3, 0) Prerequisite: None Recommended: HIS 151 or HIS 152 This course is designed to introduce the student to the historical development of the State of Illinois, the Chicagoland area and the city and environs of the Elgin, Illinois with special emphasis on the broader national concepts and institutions which contributed to and arose from that development. (1.1) On Demand Proficiency Credit Not Available Pass/No Credit Not Available

HIS 201 Modern European History (3) (3, 0) Prerequisite: None This course of study analyzes developments in European and global history from the French Revolution to the contemporary age. Some of the themes which will be covered, therefore, include: the Industrial Revolution, Nationalism, Liberalism, Socialism, Anarchism, Communism, Imperialism, Fascism, the World Wars and the Cold War and its aftermath. Furthermore, close attention will be paid to the unification of Europe and the environmental movement as well as to issues of ethnicity, race, religion and gender. (1.1) On Demand Proficiency Credit Not Available Pass/No Credit Available

HIS 219 Honors Seminar in History (1) (1, 0) Prerequisite: None Recommended: Honors status A seminar which complements a particular history course designed to provide the opportunity for study of the course material in greater depth, more sophisticated inquiry or methodology and/or more penetrating research. Repeatable to three credits. (1.1) On Demand Proficiency Credit Not Available Pass/No Credit Available

HIS 297 Independent Study in History (Variable Credit 1-3) (1-3, 0) Prerequisite: Consent of instructor The student is to have identified a special study or research interest. In consultation with a history faculty member, a proposal is to be developed covering the area of interest. In-residence training is a supervised opportunity for the student to have first-hand experience in an institutional setting that meets his/her area of interest. (1.2) Fall, Spring Proficiency Credit Not Available Pass/No Credit Not Available

HIS 301 Field Experience I and Seminar (4) (2, 10) Prerequisite: Consent of instructor In-residence training is a supervised opportunity for the student to have first-hand experience in an institutional setting that meets his/her area of interest. In this setting, it is expected that the student will develop proficiency and display the skills required to perform adequately on-the-
HUS courses continue on page 118.

Abuse Counseling (SUB) prior to enrolling.

EDN 205 and SUB 205. The student must

NOTE: This course is offered concurrently as

Pass/No Credit Not Available

Proficiency Credit Not Available

these have in working with adults as well as

their own value base, self-concept and

studied. Students are encouraged to examine

the small group processes and theories being

gives students the opportunity to experience

relationships with other people. The course is

allows students to study themselves and their

and leadership skills in an atmosphere that

at all age levels, interpersonal knowledge

and snacks and meals that fulfill nutritional

requirements for children, including multi-
cultural menus. (1.2) Fall, Spring

Proficiency Credit Not Available

Pass/No Credit Not Available

HUS 201 Field Experience II & Seminar (4) (2, 10)

Prerequisite: C or better in HUS 201

In-residence training is a supervised opportunity

for the student to have first-hand experience in

an institutional setting that meets his/her area

of interest. In this setting, it is expected that the

student will develop proficiency and display the

skills required to perform adequately on-the-

job. (1.2) Fall, Spring, Summer

Proficiency Credit Not Available

Pass/No Credit Not Available

HUS 205 Introduction to Group

Processes (3) (3, 0)

Prerequisite: None

This course is designed to meet the needs of the

student who will help others on a group basis.

The major focus is on increasing communication

at all age levels, interpersonal knowledge and

leadership skills in an atmosphere that

allows students to study themselves and their

relationships with other people. The course is

taught using the experiential approach which

gives students the opportunity to experience

the small group processes and theories being

studied. Students are encouraged to examine

their own value base, self-concept and

interpersonal style, and the implication that

these have in working with adults as well as

children. (1.1) Fall

Proficiency Credit Not Available

Pass/No Credit Not Available

NOTE: This course is offered concurrently as

EDN 205 and SUB 205. The student must

decide whether to earn credits in Human

Services (HUS), Education (EDN) or Substance

Abuse Counseling (SUB) prior to enrolling.

HUS courses continue on page 118.

HUMAN SERVICES—

EARLY CHILDHOOD EDUCATION

ECE 100 Health, Safety, Nutrition/ Young Child (3) (3, 0)

Prerequisite: None

This course examines the personal health of the

individual including nutrition, health, and safety

issues, a healthy lifestyle, preventive health and

community health. Explores the concepts of

total health and its influences; environment that

supports positive emotional health; community

health, signs and symptoms of common

and communicable illness; identification of

communicable illness; policies and procedures

for controlling communicable illnesses; dealing

with chronic health problems; proper nutrition;

and guidelines for a health nutritional lifestyle.

Illinois Department of Children and Family

Services Licensing Standards for nutrition,

health, and safety; screening procedures to

assess children's health status, basic first-aid

and emergency procedures; record-keeping,

supervision and reporting; safety guidelines

for supervision of children; arrangement and

maintenance of indoor and outdoor equipment;

and snacks and meals that fulfill nutritional

requirements for children, including multi-
cultural menus. (1.2) Fall, Spring

Proficiency Credit Not Available

Pass/No Credit Not Available

ECE 101 Exploring Careers/Early Childhood Ed (1) (1, 0)

Prerequisite: None

Designed to give students an understanding of

the breadth of careers available in the Early

Childhood Education field. It will include an

exploration of students’ interests and speakers

from a variety of Early Childhood careers. The

class may meet off-campus if interest and

opportunities present themselves. (1.2) Fall

Proficiency Credit Not Available

Pass/No Credit Not Available

ECE 102 Introduction to Early Childhood Ed (3) (3, 0)

Prerequisite: None

This course is designed as an overview of

early childhood care and education, including

the basic values, structure, organization and

programming in early childhood. Examination

of the student's personal qualities in relationship

to expectations of the field is addressed

throughout the course. A field experience

component of 15 contact hours of direct

observation in a variety of early childhood

settings is required. (1.2) Fall

IAI Major: ECE911

Proficiency Credit Not Available

Pass/No Credit Not Available

ECE 103 Issues in Early Childhood Education (1) (1, 0)

Prerequisite: None

This is a topics in human services course,

designed to give students an understanding of

relevant, current issues in the field of early

childhood education. (1.2) On Demand

Proficiency Credit Not Available

Pass/No Credit Not Available

ECE 106 Experiential Learning in Human Svcs (Variable Credit 1-3) (1-3, 0)

Prerequisite: None

This course is designed to promote growth and

development as a professional in the area of

Human Services that the student is studying.

The student will participate in a variety of

workshops, conferences, meetings, and/or

service-learning opportunities as agreed upon

by the instructor and the student. Verification

and reflection of learning will be assessed by

the instructor. This course will be taught as an

independent study. This course is repeatable

three times up to 3 credits. (1.2) On Demand

Proficiency Credit Not Available

Pass/No Credit Not Available

NOTE: This course is offered concurrently as

HUS 106 and SUB 106. The student must

decide whether to earn credits in Human

Service (HUS), Early Childhood Education (ECE),
or Substance Abuse (SUB) prior to enrolling.

ECE 114 Infant-Toddler Care (3) (3, 0)

Prerequisite: None

The patterns of growth and development in the

child from birth to 3 years will be studied. The

specific needs of infants and toddlers in various

child care settings will be examined, with

current research being considered. Students

will have the opportunity to develop skills in

managing a safe environment while providing

stimulating activities at appropriate levels.

Experience in ECC’s infant-toddler room is

required. (1.2) Fall

Proficiency Credit Not Available

Pass/No Credit Not Available

ECE 116 School-Age Activities

and Programming (3) (3, 0)

Prerequisite: None

Introduces developmentally appropriate

practices for group care of school-age children.

Provides opportunities to design, develop and

implement effective activity programs. Emphasis

is placed on classroom (group) and individual

behavior management. Resources, materials

and adaptations are examined. Age specific

teaching techniques, methods and strategies

are explored. (1.2) Spring

Proficiency Credit Not Available

Pass/No Credit Not Available

ECE 120 Music & Movement for

the Young Child (3) (3, 0)

Prerequisite: None

Introduces the relationship of music and

movement to the development of the young

child. Analyzes methods and materials

appropriate for integrating music and

movement into the early childhood curriculum.

(1.2) On Demand

Proficiency Credit Not Available

Pass/No Credit Not Available

ECE 121 Math & Science for

the Young Child (3) (3, 0)

Prerequisite: None

Introduction to basic concepts in math and

science for young children. Emphasis on the

learning process as well as the acquisition of

information. Examine methods of learning

through explanation and discovery. (1.2) On

Demand

Proficiency Credit Not Available

Pass/No Credit Not Available

ECE 122 Creative Art Activities/

Young Child (3) (3, 0)

Prerequisite: None

Introduction of materials and methods suitable

for presenting art experiences for the young

child. Focus on expressive and experimental

opportunities available through art media.

Examine the place of art activities in the

curriculum. (1.2) On Demand

Proficiency Credit Not Available

Pass/No Credit Available

ECE 123 Language Development

for Young Child (3) (3, 0)

Prerequisite: None

The main emphasis will be on the language

development in the young child. Includes

methods and materials for encouraging
language growth. Content will include techniques in such areas as story telling, dramatic play, puppetry. (1.2) On Demand Proficiency Credit Not Available
Pass/No Credit Not Available

ECE 124 Curriculum Planning/Young Child (3) (3, 0)
Prerequisite: None
Introduction of principles of planning curriculum and programs for the young child. Developmental levels of children related to activity and programming. Explore goals of curriculum in early childhood education. (1.2) On Demand Proficiency Credit Not Available Pass/No Credit Available

ECE 150 Child Guidance Practices I (3) (3, 0)
Prerequisite: None
Students will study the basic theory and practice for guiding toddlers' and children's behavior. The emphasis will be on helping students utilize preventive techniques to eliminate and minimize discipline situations. Positive methods in helping children develop positive self-concepts will be stressed. (1.2) Fall Proficiency Credit Not Available Pass/No Credit Available

ECE 174 Child Growth and Development (3) (3, 0)
Prerequisite: None
A foundation course in theory and principles of development, conception through age eight, and may include the pre-adolescent child. In-depth study of physical, social/emotional, cognitive, language and aesthetic development. An examination of theory to include Piaget, Erikson, Vygotsky, Skinner, and others. An exploration of child development in the context of gender, family, culture, and society. An emphasis on the implications for early childhood professional practice. (1.2) Fall, Spring Proficiency Credit Not Available Pass/No Credit Available

ECE 203 Child Care Rules and Regulations (3) (3, 0)
Prerequisite: None
This course will deal with the complex regulations and laws that apply to child care (family or center) including the Illinois Department of Children and Family Services licensing regulations, Child Abuse and Neglect Act, Mandated Reporter and Health Department rules. (1.2) On Demand Proficiency Credit Not Available Pass/No Credit Not Available

ECE 204 Students with Disabilities in School (3) (3, 0)
Prerequisite: ECE 174 or PSY 212
A survey course that presents the historical, philosophical and legal foundations of special education, as well as an overview of the characteristics of individuals with disabilities, the programs that serve them under the Individuals with Disabilities Act, and the diversity of the populations of individuals with disabilities. (1.1) Fall, Spring Proficiency Credit Not Available Pass/No Credit Not Available

NOTE: This course is offered concurrently as ECE 204. The student must decide whether to earn credits in Early Childhood Education (ECE) or Education (EDN) prior to enrolling.

ECE 205 Behavior Management (3) (3, 0)
Prerequisite: None
The student will be introduced to the basic techniques of behavior management used in the field today. Application to the early, middle and secondary years will be stressed. Moral and ethical issues will be discussed. (1.2) Spring Proficiency Credit Not Available Pass/No Credit Available

NOTE: This course is offered concurrently as MEN 205. The student must decide whether to earn credits in Early Childhood Education (ECE) or Mental Health (MEN) prior to enrolling.

ECE 206 Group Leadership Skills (3) (3, 0)
Prerequisite: EDN 205, HUS 205, SUB 205, or consent of instructor
This course is designed to meet the needs of the student who will help others on a group basis. It is a second level course which builds upon the knowledge, skills and issues considered in Introduction to Group Processes. The emphasis is on developing the skills that are necessary where a person is responsible to organize, structure, lead, and evaluate groups in a human services agency or educational setting. The goal is to increase skill competency and strengthen the ability to be relaxed in a group leadership role. (1.1) On Demand Proficiency Credit Not Available Pass/No Credit Not Available

NOTE: This course is offered concurrently as MEN 206. The student must decide whether to earn credits in Early Childhood Education (ECE) or Mental Health (MEN) prior to enrolling.

ECE 210 Family Child Care Management (3) (3, 0)
Prerequisite: None
Presents basic information and guidelines related to the various components involved in providing direct infant and child care services in a family home setting. Current issues will be addressed and the needs of providers will be taken into consideration. (1.2) Fall, Spring Proficiency Credit Not Available Pass/No Credit Not Available

ECE 215 Child Care Administration (3) (3, 0)
Prerequisite: None
This is an advanced level course designed to equip students with an understanding of issues and skills related to effective administration of day care facilities which care for young children. The student will learn basic organizational skills and management techniques which will enhance the student's understanding and ability in the area of administration. (1.2) On Demand Proficiency Credit Not Available Pass/No Credit Not Available

ECE 220 Child, Family & Community (3) (3, 0)
Prerequisite: None
This course focuses on the child in the context of family and community. Includes issues of communication, diversity, professionalism, and social policy, and will promote awareness and effective use of community resources. (1.2) On Demand Proficiency Credit Not Available Pass/No Credit Available

HUMAN SERVICES - MONTESSORI

MEC 101 Mont. History and Philosophy (3) (3, 0)
Prerequisite: Must concurrently enroll in MEC 102 and MEC 103 and MEC 104 and MEC 105; Admission to the MECA infant/toddler teacher education
Gives a general introduction to Montessori's principles and ideas, her view of the child, and the child's place in society. Includes an overview of the history of education and parallels and relationships between Montessori's contributions and those of other educators who influenced her. Major concepts of the approach, such as the Absorbent Mind, Sensitive Periods, Logical-mathematical mind, spiritual and moral development of the child, will be discussed. An emphasis will be placed on how these ideas relate to current standards of developmentally appropriate classroom practice for infants and toddlers. (1.2) Summer Proficiency Credit Not Available Pass/No Credit Available

MEC 102 Mont. Developmental Theory (3) (3, 0)
Prerequisite: Must concurrently enroll in MEC 101 and MEC 103 and MEC 104 and MEC 105; Admission to the MECA infant/toddler teacher education
Examines Montessori theory and practice in relation to the field of child development and the major contemporary child development theorists. Social, emotional, psychological, cognitive and physiological aspects of child development will be covered, from conception to the age of three years. Emphasis will be placed on normal development, but individual differences are addressed. Focus will be placed on current research. (1.2) Summer Proficiency Credit Not Available Pass/No Credit Available

MEC 103 Mont. Activities and Programs (3) (3, 0)
Prerequisite: Must concurrently enroll in MEC 101 and MEC 102 and MEC 104 and MEC 105; Admission to the MECA infant/toddler teacher education
Includes an overview of environmental design and aesthetics, effective age groupings, group size and child-adult ratios for the variety of Montessori programs available for children under three years of age. Provides an in-depth analysis of materials and activities to meet the needs of the Sensitive periods: Language, Movement, Development of the Senses, Independence, Order, etc. Issues of health and safety and state licensing requirements will be discussed. (1.2) Summer Proficiency Credit Not Available Pass/No Credit Available
MEC 104 Mont. Child, Family & Community (3) (3, 0)
Prerequisite: Must concurrently enroll in MEC 101 and MEC 102 and MEC 103 and MEC 105; Admission to the MECA infant/toddler teacher education
This course presents an overview of the role of the parent as primary educator of the child. It includes an overview of the psychology of parenthood, child-rearing practices, cultivating parent participation in programs, community and professional resources. (1.2) Summer
Proficiency Credit Not Available
Pass/No Credit Available

MEC 105 Montessori Program Leadership (3) (3, 0)
Prerequisite: Must concurrently enroll in MEC 101 and MEC 102 and MEC 103 and MEC 104; Admission to the MECA infant/toddler teacher education
Introduces important aspects of classroom management and program administration. Provides an overview and rationale for scheduling of the program day for the child and related staff scheduling and supervision issues. Includes discussion of assessment and record keeping, professional development, reflective practice, and program ethics. (1.2) Summer
Proficiency Credit Not Available
Pass/No Credit Available

MEC 110 Montessori Mont. History, Philosophy & Pedagogy (3) (3, 0)
Prerequisite: Must concurrently enroll in MEC 112 and MEC 113 and MEC 114 and MEC 115; Admission to the MECA early childhood teacher education
Gives a general introduction to Montessori’s principles and ideas, her view of the child, and the child’s place in society. Includes an overview of the history of education and parallels and relationships between Montessori’s contributions and those of other educators who influenced her. Major concepts of the approach, such as the Absorbent Mind, Sensitive Periods, Logical-mathematical mind, spiritual and moral development of the child, will be discussed. An emphasis will be placed on how these ideas relate to current standards of developmentally appropriate classroom practice for early childhood. (1.2) Summer
Proficiency Credit Not Available
Pass/No Credit Available

MEC 112 Mont. Dev. Theory, Early Childhood (3) (3, 0)
Prerequisite: Must concurrently enroll in MEC 111 and MEC 113 and MEC 114 and MEC 115; Admission to the MECA early childhood teacher education
Examines Montessori theory and practice in relation to the field of child development and the major contemporary child development theorists. Social, emotional, psychological, cognitive, and physiological aspects of child development will be covered for the early childhood years with a focus on the span from two and a half until six years. Emphasis will be placed on normal development, but individual differences will also be addressed. Focus will be placed on current research. (1.2) Summer
Proficiency Credit Not Available
Pass/No Credit Available

MEC 113 Montessori Practical Life (3) (3, 0)
Prerequisite: Must concurrently enroll in MEC 111 and MEC 112 and MEC 114 and MEC 115; Admission to the MECA early childhood teacher education
Presents an overview and rationale for the Montessori Practice Life and Sensorimotor activities and materials as the foundation for the Montessori classroom approach. Introduces the characteristics and qualities of materials and the methodology for their presentation. Includes an overview of sensorimotor development from birth to age six and discussion of the concept of “synthetic” movement. (1.2) Summer
Proficiency Credit Not Available
Pass/No Credit Available

MEC 114 Montessori Language Arts (3) (3, 0)
Prerequisite: Must concurrently enroll in MEC 111 and MEC 112 and MEC 113 and MEC 115; Admission to the MECA early childhood teacher education
Provides an overview of language development from birth to age six. Emphasis is placed on classroom techniques for developing oral and graphic language for children from two and a half to six, including introducing sounds and building phonetic words, reading development, introducing writing and penmanship, and exploring the function of words. Includes discussion of selecting children’s books, introduction of a second language, and art appreciation as an extension of language curriculum. (1.2) Summer
Proficiency Credit Not Available
Pass/No Credit Available

MEC 115 Montessori Mathematics (3) (3, 0)
Prerequisite: Must concurrently enroll in MEC 111 and MEC 112 and MEC 113 and MEC 114; Admission to the MECA early childhood teacher education
Presents an overview of how children develop numerical understanding and the philosophy and rationale for the Montessori mathematics materials for children two and a half to six. Emphasis is placed on techniques and activities for introduction to numeration, the decimal system, operations with the decimal system, linear counting, memorization of facts, and fractions. (1.2) Summer
Proficiency Credit Not Available
Pass/No Credit Available

HUMAN SERVICES

HUS 101 & HUS 102 See Human Services Core Courses p. 114

HUS 106 Experiential Learning in Human Svcs (Variable Credit 1-3) (1-3, 0)
Prerequisite: None
This course is designed to promote growth and development as a professional in the area of Human Services that the student is studying. The student will participate in a variety of workshops, conferences, meetings, and service-learning opportunities as agreed upon by the instructor and the student. Verification and reflection of learning will be assessed by the instructor. This course will be taught as an independent study. This course is repeatable three times up to 3 credits. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Available

HUMAN SERVICES–FAMILY VIOLENCE COUNSELING

FMV 101 Introduction to Family Violence (3) (3, 0)
Prerequisite: None
This course will examine the issues of family violence from the various perspectives of children, spouses, and the elderly. The course will focus on the dynamics, signs and symptoms, prevention and possible interventions for each age group. Students will examine physical abuse and neglect, sexual abuse and harassment, emotional abuse and exploitation. (1.2) Spring
Proficiency Credit Not Available
Pass/No Credit Available

NOTE: This course is offered concurrently as ECE 106 and SUB 106. The student must decide whether to earn credits in Family Violence Counseling (FMV) or Substance Abuse (SUB) prior to enrolling.
HUS 110 See Human Services Core Courses p. 115

HUS 125 Special Populations (3) (3, 0)
Prerequisite: None
This course will address special populations in substance abuse and mental health treatment. Special populations will be identified and issues regarding addiction and mental health; engagement strategies; treatment planning; and client and community education strategies will be discussed. Methods to gain cultural competence and to become a lifelong learner will be addressed. (1.2) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

NOTE: This course is offered concurrently as MEN 125 and SUB 125. The student must decide whether to earn credits in Human Services (HUS), Mental Health (MEN) or Substance Abuse Counseling (SUB) prior to enrolling.

HUS 201, 202 & 205 See Human Services Core Courses p. 115

HUS 203 Behavior Management (3) (3, 0)
Prerequisite: None
The student will be introduced to the basic techniques of behavioral management used in the field today. Application to the early, middle and secondary years will be stressed. Moral and ethical issues will be discussed. (1.2) Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

NOTE: This course is offered concurrently as ECE 205. The student must decide whether to earn credits in Human Services (HUS) or Early Childhood Education (ECE) prior to enrolling.

HUS 206 Group Leadership Skills (3) (3, 0)
Prerequisite: EDN 205, HUS 205, SUB 205, or consent of instructor
This course is designed to meet the needs of the student who will help others on a group basis. It is a second level course which builds upon the knowledge, skills and issues considered in Introduction to Group Processes. The emphasis is on developing the skills that are necessary where a person is responsible to organize, structure, lead, and evaluate groups in a human services agency or educational setting. The goal is to increase skill competency and strengthen the ability to be relaxed in a group leadership role. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

NOTE: This course is offered concurrently as ECE 206. The student must decide whether to earn credits in Human Services (HUS), or Early Childhood Education (ECE) prior to enrolling.

HUS 210 Working with Families (3) (3, 0)
Prerequisite: HUS 102 or consent of instructor
This course will help students understand and work effectively with families of human services clients. It will focus on family systems throughout the life span and the impact of special problems upon the family. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

HUS 211 Behavior Problems (3) (3, 0)
Prerequisite: None
The purpose of this course is to survey the biological, psychological, and sociological causes of differences in behavior. Classification and diagnostic categories will also be discussed. (1.1) Fall
Proficiency Credit Not Available
Pass/No Credit Not Available

HUS 213 Crisis Intervention (3) (3, 0)
Prerequisite: None
The purpose of this course is to give students a working knowledge of how to deal with persons in crisis. Special application of the concepts will be stressed. (1.2) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

HUS 215 Basic Substance Abuse & Treatment (3) (3, 0)
Prerequisite: None
This course will introduce the student to the nature of substance use disorders. This will include the development, symptoms, consequences, and prevention and treatment of abuse and dependence. Assessment; methods of treatment; strategies for client engagement and retention; client and community education; and referral and coordination with other services providers will be included. (1.2) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

NOTE: This course is offered concurrently as SUB 213. The student must decide whether to earn credits in Human Services (HUS) or Substance Abuse Counseling (SUB) prior to enrolling.

HUS 253 Topics in Human Services (Variable Credit 1-3) (1-3, 0)
Prerequisite: None
Designed to satisfy the specific needs or interests of students and human services facilities. Sample topics include: theory and practice in behavior theory and community services in aging. Repeatable to a total of 12 credits. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

HUMAN SERVICES–SUBSTANCE ABUSE COUNSELING

SUB 102 Principles & Practices of Human Services (3) (3, 0)
Prerequisite: None
This course will introduce the students to basic skills common to all human services program delivery. It will include dealing with the public, assessment of needs, report writing, networking, basic helping skills, and other core concepts. (1.2) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

NOTE: This course is offered concurrently as HUS 102. The student must decide whether to earn credits in Substance Abuse Counseling (SUB) or Human Services (HUS) prior to enrolling.

SUB 106 Experiential Learning in Human Svcs. (Variable Credit 1-3) (1-3, 0)
Prerequisite: None
This course is designed to promote growth and development as a professional in the area of Human Services that the student is studying. The student will participate in a variety of workshops, conferences, meetings, and/or service-learning opportunities as agreed upon by the instructor and the student. Verification and reflection of learning will be assessed by the instructor. This course will be taught as an independent study. This course is repeatable three times up to 3 credits. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

NOTE: This course is offered concurrently as ECE 106 and HUS 106. The student must decide whether to earn credits in Human Service (HUS), Early Childhood Education (ECE), or Substance Abuse (SUB) prior to enrolling.

SUB 110 Rules and Regulations (3) (3, 0)
Prerequisite: None
This course will apply to the complex regulations, laws, ethical standards, reporting, and recordkeeping requirements that apply to chemical dependence and family violence treatment programs and practitioners. It will include protocols for program design, program management, and clinical practice. The clinician's ethical and mandatory reporting requirements will also be explored. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

NOTE: This course is offered concurrently as FMV 110. The student must decide whether to earn credits in Family Violence Counseling (FMV) or Substance Abuse (SUB) prior to enrolling.

SUB 122 Basic Substance Abuse Pharmacology (3) (3, 0)
Prerequisite: None
This course will address the impact that substances of abuse have on the neurological functioning of the human organism; the impact of substances of abuse on other organ systems; the effect of substance use and addition on behavioral functioning and human development; the physical process of addition and recovery; the impact neurological and physical dysfunctions have on assessment and treatment planning; and the history of classifications of substances of abuse. (1.2) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available
Proficiency Credit Not Available
Pass/No Credit Not Available

**SUB 125 Special Populations (3)**

**Prerequisite:** None

This course will address special populations in substance abuse and mental health treatment. Special populations will be identified and issues regarding addiction and mental health; engagement strategies; treatment planning; and client and community education strategies will be discussed. Methods to gain cultural competence and to become a lifelong learner will be addressed. (1.2) Fall, Spring

Proficiency Credit Not Available
Pass/No Credit Available

**NOTE:** This course is offered concurrently as HUS 125 and MEN 125. The student must decide whether to earn credits in Substance Abuse Counseling (SUB), Human Services (HUS) or Mental Health (MEN) prior to enrolling.

**SUB 201 Field Experience I and Seminar (4)**

**Prerequisite:** Consent of instructor

In-residence training is a supervised opportunity for the student to have first-hand experience in an institutional setting that meets his/her area of interest. In this setting, it is expected that the student will develop proficiency and display the skills required to perform adequately on-the-job. One hundred (100) hours of on-site work is required for this first experience, as well as weekly class sessions with instructor. (1.2) Fall, Spring, Summer

Proficiency Credit Available
Pass/No Credit Not Available

**SUB 202 Field Experience II and Seminar (4)**

**Prerequisite:** C or better in SUB 201

In-residence training is a supervised opportunity for the student to have first-hand experience in an institutional setting that meets his/her area of interest. In this setting, it is expected that the student will develop proficiency and display the skills required to perform adequately on-the-job. (1.2) Fall, Spring, Summer

Proficiency Credit Not Available
Pass/No Credit Not Available

**SUB 203 Field Experience III and Seminar (4)**

**Prerequisite:** C or better in SUB 202 or consent of instructor

Field experience is an opportunity for the substance abuse counseling student to complete the additional 200 hours of supervised internship experience as required for full certification by Illinois Alcohol and Other Drug Certification Association, Inc. Students will have first-hand experience working with clients in a variety of treatment settings. They will complete the required training and display the skills required of a substance abuse counselor. Focus will be on practicing the 12 core functions of the counselor. (1.2) Fall, Spring, Summer

Proficiency Credit Not Available
Pass/No Credit Not Available

**SUB 205 Introduction to Group Processes (3)**

**Prerequisite:** None

This course is designed to meet the needs of the student who will help others on a group basis. The major focus is on increasing communication at all age levels, interpersonal knowledge and leadership skills in an atmosphere that allows students to study themselves and their relationships with other people. The course is taught using the experiential approach which gives students the opportunity to experience the small group processes and theories being studied. Students are encouraged to examine their own value base, self-concept and interpersonal style, and the implication that these have in working with adults as well as children. (1.1) Fall, Spring

Proficiency Credit Not Available
Pass/No Credit Not Available

**NOTE:** This course is offered concurrently as EDN 205 and HUS 205. The student must decide whether to earn credits in Substance Abuse Counseling (SUB), Education (EDN) or Human Services (HUS) prior to enrolling.

**SUB 213 Crisis Intervention (3)**

**Prerequisite:** None

The purpose of this course is to give students a working knowledge of how to deal with persons in crisis. Special application of the concepts will be stressed. (1.2) Fall, Spring

Proficiency Credit Not Available
Pass/No Credit Not Available

**NOTE:** This course is offered concurrently as MEN 213. The student must decide whether to earn credits in Substance Abuse Counseling (SUB) or Mental Health (MEN) prior to enrolling.

**SUB 215 Basic Substance Abuse & Treatment (3)**

**Prerequisite:** None

This course will introduce the student to the nature of substance use disorders. This will include the development, symptoms, consequences, and prevention and treatment of abuse and dependence. Assessment; methods of treatment; strategies for client engagement and retention; client and community education; and referral and coordination with other services providers will be included. (1.2) Fall, Spring

Proficiency Credit Not Available
Pass/No Credit Not Available

**NOTE:** This course is offered concurrently as MEN 215. The student must decide whether to earn credits in Substance Abuse Counseling (SUB) or Mental Health (MEN) prior to enrolling.

**HUMANITIES**

**HUM 101, 102, 103, 110, 112, 113, 170, 202, 203, 204, 205, and 216 fulfill the humanities requirement for the Associate in Arts, Associate in Fine Arts, and Associate in Engineering Science Degrees.**

**HUM 115 and 116 fulfill the humanities requirement for the A.A., A.S., A.F.A. and A.E.S.; however, only one can count toward General Education.**

**HUM 101, 102, and 103 fulfill either the humanities requirement or the fine arts requirement for the A.A., A.S., and A.E.S. Degrees.**

All HUM courses numbered 100 and above may be used to fulfill the liberal education requirement in the Associate of Applied Science Degree.

All HUM courses numbered 100 and above may be applied to the major field and elective requirement in the A.A. and A.S. Degrees.

**HUM 100 Topics in Humanities (Variable Credit 1-3)**

**Prerequisite:** None

A multi-disciplined course designed to give students the opportunity to better understand a topic or an artistic, cultural or historical period or movement through a detailed analysis of the arts and ideas of that period or movement. Repeatable to a total of six credits. (1.1) On Demand

Proficiency Credit Not Available
Pass/No Credit Not Available

**HUM 101 Introduction to Western Humanities I (3)**

**Prerequisite:** Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.

Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score

A survey of selected examples of musical, artistic and literary contributions European culture has made to world civilization from pre-history to the Renaissance. This multi-disciplined study is designed to assist students in the recognition and fundamental understanding of the continuity of elements of the European past with their own contemporary culture. (1.1) Summer, On Demand

IAI General Education: HF 902

Proficiency Credit Not Available
Pass/No Credit Not Available

**HUM 102 Introduction to Western Humanities II (3)**

**Prerequisite:** Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.

Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score

A survey of selected examples of musical, artistic and literary contributions European
culture has made to world civilization from the Renaissance to modern times. This multi-disciplined study is designed to assist students in the recognition and fundamental understanding of the continuity of elements of the European past with their own contemporary culture. (1.1) Fall, Spring
I AI General Education: HF 903
Proficiency Credit Not Available
Pass/No Credit Not Available

HUM 103 Introduction to Non-Western Humanities (3) (3, 0)
Prerequisite: None
A study of the arts, religious and philosophic expressions of cultures in areas other than Europe and the Europeanized cultures in the Americas showing the interrelations of music, art, literature and ideas in these cultures. (1.1) Fall, Spring, Summer
I AI General Education: HF 904N
Proficiency Credit Not Available
Pass/No Credit Not Available

HUM 104 Classic Theatre: The Humanities in Drama (3) (3, 0)
Prerequisite: None
A study of drama and literature by European authors of the 17th, 18th, and 19th centuries to be developed around a selection of 13 television plays augmented by text materials and readings. Filmed segments will be integrated with anthology, book of critical readings, and workbook-study guide. Basic intent of the course is to aid in understanding historical-social backgrounds of the periods represented, to aid in analyzing form, and literature importance as an enhancement to enjoying the plays, and to develop learning techniques of interpretation and criticism. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

HUM 107 Global Perspectives on World Civilization (3) (3, 0)
Prerequisite: None
The course will present worldwide problems and opportunities inherent in conditions and relationships found in the 20th century and anticipated in the 21st century. It will examine political views, world resources and needs, economic interdependence, emerging and traditional cultural forces and forces for historic change. The major emphasis of course content will be on aspects of the non-western world. (1.1) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Available

NOTE: This course is offered concurrently as INS 107. The student must decide whether to earn credits in Humanities (HUM) or International Studies (INS) prior to enrolling.

HUM 110 Introduction to Philosophy (3) (3, 0)
Prerequisite: None
A continuation of HUM 112 emphasizing the chronological developments of major philosophic traditions in the modern western world from 1600 to the present. Similarities to and differences from non-western philosophies will be considered. (1.1) On Demand
I AI General Education: H4 902
Proficiency Credit Not Available
Pass/No Credit Available

HUM 112 Western Philosophy I (3) (3, 0)
Prerequisite: None
An introduction to major schools of philosophy in the West. (1.1) Fall, Spring
I AI General Education: H4 900
Proficiency Credit Not Available
Pass/No Credit Not Available

HUM 113 Western Philosophy II (3) (3, 0)
Prerequisite: None
A continuation of HUM 112 emphasizing the chronological developments of major philosophic traditions in the modern western world from 1600 to the present. Similarities to and differences from non-western philosophies will be considered. (1.1) Fall, Spring
I AI General Education: H4 902
Proficiency Credit Not Available
Pass/No Credit Available

HUM 115 Critical Reasoning (3) (3, 0)
Prerequisite: None
An introduction to critical reasoning skills as a first step in enhancing one's ability to read and evaluate material for logical consistency and appropriate techniques of elementary argumentation. Effective critical reasoning is essential to one's collegiate success in the humanities, natural and social sciences, and subsequently in the professions, vocations, business careers, and everyday life. This course will help the student understand, evaluate, and create effective claims and arguments. (1.1) Fall, Spring
I AI General Education: H4 903N
Proficiency Credit Not Available
Pass/No Credit Available

HUM 116 Logic (3) (3, 0)
Prerequisite: None
A philosophical examination of man in society, the foundations of social and political institutions, and the nature of political obligations. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

HUM 117 Social & Political Philosophy (3) (3, 0)
Prerequisite: None
General features of desirable properties of scientific method and theories, historical development of scientific knowledge, logic of basic scientific concepts. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

HUM 124 Culture and Science in the West (3) (3, 0)
Prerequisite: None
Interdisciplinary study tracing the interrelation between culture and science and the impact of scientific advancement on philosophy, art, architecture, mathematics and technology from ancient to modern times. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

HUM 170 Introduction to Asian Philosophies (3) (3, 0)
Prerequisite: None
An introduction to major schools of philosophy and ideas of major philosophers in Eastern and Southern Asia with companions to common, established Euro-American ideas and world views. (1.1) Fall, Spring
I AI General Education: H4 903N
Proficiency Credit Not Available
Pass/No Credit Available
human relationships in myths. (1.1) Fall
IAI General Education: H9 901
Proficiency Credit Not Available
Pass/No Credit Not Available

HUM 208 Life & Work in the 21st Century
(3) (3, 0)
Prerequisite: None
Provides an introduction to the theory as well as the practical applications of a reasoned approach to planning for the future. These approaches are practiced in industry and government and by individuals throughout the world as they seek to cope with the technological and social changes currently in progress. (1.1) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Not Available

HUM 216 Ethics
(3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score
This course studies the principal ethical theories and concepts of human conduct and character, up to the middle of the 20th century, and critically evaluates these concepts. The development of conscience is explored and utilized in critical analysis of problems. (1.1) Summer, On Demand
IAI General Education: H4 904
Proficiency Credit Not Available
Pass/No Credit Not Available

HUM 217 Aesthetics
(3) (3, 0)
Prerequisite: None
A critical and philosophical examination of aesthetic experience and fine arts, artistic creativity, the work of art, and criteria of judgment. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

HUM 219 Honors Seminar in Humanities (1) (1, 0)
Prerequisite: None
Recommended: Honors status
A seminar which complements a particular humanities course designed to provide the opportunity for study of the course material in greater depth, more sophisticated inquiry or methodology and/or more penetrating research. The student must qualify for honors status. Course is repeatable to three credits. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

HUM 224 Cultural History of Pacific Asia (3) (3, 0)
Prerequisite: None
Presents the cultural history of Pacific Asia with primary emphasis on Japan, Korea, and China. The art, literature, ideas and religious heritage and contemporary life of the area will be studied. The course is intended to be particularly useful to those who intend to live or conduct business in the region. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

NOTE: This course is offered concurrently as INS 224. The student must decide whether to earn credits in Humanities (HUM) or International Studies (INS) prior to enrolling.

HUM 231 Contemporary Moral Issues
(3) (3, 0)
Prerequisite: None
A critical examination of western and non-western theories and concepts from the middle of the 20th century up to the present, which are useful in the analysis of understanding of the contemporary moral problems in personal, organizational and professional settings. Codes of conduct in the business and health care fields get specific attention. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

HUM 297 Independent Study
(Variable Credit 1-3) (1-3, 0)
Prerequisite: Consent of instructor
The student is to have identified a special study project and request advice and direction from the humanities faculty. The program will be carried out under the direction of one or more faculty members who will modify the proposal in accordance with departmental requirements for the credit involved. Repeatable three times to 12 credits. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

INDUSTRIAL MANUFACTURING TECHNOLOGY

All IMT courses numbered 100 and above may be applied to the major field and elective requirement in the Associate in Arts and Associate in Science Degrees.

IMT 103 Industrial Manufacturing Tech. I
(3) (1, 4)
Prerequisite: None
This course provides laboratory learning experiences related to fundamental machine tool technology by focusing on power saws, drill presses, basic lathes and related tooling. Course includes speed and feed calculation, part layout, basic measuring tools and related manufacturing theory. Safe work practices are strongly stressed. (1.2) Fall, Spring
IAI Major: MTM921
Proficiency Credit Available
Pass/No Credit Available

IMT 104 Industrial Manufacturing Tech. II
(3) (1, 4)
Prerequisite: IMT 103 or consent of instructor
This course is a continuation of IMT 103 beginning with engine lathes and introducing horizontal mills, vertical mills, and CNC basics. Course includes related information on tooling, speeds and feeds, measuring instruments and manufacturing theory. (1.2) Fall, Spring
IAI Major: MTM922
Proficiency Credit Available
Pass/No Credit Available

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IMT 106 Mathematics for Machinists  (5) (5, 0)
Prerequisite: None
Study of all mathematics used in the machine shop. Includes addition, subtraction, multiplication, division, fractions, decimals, percentage, area and volume, algebra, geometry, and right angle trigonometry. (1.2) On Demand
Proficiency Credit Available
Pass/No Credit Not Available

IMT 107 Technical Mathematics I  (4) (4, 0)
Prerequisite: MTH 090, consent of instructor, or appropriate score on placement test
Intended for students in technical programs or pre-engineering technology programs where a coverage of basic mathematics is required. An integrated approach in algebra, plane geometry, and trigonometry. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

IMT 108 Industrial Manufacturing
Tech. III  (3) (1, 4)
Prerequisite: IMT 107 or MTH 107 and IMT 104 and CAD 101 or consent of instructor
A continuation of IMT 104, with emphasis on a greater degree of precision in completing a comprehensive project. Grinding operations, form grinding, O.D. and I.D. grinding are introduced, including grinding wheel specifications, technique and related manufacturing theory. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

IMT 109 Industrial Manufacturing
Tech. IV  (3) (1, 4)
Prerequisite: IMT 108
A continuation of IMT 108 with emphasis on a greater degree of precision in completing a comprehensive project. The dividing head rotary table and EDM will be introduced, including electrode specifications, technique and related manufacturing theory. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

IMT 110 Intro to Computer Aided
Mfg (CAD)  (2) (1, 2)
Prerequisite: CAD 101 and IMT 107 or MTH 107 or consent of instructor
An introduction to conversational CNC programming using Eztrak CNC mills. Conversational programming on the CNC was developed in the early 1980's and is popular in many job shops, maintenance shops and tool rooms. In these shops, parts are machined in small quantities, and jobs are changed frequently. In many cases, the part manufacturing processes are simple, such as face milling, outer diameter (OD) and inner diameter (ID) turning and bulb-hole pattern drilling. If a machine operator can program these parts or machining processes quickly based on the mechanical drawings, productivity will be increased significantly. Therefore, effective programming is an important factor to increase productivity. (1.2) Spring
Proficiency Credit Available
Pass/No Credit Not Available

IMT 111 Technical Mathematics II  (4) (4, 0)
Prerequisite: Grade of C or better in IMT 107 or MTH 107 or consent of instructor
Continuation of IMT 107, Technical Mathematics I, and an introduction to further methods used in mathematics problem-solving needed for technology. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

IMT 112 Metrology-The Study of Measurement  (3) (1, 3)
Prerequisite: None
A study and use of the various measuring tools used in the establishment of quality control for the manufacturing of parts and assemblies including basic SPC techniques. (1.2) Spring
Proficiency Credit Available
Pass/No Credit Not Available

IMT 119 Fabrication of Machine Parts  (3) (0, 6)
Prerequisite: IMT 109 or consent of instructor
The student will apply theory learned in lecture/discussion including selection of material and proper machine procedure to complete the project with the necessary tolerances and finishes. Improvements in areas of individual machining weakness will be stressed. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

IMT 131 Injection Molding Machine I  (4) (4, 0)
Prerequisite: None
This course is a detailed study of the construction and functions of the thermoplastics injection molding machine. Includes machine components, injection and ejection mechanisms, basic hydraulic and electrical systems. Also included are set-up and safe operation of the molding press. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

IMT 133 Thermoplastics Materials  (4) (4, 0)
Prerequisite: None
A study of the properties of thermoplastics materials, including history, definitions, bonding, polymeric molecules, selecting polymers, ingredients of plastics, various forms of thermoplastics in use, identification, properties, testing, design and health and safety. (1.2) Fall, Spring
IAI Major: MTRM937
Proficiency Credit Available
Pass/No Credit Not Available

IMT 203 Manufacturing Process Technology  (3) (3, 0)
Prerequisite: IMT 107 or MTH 107 and IMT 109
The studies of the problems involved in the production and assembly of machine parts. The student will use all of his/her previous machining experiences to: 1) determine procedures and clock hours necessary to machine piece parts efficiently, 2) set up logical progression of operations through several machine tools to the completion of piece parts and assembly. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

IMT 204 Industrial Manufacturing
Tech. V  (5) (0, 10)
Prerequisite: IMT 203 or concurrent enrollment in IMT 203 or consent of instructor
The laboratory portion of IMT 203. The student will select a project from a group of assembled projects (6 parts or more) to be completed. (1.2) Spring
Proficiency Credit Available
Pass/No Credit Not Available

IMT 208 Basic Die Theory  (4) (2, 4)
Prerequisite: IMT 108 or consent of instructor
The study of the design and fabrication of stamping and forming dies used in the metal stamping industry. Included in the course will be the knowledge of metals used for specific stamping operations. The student will be required to design several progressive stamping dies throughout the course. (1.2) Spring
Proficiency Credit Available
Pass/No Credit Not Available

IMT 209 Basic Mold Theory  (4) (2, 4)
Prerequisite: IMT 108
The study of design and fabrication of plastic, die cast, and rubber molds for production of finished products. Included are units of instruction in the flow characteristics of thermoset thermoplastics and die cast materials and their properties. (1.2) Fall
Proficiency Credit Available
Pass/No Credit Not Available

IMT 212 Metallurgy-The Study of Steel  (2) (2, 0)
Prerequisite: None
Basic introduction to ferrous and nonferrous materials and alloys and their molecular activity during processing from raw material to finished product. The composition and changes of the metal are analyzed under laboratory testing to heat treatment, destructive and nondestructive testing, and various fabrication processes. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

IMT 214 Jig & Fixture Theory  (2) (2, 0)
Prerequisite: IMT 104
The course will cover parameters involved in controlling the design of either a jig or fixture for a specific piece part and the type of construction dictated by the number and design of that piece part. Included in the course will be the relationship of jigs and fixtures to
IMT 215 Special Projects in Industrial Manuf. (Variable Credit 1-4) (0, 2-8)
Prerequisite: Consent of instructor
This course allows an advanced student to study or complete, in depth, a related subject or project in conjunction with machine tool processing. Course is repeatable to four credits.
(1.2) On Demand
Proficiency Credit Available
Pass/No Credit Not Available

IMT 220 Introduction to CNC Programming (4) (2, 4)
Prerequisite: IMT 110 or concurrent enrollment in IMT 110 or consent of instructor
This course is an introduction to CNC programming. The use of M & G code programming to produce CNC programs for machined parts will be taught. Specific areas of programming including linear and circular interpolation, canned cycles, drilling, reaming, tapping, boring, face milling, end milling and the use of sub programs will be covered. Machine operation of CNC Bridgeports with Boss 9 and Discovery 308 controls will be covered and used to proof run programs. A microcomputer lab for program composition DNC transfer and computer simulation of Fanuc and a variety of controls will be used. (1.2) Fall
IAI Major: MTM915
Proficiency Credit Available
Pass/No Credit Not Available

IMT 221 Introduction to CNC Toolpathing (4) (2, 4)
Prerequisite: IMT 110 and IMT 220 or concurrent enrollment in IMT 220 or consent of instructor
The student will bring together his/her knowledge of geometry generation using CAD and conventional CNC program generation to learn computer generated toolpathing. The student will generate geometry, initiate computer toolpaths and output executable CNC programs using CAD/MasterCam toolpathing software on personal computers. Additionally post processor generation will be discussed. (1.2) Spring
IAI Major: MTM933
Proficiency Credit Available
Pass/No Credit Not Available

IMT 222 Advanced CNC Programming (4) (2, 4)
Prerequisite: IMT 221
This course is a continuation of IMT 220 with great depth and scope. The complexity of machining center programming increases with the introduction of MACRO programming and advanced part geometry. Emphasis is placed on cycle time efficiency and the incorporation of flexible manufacturing concepts. Programs are composed utilizing CAD, CAM software on personal computers and proven Bridgeport Boss 9 and Discovery 308 Machine Centers Probing functions are introduced. (1.2) Fall
Proficiency Credit Available
Pass/No Credit Not Available

IMT 223 Special Problems in CNC Programming (2) (1, 2)
Prerequisite: IMT 221 and IMT 222 or concurrent enrollment in IMT 222
Exploration of advanced topics in Computer Aided Manufacturing. DNC links, CIM Environments and extended capabilities of CAD/CAM not realized by each system individually are illustrated and discussed. Projects in CNC problem solving and trouble shooting are accomplished utilizing the CNC machine lab and microcomputer labs using CAD, CAM software on personal computers. (1.2) Fall
Proficiency Credit Available
Pass/No Credit Not Available

IMT 231 Injection Molding Machine II (5) (4, 2)
Prerequisite: IMT 131
This course is the continuation of IMT 131 and the introduction to hydraulic systems and components and the reading of hydraulic and electrical schematics. The use of an injection molding machine to illustrate electro mechanical hydraulic interaction is utilized. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

IMT 233 Injection Molding Dies (2) (2, 0)
Prerequisite: IMT 133 & IMT 231
The student will acquire a full understanding of the design of molds, including care of molds, setting basic types and applications, features and components and production of molds. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

IMT 234 Special Topics in Industrial Manuf. (1) (.5, 1)
Prerequisite: None
Designed to satisfy specific needs or interests of students and the community. The following guidelines are to be used in selecting topics: 1) adequate and available material on specific topics; 2) comprehensive outlines for each topic; and, 3) course should be designed to increase skill and knowledge in field of industrial manufacturing. Course is repeatable to four credits. (1.2) On Demand
Proficiency Credit Available
Pass/No Credit Not Available

IMT 235 Special Topics in Industrial Manuf. (2) (1, 2)
Prerequisite: None
Designed to satisfy specific needs or interests of students and the community. The following guidelines are to be used in selecting topics: 1) adequate and available material on specific topics; 2) comprehensive outlines for each topic; and, 3) course should be designed to increase skill and knowledge in field of industrial manufacturing. Course is repeatable to eight credits. (1.2) On Demand
Proficiency Credit Available
Pass/No Credit Not Available

IMT 236 Special Topics in Industrial Manuf. (3) (2, 2)
Prerequisite: None
Designed to satisfy specific needs or interests of students and the community. The following guidelines are to be used in selecting topics: 1) adequate and available material on specific topics; 2) comprehensive outlines for each topic; and, 3) course should be designed to increase skill and knowledge in field of industrial manufacturing. Course is repeatable to 12 credits. (1.2) On Demand
Proficiency Credit Available
Pass/No Credit Not Available

IMT 238 Injection Molding Process (5) (5, 0)
Prerequisite: IMT 231
In this course, the student will apply the knowledge acquired in IMT 131, 133 and 231 to the injection molding process. An in-depth study including: machine preparation, installation of molds, setting the parameters, starting and shut-down procedures, removal, design, controls, techniques, defects and cures, safety, processing characteristics and auxiliary equipment (granulators, conveyors, robotics, etc.). (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

INFORMATION PROCESSING ASSISTANT
(See Office Administration Technology)

INFORMATION PROCESSING PROFESSIONAL
(See Office Administration Technology)

INTERNATIONAL STUDIES
All INS courses numbered 100 and above may be applied to the area major field and elective requirement in the Associate in Arts and Associate in Science Degrees.

All INS courses numbered 100 and above, excluding nontraditional language courses, may be used to fulfill the social science requirement in the Associate in Liberal Studies and Associate of Applied Science Degrees.

INS Level I Conversational Languages (2) (2, 0)
Prerequisite: None
These courses are tutorial conversational languages for students with little or no knowledge of the language. They emphasize vocabulary, linguistic structure and conversation, written language skills will also be introduced. Courses are repeatable up to four credits. (1.1) On Demand
Proficiency Credit Available
Pass/No Credit Not Available

INS 261 Japanese I
INS 275 Arabic I
INS 264 Chinese I
INS 280 Non-Traditional
INS 267 Italian I
Language I
**Course Descriptions**

**INS Level II and III Conversational Languages**

*Prerequisite:* Two credits of Level I Conversational Language or equivalent

Levels II and III are beginning courses which emphasize conversational abilities but more stress is placed upon developing writing and composition skills than in Level I classes. (1.1) On Demand

- **Proficiency Credit Available**
- **Pass/No Credit Not Available**

- **INS 262 Japanese II**
- **INS 263 Japanese III**
- **INS 265 Chinese II**
- **INS 266 Chinese III**

**INS 100 Topics in International Studies (Variable Credit 1-3) (1-3, 0)**

*Prerequisite:* None

A multi-disciplined course designed to make students aware of Western Culture and its international heritage and the traditions that make up that heritage and to help them transcend their own cultural limits and participate in the experiences of other cultures. Western Culture will be a constant in the subject matter and will serve as the "touchstone" against which other cultures may vary from semester to semester as will the 'touchstone' against which other cultures will be judged. (1.1) Fall, Spring, Summer

- **Proficiency Credit Not Available**
- **Pass/No Credit Not Available**

**INS 107 Global Perspectives on World Civilization**

*Prerequisite:* None

The course will present worldwide problems and opportunities inherent in conditions and relationships found in the 20th century and anticipated in the 21st century. It will examine political views, world resources and needs, economic interdependence, emerging and traditional cultural forces and forces for historic change. The major emphasis of course content will be on aspects of the non-western world. (1.1) Fall, Spring

- **Proficiency Credit Not Available**
- **Pass/No Credit Available**

**INS 135 Latin American Cultural History (3) (3, 0)**

*Prerequisite:* None

A history of cultural traditions in Latin America. The focus will be upon major cultural traditions and their relationship to social, economic and political history. The history of Europe and America will serve as background to show the historic relationship of Latin America to the rest of the world. (1.1) Spring

- **Proficiency Credit Not Available**
- **Pass/No Credit Available**

**INS 138 Introduction to Islamic Civilization (3) (3, 0)**

*Prerequisite:* None

The course covers the development of Islamic society from its early Arabic foundations to the multinational character that marks it today. Primary attention will be focused on the Middle East with secondary attention given to other Islamic areas as Indonesia and sub-Saharan Africa. The course will study the historic development of Islamic societies since Muhammad as well as the theology, literature, art and social systems found in that time and place. (1.1) On Demand

- **Proficiency Credit Not Available**
- **Pass/No Credit Available**

**INS 159 A History of the Vietnam Conflict (3) (0)**

*Prerequisite:* None

This course employs the medium of video to examine the history of conflict in Vietnam. Primary emphasis is given to America's involvement but reserve books include Southeast Asian perspectives on the conflict. Students are encouraged to develop their own answers to the many questions raised by the Vietnam conflict. (1.1) Fall, Spring, Summer

- **Proficiency Credit Not Available**
- **Pass/No Credit Available**

**INS 160 Survey of International Business (3) (3, 0)**

*Prerequisite:* BUS 100 or consent of instructor

Basic course introducing international marketing, analysis of international business opportunities and market entry strategies, finances, and the impact of cultural environments upon such decisions. (1.2) On Demand

- **Proficiency Credit Not Available**
- **Pass/No Credit Available**

**INS 201 Introduction to Cross-Cultural Education (3) (3, 0)**

*Prerequisite:* None

This course is designed to increase the student's awareness of other cultures, other perspectives, and his/her own involvement in the global community. The course will also concentrate on the study of effective teaching strategies and resources for cross-cultural teaching. (1.1) On Demand

- **Proficiency Credit Not Available**
- **Pass/No Credit Not Available**

**INS 204 Introduction to Religious Studies (3) (3, 0)**

*Prerequisite:* None

An introduction to a variety of religious teachings, rituals and customs found in past history and the present world. Examples for study will be drawn from both traditional and modern societies with an emphasis on discovering the nature of religion and the role it has played in cultural history worldwide. (1.1) Fall, Spring

- **Proficiency Credit Not Available**
- **Pass/No Credit Not Available**

**INS 206 Field Study in Foreign Cultures (Variable Credit 1-3) (1-3, 0)**

*Prerequisite:* Consent and approval of the International Studies Department

This is a field study course in which the student will spend a period of time outside the U.S. or Canada in a context which will assure a meaningful exposure to a non-American culture. A program of study will be designed by the faculty of the International Studies Department, using preparatory readings and stated objectives together with a specific program of study for the time spent abroad. Repeatable to a total of six credits. (1.1) On Demand

- **Proficiency Credit Not Available**
- **Pass/No Credit Not Available**

**INS 219 Honors Seminar in International Studies (1) (1, 0)**

*Prerequisite:* None

Recommended: Honors status

A seminar which complements a particular international studies course designed to provide the opportunity for study of the course material
in greater depth, more sophisticated inquiry or methodology and/or more penetrating research. The student must qualify for honors status. Course is repeatable to three credits. (1.1) On Demand Proficiency Credit Not Available Pass/No Credit Available

INS 224 Cultural History of Pacific Asia (3) (3, 0)
Prerequisite: None
Prepresents the cultural history of Pacific Asia with primary emphasis on Japan, Korea, and China. The art, literature, ideas and religious heritages and contemporary life of the area will be studied. The course is intended to be particularly useful to those who intend to live with other people. Normally, the student will learn to troubleshoot a 3-phase industrial control system with practical faults inserted. (1.2) Fall, Spring Proficiency Credit Not Available Pass/No Credit Available

IST/Maintenance Technology

All IST courses numbered 100 and above may be applied to the major field and elective requirement in the Associate in Arts and Associate in Science Degrees.

IST 105 Electrical Control Circuits (3) (2, 2)
Prerequisite: None
Students will learn the fundamentals of basic (DC) electricity, including series, parallel, and combination circuits. The fundamentals of inductors and capacitors are also studied. (1.2) Fall, Spring Proficiency Credit Available Pass/No Credit Available

IST 110 Electrical Motor Control (3) (2, 2)
Prerequisite: None
In this course, students will learn lockout-tag-out procedures and how to read and develop ladder logic diagrams. Students will study 3-phase motor control systems, and the components of a 3-phase motor control system. Students will learn to troubleshoot a 3-phase motor control system with practical faults inserted. (1.2) Fall, Spring Proficiency Credit Not Available Pass/No Credit Available

IST 115 Industrial Power Distribution (2) (1, 2)
Prerequisite: None
Students will learn to bend and install basic conduit tubing. They will learn about raceways and power disconnects used in an industrial setting. Students will also learn basic National Electrical Code (NEC) and how NEC applies to an industrial environment. Students will learn how to wire a 3-way switch to control a light and how to install a single outlet to a service panel. (1.2) Fall, Spring Proficiency Credit Not Available Pass/No Credit Available

IST 120 Hydraulics (3) (2, 2)
Prerequisite: None
Students will learn about basic and intermediate hydraulic component systems. Students will learn how to read a hydraulic diagram, how to interpret various hydraulic symbols, and how to apply these components to a hydraulic system. Students will also learn how to read a pressure gauge. They will learn to apply simple deductive problem-solving techniques in relation to a hydraulic system. Students will learn Pascal's Law and other hydraulic fundamentals. Finally, students will troubleshoot a hydraulic system, using real-world faults. (1.2) Fall, Spring Proficiency Credit Not Available Pass/No Credit Available

IST 122 Hydraulics Troubleshooting (3) (2, 2)
Prerequisite: IST 120
Students will learn to troubleshoot and repair a hydraulic system with real-world faults installed. They will learn how various components work in a hydraulic system and how they interact with other components. They will learn how to take pressure and flow readings. (1.2) Fall, Spring Proficiency Credit Not Available Pass/No Credit Available

IST 125 Pneumatics (3) (2, 2)
Prerequisite: None
This course covers introduction to air-powered, pneumatic system maintenance and pneumatic system construction. Students will learn how a pneumatic system works, how to read pneumatic schematics, and how to identify different pneumatic components in a system. Students will learn how to read pressure gauges and how to assemble a simple pneumatic system. Students will also learn how to wire an electro-pneumatic device using a ladder logic diagram. (1.2) Fall, Summer Proficiency Credit Not Available Pass/No Credit Available

IST 130 Basic Mechanical Drives (3) (2, 2)
Prerequisite: None
Students will learn how to align and level a motor and how to align various shafts to a motor. Students will also install drive belts and drive chains to a motor. Students will learn how to use various tools to measure belt and chain tension and how to use various specialized tools and measuring devices such as calipers and micrometers when installing mechanical devices. (1.2) Fall, Spring Proficiency Credit Not Available Pass/No Credit Available

IST 136 Piping Systems (2) (1, 2)
Prerequisite: None
In this course, the student will study the basics of various piping methods that are used in industrial applications. The student will learn how to identify pipe thread types, install various types of metal and plastic pipe, and how to read the various symbols used in piping applications. The student will also learn how to install and repair a Sloan Valve. (1.2) Fall, Spring, Summer, On Demand Proficiency Credit Available Pass/No Credit Available

IST 140 Programmable Controllers I (3) (2, 2)
Prerequisite: None
This course offers students the fundamentals of a Programmable Logic Controller (PLC) using the Allen Bradley SLC 500 PLC. Students learn the basic parts of a PLC system, digital fundamentals, and PLC addressing. Students also learn how to troubleshoot and repair a PLC when a 'real world' fault is inserted. (1.2) Fall, Spring, Summer Proficiency Credit Available Pass/No Credit Available

IST 142 Programmable Controllers II (3) (2, 2)
Prerequisite: IST 140
This course is an extension of IST 140. Students learn to program an Allen Bradley SLC500 PLC for advanced sequencing operation. Students also learn to program timers and counters that are used in a PLC application, as well as to write a PLC program using advanced math and data functions. The troubleshooting section from IST 140 is also used during the course. (1.2) Fall, Spring, Summer Proficiency Credit Not Available Pass/No Credit Available

IST 235 AC Drives (3) (2, 2)
Prerequisite: IST 110 or consent of instructor
The student will learn the theory and practical fundamentals of AC Drive systems including servomotor, vector drive motor, and a variable speed drive motor. They will also learn the various types of troubleshooting techniques and procedures and be exposed to real world faults that are inserted into any of the various types of drive systems. The student will also learn advanced motor control principals including SRC units, power generation and distribution, and reduced voltage starting methods. Finally, the student will wire a motor control panel using an electrical print. (1.2) Spring, Summer Proficiency Credit Not Available Pass/No Credit Available

IST 245 Advanced Programmable Controllers (3) (2, 2)
Prerequisite: IST 142
This is an advanced Programmable Logic Controllers (PLC) course. In this course, students will learn to program an Input/Output Allen Bradley Analog module card. They will learn how data sampling takes place and how this module card interfaces with 'real world' devices. Students will also learn how to set up and program the Allen Bradley PLC for DH485 and RIO Communication. In the final part of this course, students will learn how
to set up and program Panelview software to communicate with an Allen Bradley PLC program. (1.2) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Available

JEWELRY
(See Art)

JOURNALISM

All JRN courses numbered 100 and above may be applied to the major field and elective requirement in the Associate in Arts and Associate in Science Degrees.

JRN 130 Introduction to Mass Communications (3) (3, 0)
Prerequisite: None
How do the Nielsen ratings work? Why are daily urban newspapers in decline? Who really controls network programming? How does advertising plant desires, fears and values? The answer to these and other questions concerning mass media can be found in this course. The overall objective is to help students become better consumers of media through a clearer understanding of how media and their messages affect us all. (1.1) Fall, Spring
IAI Major: MC911
Proficiency Credit Available
Pass/No Credit Available

JRN 131 Fundamentals of Journalism (3) (3, 0)
Prerequisite: ENG 101 or consent of instructor
Recommended: Keyboarding skills
Students learn the basics of news writing and compose both hard and soft news articles. The course is fully transferable to other college and university journalism programs. But those simply wishing to write more effective club newsletters, PR materials or freelance articles will find the course structure suitable to their needs as well. (1.1) Fall, Spring
IAI Major: MC911
Proficiency Credit Available
Pass/No Credit Available

JRN 134 Newspaper Workshop (1) (0, 3)
Prerequisite: None
Practical training in all aspects of newspaper production. Students enrolled are responsible for managing and publishing the student newspaper, gathering news and feature material, writing, editing, layout, photography and advertising. Course is repeatable to four credits. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

JRN 298 Topics in Journalism (3) (3, 0)
Prerequisite: May vary depending upon the topic
This course will provide an opportunity for students to study specific facets of journalism in greater detail. Possible topics might include public relations, advertising, copy writing, industrial communications, etc. Topics would rotate for this three credit course. Repeatable to 12 credits. (1.1) On Demand
Proficiency Credit Available
Pass/No Credit Available

KEYBOARDING
(See Office Administration Technology)

LAW ENFORCEMENT
(See Criminal Justice)

LEGAL OFFICE ASSISTANT
(See Office Administration Technology)

LEGAL OFFICE PROFESSIONAL
(See Office Administration Technology)

LICENSED PRACTICAL NURSE
(See Nursing)

LITERATURE

LIT 201, 202, 203, 205, 210, 211, 214, 215, 216, 217, 223, 229, and 235 fulfill the humanities requirement for the Associate in Arts, Associate in Science, Associate in Fine Arts and Associate in Engineering Science Degrees.

LIT 230, 241, 243, and 245 fulfill the humanities requirement for the A.A., A.S., A.E.S. and A.F.A. Degrees; however, only one of these courses can count as general education.

LIT 231, 242, and 244 fulfill the humanities requirement for the A.A., A.S., A.E.S. and A.F.A. Degrees; however, only one of these courses can count as general education.

All LIT courses numbered 100 and above may be used to fulfill the liberal education requirement in the Associate of Applied Science Degree.

All LIT courses numbered 100 and above may be applied to the major field and elective requirement in the A.A. and A.S. Degrees.

ADVANCED LITERATURE PLACEMENT

Based on the score received on the Advanced Placement (AP) Examination, credit is available for LIT 215 (AP, 5).

LIT 201 Introduction to Literature: Fiction (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
Students in this course will engage in critical reading, writing, and discussion of short stories and novels from a range of literatures. Students will gain knowledge and skills to support more advanced study of literature, as well as an appreciation of reading fiction for life-long learning. (1.1) Fall, Spring, Summer
IAI General Education: H3 901
IAI Major: EGL917
Proficiency Credit Not Available
Pass/No Credit Available

LIT 202 Introduction to Literature: Drama (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
In this course, students will study representative plays from the major periods in the development of western drama. The course may include works from Euripides, Shakespeare, and Moliere through the more modern works of Ibsen, Shaw, Chekhov, Brecht, Beckett, Stoppard, and Albee. The goal of the course is to make students more discerning, better informed audience members or theater practitioners. (1.1) Fall, Spring
IAI General Education: H3 902
IAI Major: EGL916
Proficiency Credit Not Available
Pass/No Credit Not Available

LIT 203 Introduction to Literature: Poetry (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
In this course, students will achieve a greater understanding and appreciation of literature through reading and discussing representative poems, with some attention to critical work on poetry. Students will become familiar with poetic forms, genres, and techniques; they will also gain knowledge and skills to deal effectively with matters of interpretation. (1.1) Fall, Spring
IAI General Education: H3 903
IAI Major: EGL915
Proficiency Credit Not Available
Pass/No Credit Available

LIT 205 Introduction to Shakespeare (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
This course is an introduction to the works of William Shakespeare. A variety of his most interesting plays will be read and discussed, including at least one comedy, one tragedy and one historical drama. Students will also read some of Shakespeare’s more notable poems. The goal is to develop an understanding and appreciation of the man generally considered the greatest writer in the history of the English language. Because Shakespeare’s plays were meant to be seen, students will watch an acclaimed film production of each work. Students will also take an optional trip to the Chicago Shakespeare Theatre. (1.1) Fall, Spring

IAI General Education: H3 905
Proficiency Credit Not Available
Pass/No Credit Available

LIT 210 Contemporary Multicultural Lit (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.

In this course students will examine twentieth century multicultural literature in the various genres: drama, short story, novel, and poetry. Where possible, students will make use of films, plays, and ECC Writers Center readings. (1.1) On Demand
IAI General Education: H3 910D
Proficiency Credit Not Available
Pass/No Credit Available

LIT 211 Introduction to Literature by Women (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.

The goal of this course is to introduce students to the different traditions of literature written by women. Students will read literature by women in English or English translation in various genres with an emphasis on the nineteenth and twentieth centuries: drama, short story, novel, poetry, essays, letters, and memoirs from the fourteenth to the twentieth centuries. Where possible, students will make use of films, plays, and ECC Writers Center readings. (1.1) On Demand
IAI General Education: H3 911D
Proficiency Credit Not Available
Pass/No Credit Available

LIT 214 Masterpieces of American Lit I (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Other: ENG 101

In this course, students will study representative works illustrating the development of American literature from its beginnings to the Civil War, with an emphasis on major literary movements understood in relation to their intellectual, social, and political contexts. (1.1) Fall
IAI General Education: H3 914
IAI Major: EGL911
Proficiency Credit Not Available
Pass/No Credit Available

LIT 215 Masterpieces of American Lit II (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Other: ENG 101

In this course, students will study representative works illustrating the development of American literature from the Civil War to the present, with an emphasis on major literary movements understood in relation to their intellectual, social, and political contexts. (1.1) Spring
IAI General Education: H3 915
IAI Major: EGL912
Proficiency Credit Not Available
Pass/No Credit Available

LIT 216 Masterpieces of English Lit I (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Other: ENG 101

In this course, students will study selections of the major English writers from the Middle Ages through the eighteenth century. Selections will include the works of Chaucer, Shakespeare, Donne, Milton and Swift. (1.1) Fall
IAI General Education: H3 912
IAI Major: EGL913
Proficiency Credit Not Available
Pass/No Credit Available

LIT 217 Masterpieces of English Lit II (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Other: ENG 101

In this course, students will study selections of the major English writers from the nineteenth through the early twentieth century. They will also learn about related literary and philosophical movements. (1.1) Spring
IAI General Education: H3 913
IAI Major: EGL914
Proficiency Credit Not Available
Pass/No Credit Available

LIT 219 Contemporary Literature (3) (3, 0)
Prerequisite: None

In this course, students will study of twentieth century literature in the various genre: drama, short story, novel, and poetry. The emphasis will be on recent literature of the Western World. (1.1) On Demand
IAI General Education: H3 900
Proficiency Credit Not Available
Pass/No Credit Available

LIT 222 American Short Story-Reading and Film (3) (3, 0)
Prerequisite: None

In this course, students will learn about the elements of fiction through reading 16 classic short stories and viewing a series of filmed short stories which appeared on public television. The course will focus on the special qualities of the written versus the filmed presentation of the stories. (1.1) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

LIT 223 Survey of Non-Western Short Story (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.

In this course, students will read short stories from non-western societies; the course will emphasize works from Asia, Africa, Latin America, and tribal cultural traditions. The works will be viewed in the light of their own communities as well as in light of contemporary multicultural issues. (1.1) On Demand
IAI General Education: H3 908N
IAI Major: EGL919
Proficiency Credit Not Available
Pass/No Credit Available

LIT 229 Novel and Film (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.

In this course students will view some critically acclaimed movies and discuss the books those movies are based on. The goal is that students will develop an appreciation not only of cinematic techniques but also of good literature. (1.1) Fall, Spring
IAI General Education: H3 900
Proficiency Credit Not Available
Pass/No Credit Available

LIT 230 Masterpieces of World Literature I (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.

World Literature I introduces students to the major works of major writers from the ancient world through the Renaissance with an emphasis on cultural continuity and understanding of human values. (1.1) Fall, Spring
IAI General Education: H3 906
Proficiency Credit Not Available
Pass/No Credit Available
Course Descriptions

LIT 231 Masterpieces of World Literature II  (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
World Literature II introduces students to the major works of major writers from the eighteenth century to the modern world with an emphasis on cultural continuity and understanding of human values. (1.1) On Demand
IAI General Education: H3 906
Proficiency Credit Not Available
Pass/No Credit Available

LIT 232 Topics in Literature  (3) (3, 0)
Prerequisite: None
This course offers an individual student an opportunity to do specialized study in a topic or literary movement. Students will read and discuss representative works of literature (short stories, novels, poetry, essays, drama) directed toward increasing the student's understanding and appreciation of both the particular topic or movement and its literary expression. The course is repeatable up to nine credits but no more than six may be applied to GPA and graduation. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Available

LIT 235 Bible as Literature  (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
In this course, students will study the Bible primarily from a literary rather than a theological or historical basis. Significant prose and poetry from both the Hebrew Bible (the Old Testament) and the New Testament will be examined as representatives of various biblical literary forms. Where appropriate, students will also study non-biblical literature (poetry, short stories, films) based on stories, images, or themes from the biblical texts. (1.1) On Demand
IAI General Education: H3 901
Proficiency Credit Not Available
Pass/No Credit Available

LIT 241 Great Books Seminar I  (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
The course is a study of classic writings in the humanities using the readings and the shared inquiry method of discussion developed by the Great Books Foundation. The selected readings and course content are different from LIT 242, LIT 243, LIT 244 and LIT 245 even though the method and procedure are the same for each course. (1.1) On Demand
IAI General Education: H3 906
Proficiency Credit Not Available
Pass/No Credit Available

LIT 242 Great Books Seminar II  (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
The course is a study of classic writings in the humanities using the readings and the shared inquiry method of discussion developed by the Great Books Foundation. The selected readings and course content are different from LIT 241, LIT 243 and LIT 244 even though the method and procedure are the same for each course. (1.1) On Demand
IAI General Education: H3 906
Proficiency Credit Not Available
Pass/No Credit Available

MACHINE TOOL
(See Industrial Manufacturing Technology)

MANAGEMENT
All MMT courses numbered 100 and above may be applied to the major field and elective requirement in the Associate in Arts and Associate in Science Degrees.

MMT 100 Fundamentals of Supervision  (3) (3, 0)
Prerequisite: None
An introductory course dealing with supervisor responsibilities, problems, challenges, and opportunities from the management perspective. This course is built around the major needs of the supervisor including management mindedness, leadership, and job knowledge. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Available

MMT 101 Principles of Management  (3) (3, 0)
Prerequisite: None
Basic course in management with emphasis on the application of sound managerial practices and techniques in the field of management. The functions of management—planning, organizing, staffing, and leading, and controlling—provide the conceptual framework as students increase their understanding of global challenges, ethical decision making, workplace diversity, and technology management. (1.2) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Available

MMT 102 Human Relations in Applied Management  (3) (3, 0)
Prerequisite: None
Recommended: MMT 101
Develops the application of management principles. Topics such as leadership motivation, cooperation/conflict, personal growth, productivity, satisfaction, formal and informal organization, and individual, group and organizational development will be covered. (1.2) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available
Course Descriptions

MMT 107 Human Resource Management (3) (3, 0)
Prerequisite: None
Recommended: MMT 101
Basic course covering the practical situations that managers face in business situations. Designed to help solve day-to-day problems that arise in working with employees and administering programs of employee selection, training, evaluation, compensation, labor relations and personnel planning. Also stressed is the effect of federal legislation on personnel decisions. (1.2) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

MMT 111 Small Business Management (3) (3, 0)
Prerequisite: None
Recommended: MMT 101
This course is designed to help the student understand the advantages and disadvantages of going into business and identify the form of business that best meets the needs of the entrepreneur. The student should know how the management process applies; how to recruit, select, train, evaluate and compensate personnel; how to recognize the obstacles to success and get an understanding of how to overcome them. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Available

NOTE: This course is offered concurrently as ENT 111. The student must decide whether to earn credits in Management (MMT) or Entrepreneurship (ENT) prior to enrolling.

MMT 118 Problems & Projects in Management (3) (3, 0)
Prerequisite: Grade of C or better in MMT 101 and OAT 141 or concurrent enrollment in OAT 141
Management attitudes and skills will be developed by the utilization of diverse teaching techniques such as computerized management simulations, case studies and role playing. In this course students will apply their spreadsheet skills as they participate in the very realistic management simulations. This course will not be one in which a large amount of new information will be introduced, but one in which attitudes and management skills will be developed using the knowledge that students have learned in their previous management courses. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

MMT 125 Leadership Development (3) (3, 0)
Prerequisite: None
Recommended: Grade of C or better in MMT 101 or concurrent enrollment in MMT 101
This course emphasizes development of leadership theory, application, and skills for personal and professional use. Class activities include leadership self-assessment exercises, case role-playing exercises, and presentations. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Available

MMT 145 e-Commerce: A Managerial Perspective (3) (3, 0)
Prerequisite: Grade of C or better in MMT 101 and CIS 110 or OAT 130 or concurrent enrollment in MMT 101 and CIS 110 or OAT 130
This course explores the business opportunities, challenges and strategies for the use of electronic commerce. Included will be an examination of retail issues, advertising methods and strategies, service industries, business-to-business concerns, and implementation strategies. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Available

NOTE: This course is offered concurrently as ENT 145. The student must decide whether to earn credits in Management (MMT) or Entrepreneurship (ENT) prior to enrolling.

MMT 155 Independent Study in Management (4) (4, 0)
Prerequisite: MMT 101
Recommended: BUS 101 or ENG 101
This course focuses on the practical application of management skills and knowledge to problems, practices, case studies, and projects. Using knowledge gained from other classes and on-the-job experience, students work independently to complete extensive writing assignments as a result of reading popular management books and journal articles. Course is repeatable up to 16 credit hours. (1.2) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Not Available

MMT 162 Conference Seminar in Contemporary Problems of Management (1) (1, 0)
Prerequisite: None
Consideration and analysis of contemporary problems in a selected field of management. Participants are called upon to address themselves to the solution of problems in a chosen area of management. This course is repeatable up to a maximum of four credits. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Available

MMT 205 Advanced Independent Study in Management (4) (4, 0)
Prerequisite: MMT 155 and BUS 101 or MMT 155 and ENG 101
This advanced course continues its emphasis on the practical application of management skills and knowledge to problems, practices, case studies, and projects. Using knowledge gained from other classes and on-the-job experience, students work independently to complete extensive, multifaceted writing assignments as a result of reading popular management books and journal articles. Course is repeatable to 16 credits. (1.2) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Not Available

MMT 210 Small Business Finance (3) (3, 0)
Prerequisite: Grade of C or better in ACC 101
This course examines the various resources available for funding a small business. The student will analyze financial statements and write a loan proposal. The student will also gain an understanding of working capital and cash management. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Available

NOTE: This course is offered concurrently as ENT 210. The student must decide whether to earn credits in Management (MMT) or Entrepreneurship (ENT) prior to enrolling.

MMT 233 Special Topics in Management (.5)(5,0)
Prerequisite: None
Designed to satisfy specific needs or interests of students and the community. The following guidelines are to be used in selecting topics: 1) adequate and available material on specific topic; 2) comprehensive outlines for each topic; and 3) course should be designed to increase skill and knowledge in field of management. Course may be repeated three times. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

MMT 234 Special Topics in Management (1) (1, 0)
Prerequisite: None
Designed to satisfy specific needs or interests of students and the community. The following guidelines are to be used in selecting topics: 1) adequate and available material on specific topic; 2) comprehensive outlines for each topic; and 3) course should be designed to increase skill and knowledge in field of management. Course may be repeated three times. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

MMT 235 Special Topics in Management (2) (2, 0)
Prerequisite: None
Designed to satisfy specific needs or interests of students and the community. The following guidelines are to be used in selecting topics: 1) adequate and available material on specific topic; 2) comprehensive outlines for each topic; and 3) course should be designed to increase skill and knowledge in field of management. Course may be repeated three times. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

MMT 236 Special Topics in Management (3) (3, 0)
Prerequisite: None
Designed to satisfy specific needs or interests of students and the community. The following guidelines are to be used in selecting topics: 1) adequate and available material on specific topic; 2) comprehensive outlines for each topic; and 3) course should be designed to increase skill and knowledge in field of management. Course may be repeated three times. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

NOTE: This course is offered concurrently as ENT 210. The student must decide whether to earn credits in Management (MMT) or Entrepreneurship (ENT) prior to enrolling.

Course Descriptions

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**Marketing/Retail**

All MKT and MMR courses numbered 100 and above may be applied to the major field and elective requirement in the Associate in Arts and Associate in Science Degrees.

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**MKT 103** Marketing  
(3) (3, 0)  
Prerequisite: None  
Fundamental course describing the total system of interacting business activities designed to plan, price, promote and distribute want-satisfying products and services. Includes consumer motivation and behavior, consumer buying patterns, product planning and development, distribution channels and the retail market, pricing objectives, promotions, marketing in special fields and evaluation of the marketing effort. (1.1) Fall, Spring, Summer  
Proficiency Credit Available  
Pass/No Credit Not Available

**MKT 210** International Marketing  
(3) (3, 0)  
Prerequisite: MKT 103  
A practical course that deals with the sales process, prospection, preapproach, presentation or demonstration, trial close, answering questions and meeting objections, close, follow-up, motivational and behavioral techniques used in selling, ethics in selling, and the exploration of selling as a career. Each student will be involved in sales demonstrations and the critique of sales demonstrations. (1.1) Fall, Spring, Summer  
Proficiency Credit Available  
Pass/No Credit Not Available

**MKT 220** E-Marketing  
(3) (3, 0)  
Prerequisite: None  
Effective use of the Internet and electronic media to more efficiently identify and market goods and services that satisfy the needs of consumers. (1.2) Fall  
Proficiency Credit Available  
Pass/No Credit Available

**MKT 230** Direct Marketing  
(3) (3, 0)  
Prerequisite: None  
This course covers the process of marketing products directly to the consumer and how to precisely identify target markets. A determination of the appropriate media to be used to reach these prospects will be established. The development of direct mail pieces and telemarketing strategies will be taught. (1.2) On Demand  
Proficiency Credit Available  
Pass/No Credit Available

**MKT 240** Business to Business Marketing  
(3) (3, 0)  
Prerequisite: MKT 103  
This course covers the strategies and techniques for marketing in a business to business environment. The fundamental principles of product development, pricing, promotion and distribution are applied to the business customer. Comparative analysis of business customers and individual consumers are explored. (1.2) Spring  
Proficiency Credit Available  
Pass/No Credit Available

**MKT 260** Public Relations  
(3) (3, 0)  
Prerequisite: BUS 101 or ENG 101 or placement in ENG 101 or consent of instructor  
This course covers the fundamentals of public relations. It involves the proper ways a company can use press releases and other media tools to communicate effectively with its various publics. It shows how to develop a media relations plan to achieve the public relations goals of the organization. (1.2) On Demand  
Proficiency Credit Available  
Pass/No Credit Available

**MKT 290** Marketing Internship  
(3) (0, 15)  
Prerequisite: Consent of instructor  
This course is designed to give the student valuable hands on experience by entering a partnership with industry. The internship agreement will last for a minimum of 300 hours. Under the supervision of a faculty member and designated employee, the student will participate in a variety of marketing projects. (1.2) On Demand  
Proficiency Credit Available  
Pass/No Credit Available

**MMR 101** Principles of Retailing  
(3) (3, 0)  
Prerequisite: None  
Store location and layout, retail institutions, department store organization, chain store organization, merchandise, information, including the process of analyzing merchandise for marketing purposes. Techniques of buying, receiving, pricing and displaying. Also included are problems of credit control, cost control and margin control. (1.2) Fall, Spring  
Proficiency Credit Available  
Pass/No Credit Not Available

**MMR 106** Retail Management  
(3) (3, 0)  
Prerequisite: MMR 101 or concurrent enrollment in MMR 101  
Deals with the subject of retailing from a management point of view. Managerial considerations include goals and objectives, policies, community analysis, site evaluation, store planning, staffing, sales promotions, customer services, store profit and profit controls. (1.2) Spring  
Proficiency Credit Available  
Pass/No Credit Not Available

**MMR 160** Independent Study in Retail Management  
(4) (4, 0)  
Prerequisite: MMR 106  
The student, with the guidance of the Management instructor, will develop a plan of study which will increase his/her retail competency level. The plan may consist of the following: 1) an on-the-job rotation plan; 2) job related projects in the area of retail management; 3) extensive research projects in the area of retail management; 4) extensive readings in the area of retail management; and, 5) combinations of the above. (1.2) On Demand  
Proficiency Credit Not Available  
Pass/No Credit Not Available

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**Mathematics**

MTH 101, 102, 120, 125, 126, 133, 134, and 201 fulfill the mathematics requirement for the Associate in Arts, Associate in Science and Associate in Fine Arts Degrees.

MTH 133, 134 and 201 fulfill the mathematics requirement for the Associate in Engineering Science Degree.

MTH 113 fulfills the mathematics requirement for elementary education majors only for the Associate in Arts degree.

All MTH courses numbered 100 and above may be applied to the area of concentration and elective requirement in the A.A. and A.S. Degrees.

All MTH courses numbered 100 and above may be used to fulfill the math requirement in the Associate in Liberal Studies Degree and the math/science requirement in the Associate of Applied Science Degree.

**ADVANCED MATHEMATICS PLACEMENT**

Based on the score received on the Advanced Placement (AP) Examination, credit is available for MTH 102 (Statistics AP test – score of 3), MTH 120 (Statistics AP test – score of 4 or 5), MTH 133 (Calculus AB test - score of AP, 3), and
MTH 133 and MTH 134 (Calculus BC test - score of AP, 3).

PLACEMENT FOR MATHEMATICS

Math requirements vary greatly based on a student's major, degree or certificate. Choosing the correct math courses should be done with an ECC counselor.

Any student wishing to take a mathematics (MTH prefix) course must take the ECC Placement Test OR meet one of the following:

1. Students with a math ACT score of 23 or higher fulfill the prerequisite for initial placement in the following entry level classes: MTH 101, 102, 110, or 112. Even though a score of 23 will exempt you from the placement exam, you may wish to take ECC's Math Placement Test to qualify for higher level math courses. Students who do not meet the above exemptions MUST take the ECC Math Placement Test. Allow one hour and bring a calculator. No appointment is required. No fee is charged. Results are issued to students upon completion of the test. To determine final placement, the student should meet with an ECC counselor to review test scores and high school or college transcripts. If a student does not have high school and/or college transcripts on file, only the ECC Math Placement Test scores will be used to determine final placement.

TRANSFER SEQUENCE

The transfer sequence of courses in Mathematics is MTH 112, 114, 133, 134, 201, and 202. Entrance into this sequence depends on previous background in high school or college. It is not necessary to start at the beginning of the sequence. If needed, Arithmetic (MTH 090), Basic Algebra (MTH 096), Plane Geometry (MTH 097), and Intermediate Algebra (MTH 098) are available, and are listed in the Pre-collegiate and Academic Development Section of this catalog under Developmental Studies.

Science, Engineering, and Mathematics majors should try to complete the sequence through MTH 201, possibly through MTH 202, before transferring.

Business and Social Science students should complete MTH 125 or 112 and 126. MTH 120 is also recommended. Questions on math course sequence may be determined by a conference with a member of the Mathematics department or the counseling staff.

MTH 101 Quantitative Literacy (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score. Math: Grade of C or better in MTH 098 or appropriate placement test score; and grade of C or better in MTH 097 or grade of C or better in two semesters of high school geometry or appropriate score on the geometry placement test.
A course designed to satisfy the general education requirement at the university level. The emphasis of the course is understanding logical arguments, doing abstract thinking, and problem solving. Topics covered include logical statements and arguments, geometry in problem solving, estimation, approximation, problem solving and statistics. (1.1) Fall, Spring, Summer
IAI General Education: M1 901
Proficiency Credit Not Available
Pass/No Credit Not Available

MTH 102 General Education Statistics (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or an appropriate placement score. Math: Grade of C or better in MTH 098 or appropriate placement test score; and grade of C or better in MTH 097 or grade of C or better in two semesters of high school geometry or appropriate score on the geometry placement test.
An introductory course in descriptive and inferential statistics for students in liberal arts and health related fields. Applications and concepts are emphasized rather than theoretical formulations. Calculators and computers will be used to help make statistical ideas more accessible to students. (1.1) Fall, Spring, Summer
IAI General Education: M1 902
Proficiency Credit Not Available
Pass/No Credit Not Available

MTH 107 Technical Mathematics I (4) (4, 0)
Prerequisite: MTH 090, consent of instructor, or appropriate score on placement test.
Intended for students in technical programs or pre-engineering technology programs where a coverage of basic mathematics is required. An integrated approach in algebra plane geometry, and trigonometry. (1.2) Fall, Spring
IAI General Education: M1 903
Proficiency Credit Not Available
Pass/No Credit Not Available

MTH 110 Math for Elementary Teaching I (3) (3, 0)
Prerequisite: Grade of C or better in MTH 098 or appropriate placement test score; and grade of C or better in MTH 097 or grade of C or better in two semesters of high school geometry or appropriate score on the geometry placement test.
A course designed for elementary teaching and special education majors. Focuses on mathematical reasoning and problem solving, with topics selected from: sets, functions, logic, the real number system, number theory, probability, statistics, measurement, and non-metric geometry. This is the first of a two-course sequence designed to meet the requirements for state certification in elementary school teaching. (1.1) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Not Available

MTH 112 College Algebra (4) (4, 0)
Prerequisite: Grade of C or better in MTH 098 or appropriate placement test score; and grade of C or better in MTH 097 or grade of C or better in two semesters of high school geometry or appropriate score on the geometry placement test.
Study of more advanced algebraic theory and techniques required for the study of calculus. Topics include: properties of functions and their graphs; classes of functions including polynomial, rational, exponential and logarithmic; systems of equations; theory of equations; conic sections; sequences, series, and binomial expansion. (1.1) Fall, Spring, Summer
IAI General Education: M1 904
Proficiency Credit Not Available
Pass/No Credit Not Available

MTH 113 Math for Elementary Teaching II (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score. Math: Grade of C or better in MTH 110. Second course of a two part sequence designed to meet state certification requirements for elementary school teaching. Counts as general education requirement for elementary education majors when successfully completed in sequence with MTH 110. Mathematical reasoning and problem solving are emphasized for understanding and experience in mathematics. Topics selected from statistics, probability, geometry and measurement, and coordinate geometry. Field observation will be required. (1.1) Fall, Spring
IAI General Education: M1 903
Proficiency Credit Not Available
Pass/No Credit Not Available

NOTE: This course is offered concurrently as MTH 103 and 111. The student must decide whether to earn credits in Mathematics (MTH) or Industrial Manufacturing Technology (IMT) prior to enrolling.
MTH 114 Trigonometry  
(3) (3, 0)
Prerequisite: Grade of C or better in MTH 112 or equivalent college credit or consent of instructor

This course is an introduction to computer programming with a strong emphasis on mathematical applications relevant to science and engineering. Students will learn a disciplined approach to problem-solving and algorithm development using selection, repetition, and sequence control structures. Programming topics will include an introduction to basic hardware and operating systems, storage and variables, procedural and data abstraction, parameter passing, arrays, strings, data files, error-handling, program-testing, documentation, and proper programming style. Mathematical topics will include matrices, linear interpolation, convergence, linear regression, roots of functions, solution of simultaneous linear equations, graphing, and numerical integration. (1.1) Spring
IAI Major: CS911, EGR922, MTH922
Proficiency Credit Not Available  
Pass/No Credit Not Available

MTH 120 Statistics I  
(4) (4, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score. 
Math: Grade of C or better in MTH 112 or equivalent college credit or consent of instructor

This course is an introduction to computer programming with a strong emphasis on mathematical applications relevant to science and engineering. Students will learn a disciplined approach to problem-solving and algorithm development using selection, repetition, and sequence control structures. Programming topics will include an introduction to basic hardware and operating systems, storage and variables, procedural and data abstraction, parameter passing, arrays, strings, data files, error-handling, program-testing, documentation, and proper programming style. Mathematical topics will include matrices, linear interpolation, convergence, linear regression, roots of functions, solution of simultaneous linear equations, graphing, and numerical integration. (1.1) Spring
IAI Major: CS911, EGR922, MTH922
Proficiency Credit Not Available  
Pass/No Credit Not Available

MTH 126 Calculus for Business & Social Science  
(4) (4, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score. 
Math: Grade of C or better in MTH 112 or equivalent college credit or consent of instructor

This course is an introduction to computer programming with a strong emphasis on mathematical applications relevant to science and engineering. Students will learn a disciplined approach to problem-solving and algorithm development using selection, repetition, and sequence control structures. Programming topics will include an introduction to basic hardware and operating systems, storage and variables, procedural and data abstraction, parameter passing, arrays, strings, data files, error-handling, program-testing, documentation, and proper programming style. Mathematical topics will include matrices, linear interpolation, convergence, linear regression, roots of functions, solution of simultaneous linear equations, graphing, and numerical integration. (1.1) Spring
IAI Major: CS911, EGR922, MTH922
Proficiency Credit Not Available  
Pass/No Credit Not Available

MTH 133 Calculus with Analytic Geometry I  
(4) (4, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score. 
Math: Grade of C or better in MTH 112 and MTH 114 or equivalent college credit or consent of instructor

This course is an introduction to computer programming with a strong emphasis on mathematical applications relevant to science and engineering. Students will learn a disciplined approach to problem-solving and algorithm development using selection, repetition, and sequence control structures. Programming topics will include an introduction to basic hardware and operating systems, storage and variables, procedural and data abstraction, parameter passing, arrays, strings, data files, error-handling, program-testing, documentation, and proper programming style. Mathematical topics will include matrices, linear interpolation, convergence, linear regression, roots of functions, solution of simultaneous linear equations, graphing, and numerical integration. (1.1) Spring
IAI Major: CS911, EGR922, MTH922
Proficiency Credit Available  
Pass/No Credit Not Available

MTH 134 Calculus with Analytic Geometry II  
(5) (5, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score. 
Math: Grade of C or better in MTH 133 or equivalent college credit

This course is an introduction to computer programming with a strong emphasis on mathematical applications relevant to science and engineering. Students will learn a disciplined approach to problem-solving and algorithm development using selection, repetition, and sequence control structures. Programming topics will include an introduction to basic hardware and operating systems, storage and variables, procedural and data abstraction, parameter passing, arrays, strings, data files, error-handling, program-testing, documentation, and proper programming style. Mathematical topics will include matrices, linear interpolation, convergence, linear regression, roots of functions, solution of simultaneous linear equations, graphing, and numerical integration. (1.1) Spring
IAI Major: CS911, EGR922, MTH922
Proficiency Credit Available  
Pass/No Credit Not Available

MTH 135 Introduction to Linear Algebra  
(3) (3, 0)
Prerequisite: Grade of C or better in MTH 134

This course is an introduction to computer programming with a strong emphasis on mathematical applications relevant to science and engineering. Students will learn a disciplined approach to problem-solving and algorithm development using selection, repetition, and sequence control structures. Programming topics will include an introduction to basic hardware and operating systems, storage and variables, procedural and data abstraction, parameter passing, arrays, strings, data files, error-handling, program-testing, documentation, and proper programming style. Mathematical topics will include matrices, linear interpolation, convergence, linear regression, roots of functions, solution of simultaneous linear equations, graphing, and numerical integration. (1.1) Spring
IAI Major: CS911, EGR922, MTH922
Proficiency Credit Not Available  
Pass/No Credit Not Available

MTH 201 Calculus with Analytic Geometry III  
(5) (5, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score. 
Math: Grade of C or better in MTH 134

This course is an introduction to computer programming with a strong emphasis on mathematical applications relevant to science and engineering. Students will learn a disciplined approach to problem-solving and algorithm development using selection, repetition, and sequence control structures. Programming topics will include an introduction to basic hardware and operating systems, storage and variables, procedural and data abstraction, parameter passing, arrays, strings, data files, error-handling, program-testing, documentation, and proper programming style. Mathematical topics will include matrices, linear interpolation, convergence, linear regression, roots of functions, solution of simultaneous linear equations, graphing, and numerical integration. (1.1) Spring
IAI Major: CS911, EGR922, MTH922
Proficiency Credit Not Available  
Pass/No Credit Not Available

MTH 202 Introduction to Differential Equations  
(3) (3, 0)
Prerequisite: Grade of C or better in MTH 201

This course is an introduction to computer programming with a strong emphasis on mathematical applications relevant to science and engineering. Students will learn a disciplined approach to problem-solving and algorithm development using selection, repetition, and sequence control structures. Programming topics will include an introduction to basic hardware and operating systems, storage and variables, procedural and data abstraction, parameter passing, arrays, strings, data files, error-handling, program-testing, documentation, and proper programming style. Mathematical topics will include matrices, linear interpolation, convergence, linear regression, roots of functions, solution of simultaneous linear equations, graphing, and numerical integration. (1.1) Spring
IAI Major: CS911, EGR922, MTH922
Proficiency Credit Not Available  
Pass/No Credit Not Available

MEDICAL LABORATORY TECHNOLOGY
(See Clinical Laboratory Technology)
MEDICAL OFFICE ASSISTANT
(See Office Administration Technology)

MEDICAL OFFICE PROFESSIONAL
(See Office Administration Technology)

MENTAL HEALTH GENERALIST
(See Human Services)

METAL FABRICATION
(See Welding)

MICROBIOLOGY
(See Biology)

MIG WELDING
(See Welding)

MOLD MAKING
(See Industrial Manufacturing Technology)

MULTIMEDIA DESIGN
(See Graphic Design)

MUSIC

MUS 104 may be used to fulfill the fine arts requirement in the Associate in Arts, Associate in Science, and Associate in Engineering Science Degrees, and the liberal education requirement in the Associate of Applied Science Degree.

MUS 105, 106 and 107 may be used to fulfill the fine arts requirements in the A.A., A.S., and A.E.S. Degrees, and the liberal education requirement in the A.A.S. Degree.

All MUS courses numbered 100 and above may be applied to the major field and elective requirement in the A.A. and A.S. Degrees.

Students intending to major in Music must audition on their major instrument or in voice and complete theory and keyboarding examinations.

ADVANCED MUSIC PLACEMENT

Based on the score received on the Advanced Placement (AP) Examination, credit is available for MUS 128 and MUS 129 (AP, 3).

MUS 100 Introduction to Music Theory
(2) (2, 0)
Prerequisite: None
Recommended: For students with no previous training as well as students with previous training who want a refresher course before entering MUS 128.
Study of notation of melody, rhythm, meter as well as musical terminology. Writing, playing and singing of scales, intervals and triads. (1.1) On Demand
Proficiency Credit Available
Pass/No Credit Available

MUS 101 Band
(1) (0, 3)
Prerequisite: Audition or consent of instructor
A community concert band open to all qualified adults as well as college and high school students. A wide variety of the finest literature for concert band is studied, from classics to contemporary works. The band performs several times per semester. Repeatable to a maximum of four credits. (1.1) Fall, Spring
IAI Major: MUS908
Proficiency Credit Not Available
Pass/No Credit Not Available

MUS 102 Jazz Lab Band
(1) (0, 3)
Prerequisite: Audition or consent of instructor
Participation in the stage band will offer the opportunity for development of knowledge and performance skills of music in the modern idiom: swing, blues, jazz and rock. The band presents at least one annual concert in addition to performing for school functions and civic organizations. Repeatable to a maximum of four credits. (1.1) Fall, Spring
IAI Major: MUS908
Proficiency Credit Not Available
Pass/No Credit Not Available

MUS 103 Music of the World
(3) (3, 0)
Prerequisite: None
Recommended: Piano skills
A study of the basic principles of keyboard harmonization. The student will learn basic diatonic chords as well as receiving an introduction to altered chords. (1.1) On Demand
Proficiency Credit Available
Pass/No Credit Available

MUS 104 Music Appreciation
(3) (3, 0)
Prerequisite: None
Recommended: Piano skills
Survey of main developments in music history beginning with the Renaissance Period and extending into the 20th century. Listening to recordings and tapes as well as outside reading is required. (1.1) Fall, Spring
** IAI General Education: F1 900
Proficiency Credit Available
Pass/No Credit Not Available

MUS 105 Music Literature from 1400 to 1750
(3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Includes extensive listening to recordings from the Middle Ages through Bach and Handel. Outside reading and term paper required. (1.1) Spring, alternating years
IAI General Education: F1 901
IAI Major: MUS905
Proficiency Credit Available
Pass/No Credit Not Available

MUS 106 Music Literature from 1750 to Present
(3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
Continuation of 106 Music Literature from 1400 to 1750, covering the years from the Pre-Classical Period to the present. (1.1) Spring, alternating years
IAI General Education: F1 902
IAI Major: MUS905
Proficiency Credit Available
Pass/No Credit Not Available

MUS 108 Elgin Area Honors Choir
(1) (0, 3)
Prerequisite: None
Recommended: Piano skills
Repertoire of outstanding choral works. At least two concerts presented annually. Possibility of a small tour locally. Repeatable to four credits. (1.1) On Demand
Proficiency Credit Available
Pass/No Credit Available

MUS 109 Keyboard Harmony
(2) (2, 0)
Prerequisite: None
Recommended: Piano skills
A study of the basic principles of keyboard harmonization. The student will learn basic diatonic chords as well as receiving an introduction to altered chords. (1.1) On Demand
Proficiency Credit Available
Pass/No Credit Available

MUS 110 Choir I
(1) (0, 3)
Prerequisite: Audition or consent of instructor
Repertoire of outstanding choral works. Three to four concerts presented annually. Rehearsals held every week. Repeatable to a maximum of four credits. (1.1) Fall, Spring
IAI Major: MUS908
Proficiency Credit Not Available
Pass/No Credit Not Available

MUS 111 Choral Ensemble
(1) (0, 3)
Prerequisite: Audition or consent of instructor
Repertoire includes standard choral works as well as modern compositions. Rehearsals held every week. Repeatable to a maximum of four credits. (1.1) Fall, Spring
IAI Major: MUS908
Proficiency Credit Not Available
Pass/No Credit Not Available

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MUS 112 Elgin Choral Union
Chamber Ensemble (1) (0, 3)
Prerequisite: Consent of instructor or concurrent enrollment in MUS 110
The class will be a small chamber choir chosen from the membership of the Elgin Choral Union. It will perform music from the literature for small choral groups, primarily but not exclusively from the Renaissance period. This is primarily a performance group, emphasis will be on musicianship and careful group performance. The group performs periodically throughout the year in concert or for local community groups. Course is repeatable to four credits. (1.1) Fall, Spring
IAI Major: MUS908
Proficiency Credit Not Available
Pass/No Credit Not Available

MUS 113 Chamber Vocal Ensemble (1) (0, 3)
Prerequisite: Consent of instructor
Repertoire of outstanding choral works for small ensemble. Three to four concerts annually. Rehearses two times each week. Repeatable to four credits. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

MUS 114 Show Choir (1) (0, 3)
Prerequisite: Consent of instructor
Repertoire of popular and Broadway show tunes. Several mini-concerts and at least one major concert per semester. Rehearsals held three times per week. Repeatable to four credits. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

MUS 115 Sight Singing & Ear Training I (2) (2, 0)
Prerequisite: None
The student learns to develop aural skills (pitch and rhythm) in order to read, hear, and sight-sing music. Class time is spent in singing melodies, practicing rhythms, and taking melodic and rhythmic dictation. (1.1) On Demand
Proficiency Credit Available
Pass/No Credit Not Available

MUS 116 Musical Theater (1) (0, 3)
Prerequisite: Audition
Presentation of a musical play during the semester, with multiple performances. Approximately six to eight weeks of rehearsals with performances over several weekends. Repeatable to four credits. (1.1) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Not Available

MUS 120 Brass Ensemble (1) (0, 3)
Prerequisite: Consent of instructor
Development of greater playing skills and sight reading. Repeatable up to a maximum of four credits. (1.1) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

MUS 121 Woodwind Ensemble (1) (0, 3)
Prerequisite: Consent of instructor
Development of greater playing skills and sight reading. Repeatable to a maximum of four credits. (1.1) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

MUS 122 Percussion Ensemble (1) (0, 3)
Prerequisite: Consent of instructor
Development of greater playing skills and sight reading. Repeatable to a maximum of four credits. (1.1) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

MUS 123 String Ensemble (1) (0, 3)
Prerequisite: Audition or consent of instructor
Development of greater playing skills and sight reading. Repeatable to a maximum of four credits. (1.1) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

MUS 124 Symphony Orchestra (1) (0, 3)
Prerequisite: Audition or consent of instructor
Open to all students and adults in the area who qualify. At least five concerts presented each season. Repeatable to a maximum of four credits. (1.1) Fall, Spring
IAI Major: MUS908
Proficiency Credit Not Available
Pass/No Credit Not Available

MUS 125 Intermediate Symphony Orchestra (1) (0, 3)
Prerequisite: Audition or consent of instructor
Open to all intermediate instrumental students who qualify. At least three concerts presented each season. Repeatable to a maximum of four credits. (1.1) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

MUS 126 Class Piano I (2) (2, 0)
Prerequisite: None
Designed for beginning students with little or no experience on the piano. Fundamentals, scales, key signatures, rhythms, chord structure and playing of easy melodies. Transposition encouraged. (1.1) Fall, Spring, Summer
IAI Major: MUS901
Proficiency Credit Available
Pass/No Credit Available

MUS 127 Class Piano II (2) (2, 0)
Prerequisite: C or better in MUS 126 or consent of instructor
More advanced work of chordal structures, modulation, transposition and ability to perform works from classical and semi-classical literature. (1.1) Fall, Spring, Summer
IAI Major: MUS902
Proficiency Credit Available
Pass/No Credit Available

EDN 128 Music for the Elementary Teacher (3)
See Education courses

MUS 128 Theory & Ear Training I (4) (3, 2)
Prerequisite: MUS 100 or consent of instructor
The study of music fundamentals (scales, intervals, triads, rhythm and meter), basic principles of melody and harmony, melodic composition, and four-part harmony. Approximately one-third of classroom time is used for ear training and keyboard sessions. (1.1) Fall
IAI Major: MUS901
Proficiency Credit Available
Pass/No Credit Available

MUS 129 Theory & Ear Training II (4) (3, 2)
Prerequisite: MUS 128 or placement
A continuation of MUS 128, this course expands harmonic vocabulary to include diatonic 7th chords modulation, secondary dominants and principles of form. Four-part writing is emphasized, and ear training and keyboard exercises are continued. (1.1) Spring
IAI Major: MUS902
Proficiency Credit Available
Pass/No Credit Available

MUS 130 Advanced Symphony Orchestra (1) (0, 3)
Prerequisite: Audition or consent of instructor
Open to all advanced instrumental students who qualify. At least three concerts presented each season. Repeatable to a maximum of four credits. (1.1) Fall, Spring, Summer
IAI Major: MUS909
Proficiency Credit Available
Pass/No Credit Available

MUS 140 Applied Music (1) (0, 2)
Prerequisite: Students must be 16 or older.
Students ages 15 and under may register in credit-free course, CSX 140
Private study in music performance. Lessons are offered every semester in piano, voice, brass, woodwinds, strings, and percussion. Repeatable to a maximum of four credits. (1.1) Fall, Spring, Summer
IAI Major: MUS909
Proficiency Credit Available
Pass/No Credit Available

MUS 205 Topics in Music (3) (3, 0)
Prerequisite: None
Study of selected topics with discussion of representative areas in music (opera, gospel, improvisation, keyboard, literature, performance, practice, arranging). Certain topics require advanced knowledge or skills; students should review the course outline or consult the instructor before enrolling. (1.1) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Not Available

MUS 228 Theory & Ear Training III (4) (3, 2)
Prerequisite: MUS 129 or placement
A continuation of MUS 129, this course continues the harmonic vocabulary employed in the period of common practice, adds studies of historically important forms, and continues ear training and keyboard exercises. (1.1) Fall, Spring
IAI Major: MUS903
Proficiency Credit Available
Pass/No Credit Available
eligibility to take the State Competency Written.

Successful completion will entitle the student to a Basic Vocational Specialist Certificate and preparation for employment. (1.2) Fall, Spring, Summer

Proficiency Credit Not Available

Pass/No Credit Not Available

THE NURSING R.N. PROGRAM

NUR 114 Nursing Fundamentals – A (8) (6, 6)
Prerequisite: Admission to the nursing program and completion of HPE 101 with a C or better; Grade of C or better in BIO 240 or BIO 246, PSY 100 and NUR 116 or concurrent enrollment in BIO 240 or BIO 246, PSY 100, and NUR 116.
Recommended: HPE 112 Introduction to Health Care Vocabulary

The roles and competencies of the nurse will be introduced. Concepts examined include: self-care of the nurse, nursing process, health care systems, legal/ethical topics, beginning management/leadership, human needs, holistic care, health, wellness, stress illness continuum, physical exam, loss/grief, pain, therapeutic communication, and teaching/learning theory.

Focus will be placed on provider of care nursing role using basic nursing skills, infection, and safety control. Responses of adult and older adult persons to common health problems are presented with developmental and cultural considerations. Critical thinking is introduced and applied to meet the basic care needs of persons. (1.2) Fall, Spring

Proficiency Credit Available

Pass/No Credit Not Available

NUR 115 Nursing Fundamentals – B (6) (5, 3)
Prerequisite: Admission to the nursing program and completion of HPE 101 with a C or better; Grade of C or better in BIO 240 or BIO 246, PSY 100 and NUR 116 or concurrent enrollment in BIO 240 or BIO 246, PSY 100, and NUR 116.

Must be Certified Nursing Assistant.

Recommended: HPE 112 Introduction to Health Care Vocabulary

This course introduces the student who is certified as a nurse assistant (C.N.A.) to the nursing role as provider of care using basic nursing skills. The roles and competencies of the nurse will be introduced. Concepts examined include: self-care of the nurse, nursing process, health care systems, legal/ethical topics, beginning management/leadership, human needs, holistic care, health, wellness, stress illness continuum, physical exam, loss/grief, pain, therapeutic communication, teaching/learning theory, focus will be placed on provider of care nursing role using basic nursing skills, infection, and safety control. Responses of adult and older adult persons to common health problems are presented with developmental and cultural considerations. Critical thinking is introduced and applied to meet the basic care needs of persons. (1.2) Fall, Spring

Proficiency Credit Available

Pass/No Credit Not Available

NUR 120 Common Health Challenges (4.5) (3, 4.5)
Prerequisite: Grade of C or better in NUR 114 or NUR 115, and NUR 116, and BIO 240 or BIO 246, and ENG 101, and PSY 218 or concurrent enrollment in ENG 101 and PSY 218.

The student will identify actual and/or potential alterations in health for persons across the lifespan, focusing on the adult and older adult in a variety of settings. Utilizing the nursing process, the student will demonstrate basic competencies in caring for persons with common health challenges. (1.2) Fall, Spring

Proficiency Credit Available

Pass/No Credit Not Available

NUR 122 Caring for Women and Children (4.5) (3, 4.5)
Prerequisite: Grade of C or better in NUR 114 or NUR 115, and NUR 116, and BIO 240 or BIO 246 and ENG 101, and PSY 218 or concurrent enrollment in PSY 218 and ENG 101.

The student will examine the impact of childbearing and wellness/illness concepts within the contemporary family. Utilizing the nursing process the student will assist the family in health promotion and wellness behaviors and provide nursing care during the perinatal period and for common health problems of women and children. (1.2) Fall, Spring

Proficiency Credit Available

Pass/No Credit Not Available

NUR 124 Professional Aspects of Nursing (1) (1, 0)
Prerequisite: Grade of C or better in NUR 114 or NUR 115, and NUR 116, and BIO 240 or BIO 246, and ENG 101, and PSY 218 or concurrent enrollment in ENG 101 and PSY 218.

The profession of nursing and its historical and current contribution to society will be explored in this course. The student will analyze the relationship of critical thinking to competent nursing care. The process and purpose of licensure will be presented and the student will differentiate between levels of practice. The relationship between ethical and legal standards and role parameters will be discussed. The professional portfolio for the practical nurse will be completed. (1.2) Fall, Spring

Proficiency Credit Available

Pass/No Credit Not Available

NUR 212 Complex Health Challenges I (5) (3.5, 4.5)
Prerequisite: Grade of C or better in NUR 120, NUR 122, NUR 124, and BIO 240 or BIO 246, BIO 265 or concurrent enrollment in BIO 265.

The focus of this course is on providing holistic care for persons whose needs are affected by complex conditions involving circulation,
Course Descriptions

Course Descriptions

OXYGENATION, AND ELIMINATION. THE NURSING PROCESS IS USED BY THE NURSE IN THE PROVIDER OF CARE AND MANAGER OF CARE ROLES FOR PERSONS ACROSS THE LIFESPAN AND IN THE CONTEXT OF THEIR CULTURE. GROWTH TOWARD PROFESSIONAL BEHAVIORS OF CARING, ROLE COMPETENCY, CRITICAL THINKING AND SELF-DIRECTED LEARNER WILL BE EVIDENCED. VARIOUS CARE SETTINGS ARE USED TO ENHANCE STUDENT EXPERIENCE. CONCEPTS RELATED TO THE ADMINISTRATION OF INTRAVENOUS MEDICATIONS AND INTRAVENOUS THERAPY AT THE PROFESSIONAL NURSE LEVEL OF COMPETENCE WILL BE INCLUDED. (1.2) FALL, SPRING.

NUR 214 Complex Health Challenges II (5) (3.5, 4.5)
Prerequisite: Grade of C or better in NUR 120, NUR 122, NUR 124, BIO 240 or BIO 246, and BIO 265, or concurrent enrollment in 265.
The focus of this course is on providing holistic care for persons whose needs are affected by complex conditions of metabolism and immune function. The nursing process is used by the nurse in the provider of care and manager of care roles for persons across the lifespan and in the context of their culture. Growth toward professional behaviors of caring, role competency, critical thinking and self-directed learner will be evidenced. Various care settings are used to enhance student experience. Concepts related to the administration of intravenous medications, intravenous therapy and blood component therapy at the professional nurse level of competence will be included. (1.2) FALL, SPRING.

NUR 220 Complex Health Challenges III (4.5) (3.45)
Prerequisite: Grade of C or better in NUR 212, NUR 214, and BIO 265 and must enroll in NUR 224.
During this course students will increase their awareness of self and enhance their communication skills as they care for persons with neurological and psychiatric brain disorders. A community focus will help students understand the process of adaptation and rehabilitation as well as study cultural differences, developmental issues, family dynamics and spirituality while enhancing their use of the nursing process and roles of the nurse. The health care environment will be explored with an emphasis on resources, economics and trends. (1.2) FALL, SPRING.

NUR 224 Professional Socialization (1) (1, 0)
Prerequisite: Grade of C or better in NUR 212 and NUR 214 and must enroll in NUR 220. The focus of this course is the development of the Member of the Profession role and management of care in community-based settings. Concepts related to professionalism, role socialization, ethics and law, and skills needed to enter the workplace will be included. The student will be required to complete the portfolio for the professional level nurse which will be evaluated during this course. (1.2) FALL, SPRING.

NUR 224 Professional Socialization (1) (1, 0)
Prerequisite: Grade of C or better in NUR 212 and NUR 214 and must enroll in NUR 220. The focus of this course is the development of the Member of the Profession role and management of care in community-based settings. Concepts related to professionalism, role socialization, ethics and law, and skills needed to enter the workplace will be included. The student will be required to complete the portfolio for the professional level nurse which will be evaluated during this course. (1.2) FALL, SPRING.

NUR 224 Professional Socialization (1) (1, 0)
Prerequisite: Grade of C or better in NUR 212 and NUR 214 and must enroll in NUR 220. The focus of this course is the development of the Member of the Profession role and management of care in community-based settings. Concepts related to professionalism, role socialization, ethics and law, and skills needed to enter the workplace will be included. The student will be required to complete the portfolio for the professional level nurse which will be evaluated during this course. (1.2) FALL, SPRING.

OFFICE ADMINISTRATION TECHNOLOGY

All OAT and OTS courses numbered 100 and above, except OAT 119, may be applied to the major field and elective requirement in the Associate in Arts and Associate in Science Degrees. OAT 119 is not counted in the G.P.A.

OAT 100 Professional Development Skills (1)(0)
Prerequisite: None
This course, which is designed to be one of the first taken in the OAT series, introduces students to skills needed for success both in college and in the workplace. Topics covered include career assessment and exploration, communication, human relations, personal management, professionalism, and time management. (1.2) FALL, SPRING.

OAT 101 Document Production I (3) (3, 0)
Prerequisite: Grade of C or better in OAT 100 or passing score on OAT 100 proficiency examination.
Students will use computers to keyboard and format memos, email, business letters, reports, tables, and newsletters. Keyboarding, proofreading, editing, and language skills are reinforced. (1.2) FALL, SPRING, SUMMER.

OAT 102 Document Production II (3) (3, 0)
Prerequisite: Grade of C or better in OAT 101 and OAT 103 or passing score on OAT 101 and OAT 103 proficiency examination and grade of C or better in OAT 126 and OAT 127.
Students continue using computers to develop speed and accuracy in both production and straight copy. Emphasis is placed on advanced formatting business letters, memos, tables, reports, documents with graphics, computerized forms, mail merge, employment and online documents, collaborative and meeting documents. Proofreading, editing, and language skills are reinforced. (1.2) FALL, SPRING.

OAT 103 Document Production III (3) (0-3, 0-6)
Prerequisite: Grade of C or better in OAT 102 and/or OAT 130 or passing score on OAT 102 and/or OAT 130 proficiency examinations and grade of C or better in OAT 141 and OAT 142 and OAT 143.
Students develop and employable production rate for the keyboarding of business letters, reports, and statistical data. Emphasis is placed on correctly prioritizing work and developing a high degree of speed and accuracy. Instruction is individualized. Students work independently on computers either in a classroom setting or in the OAT Instructional Center. (1.2) FALL, SPRING, SUMMER.

NUR 290 Special Topics in Nursing (Variable Credit .5-3) ( .5-3, 0)
Prerequisite: None
Designed to satisfy specific needs or interests of nurses in the community. The topic of each course will reflect the rapidly changing skills and knowledge required to function in today's health care settings. Repeatable to nine credits. (1.6) ON DEMAND.

NUR 290 Special Topics in Nursing (Variable Credit .5-3) ( .5-3, 0)
Prerequisite: None
Designed to satisfy specific needs or interests of nurses in the community. The topic of each course will reflect the rapidly changing skills and knowledge required to function in today's health care settings. Repeatable to nine credits. (1.6) ON DEMAND.

NUR 290 Special Topics in Nursing (Variable Credit .5-3) ( .5-3, 0)
Prerequisite: None
Designed to satisfy specific needs or interests of nurses in the community. The topic of each course will reflect the rapidly changing skills and knowledge required to function in today's health care settings. Repeatable to nine credits. (1.6) ON DEMAND.
Course Descriptions

OAT 119 Office Skills Enhancer  (1-3) (0, 2-6)
Prerequisite: Grade of C or better in OAT 100 and OAT 101 or passing score on OAT 101 proficiency examination
The purpose of this course is to provide meaningful experiences outside the traditional classroom for students studying or working in the field of office administration. This course allows students to work individually to improve present skills and/or to learn new skills. Learning outcomes are individualized, based on the student's goals and instructor's recommendations. Students work independently under the supervision of a faculty member of the Office Administration Technology Department. Students may register for course at anytime during the school year. Repeatable four times for maximum of 12 credits; only three credits may apply toward a degree or certificate. (1.2) Fall, Spring, Summer Proficiency Credit Not Available Pass/No Credit Available

OAT 122 Medical Terminology I  (3) (3, 0)
Prerequisite: None
Emphasis is placed on development of medical vocabulary through the combination of word elements. Medical prefixes, suffixes, and anatomic roots are combined to form anatomic, diagnostic, symptomatic and operative terms. Noun, verb, and adjective suffixes are presented, as well as plural endings that derive from Latin and Greek languages. Additional emphasis is placed on correct pronunciation, spelling and abbreviation of medical terms. (1.2) Fall, Spring Proficiency Credit Available Pass/No Credit Available

OAT 123 Medical Terminology II  (3) (3, 0)
Prerequisite: Grade of C or better in OAT 122 or 70% or better score on proficiency examination
This course is designed to build on knowledge acquired in Medical Terminology I. A systems approach to presentation of diagnostic, symptomatic, and operative terms will again be employed, but with whole words and eponyms. Additionally, terms associated with diagnostic testing, laboratory, radiology, pharmacology, and various other specialty areas will be presented. Common medical abbreviations, acronyms, and symbols will be discussed as they pertain to each system presented. Emphasis will be placed on correct spelling and pronunciation of terms. (1.2) Fall, Spring Proficiency Credit Available Pass/No Credit Not Available

OAT 126 Word Processing Applications I  (1.5) (1.5, 0)
Prerequisite: Grade of C or better in OAT 100 or concurrent enrollment in OTS 100 or passing score on OAT 100 proficiency examination and grade of C or better in OAT 130 or OAT 144
This course is designed to meet today's business needs for word processing applications on the personal computer. Students learn word processing software used in the community and surrounding area businesses. Course is repeatable to a maximum of 4.5 credit hours. (1.2) Spring, Summer Proficiency Credit Available Pass/No Credit Available

OAT 127 Word Processing Applications II  (1.5) (1.5, 0)
Prerequisite: Grade of C or better in OAT 126 or passing score on OAT 126 proficiency examination
This course provides practical application experience and intermediate instruction for the particular word processing software chosen. Course is repeatable to a maximum of 4.5 credits. (1.2) Fall, Spring, Summer Proficiency Credit Available Pass/No Credit Available

OAT 130 Software Applications for the Office  (3) (3, 0)
Prerequisite: Grade of C or better in OAT 100 or concurrent enrollment in OTS 100 or passing score on OTS 100 proficiency examination
Designed primarily for students planning to major in a field of commerce, students are acquainted with and trained in the use of business computer packages, including word processing, database management, spreadsheets, presentations, desktop publishing, and Internet-access methods. (1.2) Fall, Spring IAI Major: BUS902 Proficiency Credit Available Pass/No Credit Available

OAT 132 Applied Business Language Skills  (3) (3, 0)
Prerequisite: None
Recommended: Keyboarding skills recommended or concurrent enrollment in OTS 100 or OAT 101
Fundamental course in proofreading and editing skills. Develops skills in proofreading to detect errors in grammar, punctuation, capitalization, number usage, content, format, spelling, word division, and word division in business documents. (1.2) Fall, Spring Proficiency Credit Not Available Pass/No Credit Available

OAT 135 Machine Transcription I  (3) (1, 4)
Prerequisite: Grade of C or better in OAT 102 and OAT 126 and OAT 132
This course is designed to develop basic machine transcription skills. Spelling, punctuation, grammar, word usage, proofreading, and current business procedures will be stressed while student is building transcription speed and accuracy. Students work independently on computers in the Office Technology Instructional Center. (1.2) Fall, Spring, Summer Proficiency Credit Available Pass/No Credit Available

OAT 136 Machine Transcription II  (3) (0, 6)
Prerequisite: Grade of C or better in OAT 127 or passing score on OAT 127 proficiency examination & OAT 135
This course is a continuation of OAT 135 and is designed to increase the student's knowledge and expertise with machine transcription within the executive, medical, or legal field. Students work independently on computers in the Office Technology Instructional Center. (1.2) Fall, Spring, Summer Proficiency Credit Not Available Pass/No Credit Not Available

OAT 137 Office Applications I  (1) (0, 2)
Prerequisite: Grade of C or better in OAT 130 or passing score on OAT 130 proficiency examination
Recommended: OAT 141, OAT 142, and OAT 143
Students apply software skills learned in basic instruction and applications modules for completing tasks ranging from simple correspondence to complex merging and graphics. Students work independently in the Office Technology Instructional Center. Course is repeatable to three credits. (1.2) Fall, Spring, Summer Proficiency Credit Available Pass/No Credit Not Available

OAT 138 Office Applications II  (1) (0, 2)
Prerequisite: Grade of C or better in OAT 137
This course is a continuation of OAT 137. Students will continue to apply software skills learned in basic instruction and applications modules for completing tasks ranging from simple correspondence to complex merging and graphics to spreadsheet and data base management. Students work independently in the Office Technology Instructional Center. Course is repeatable to three credits. (1.2) Fall, Spring, Summer Proficiency Credit Available Pass/No Credit Not Available

OAT 140 Word Processing I  (1) (0-1, 0-2)
Prerequisite: None
This course includes hands-on instruction in word processing applications as they apply to the skills needed by office support personnel. Course is repeatable to three credits (1.2) Fall, Spring, Summer Proficiency Credit Available Pass/No Credit Available

OAT 141 Spreadsheet I  (1) (0-1, 0-2)
Prerequisite: None
This course includes hands-on instruction in spreadsheet applications as they apply to the skills needed by office support personnel. This course covers the fundamentals of Excel 2003 and emphasizes the worksheet development cycle. Course is repeatable to three credits (1.2) Fall, Spring, Summer Proficiency Credit Available Pass/No Credit Available

OAT 142 Presentations I  (1) (0-1, 0-2)
Prerequisite: None
This course includes hands-on instruction in presentations applications as they apply to the skills needed by office support personnel. Course is repeatable to three credits (1.2) Fall, Spring, Summer Proficiency Credit Available Pass/No Credit Available

OAT 143 Database I  (1) (0-1, 0-2)
Prerequisite: None
This course includes hands-on instruction in database applications as they apply to the skills needed by office support personnel. Course is repeatable to three credits (1.2) Fall, Spring, Summer Proficiency Credit Available Pass/No Credit Available

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Course Descriptions

OAT 144 Operating Systems I (1) (0-1, 0-2)
Prerequisite: None
This course is designed to introduce the student to the capabilities of Microsoft Windows as they apply to the skills needed by office support personnel. This course covers the primary components of the Windows environment, the many ways you can customize Windows to fit your own particular needs, and the file management systems. Course is repeatable to three credits (1.2) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Available

OAT 145 Desktop Publishing I (1) (0-1, 0-2)
Prerequisite: None
This course includes hands-on instruction in desktop publishing applications as they apply to the skills needed by office support personnel. Course is repeatable to three credits (1.2) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Available

OAT 146 Personal Information Management I (1) (0-1, 0-2)
Prerequisite: None
This course includes hands-on instruction in personal information management applications as they apply to the skills needed by office support personnel. Course is repeatable to three credits (1.2) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Available

OAT 147 Special Topics: Applications/Ofc I (1) (0-1, 0-2)
Prerequisite: None
This course includes hands-on instruction in basic software applications as they apply to the skills needed by office support personnel. Course is repeatable to three credits (1.2) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

OAT 240 Word Processing II (1) (0-1, 0-2)
Prerequisite: Grade of C or better in OAT 140 or passing score on OAT 140 proficiency examination
This course includes hands-on instruction in advanced word processing applications as they apply to the skills needed by office support personnel. Course is repeatable to three credits (1.2) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

OAT 241 Spreadsheet II (1) (0-1, 0-2)
Prerequisite: Grade of C or better in OAT 141 or passing score on OAT 141 proficiency examination
This course includes hands-on instruction in advanced spreadsheet applications as they apply to the skills needed by office support personnel. Course is repeatable to three credits (1.2) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

OAT 242 Presentations II (1) (0-1, 0-2)
Prerequisite: Grade of C or better in OAT 142 or passing score on OAT 142 proficiency examination
This course includes hands-on instruction in advanced presentations applications as they apply to the skills needed by office support personnel. Course is repeatable to three credits (1.2) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

OAT 243 Database II (1) (0-1, 0-2)
Prerequisite: Grade of C or better in OAT 143 or passing score on OAT 143 proficiency examination
This course includes hands-on instruction in advanced database applications as they apply to the skills needed by office support personnel. Course is repeatable to three credits (1.2) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

OAT 245 Desktop Publishing II (1) (0-1, 0-2)
Prerequisite: Grade of C or better in OAT 145 or passing score on OAT 145 proficiency examination
This course includes hands-on instruction in advanced desktop publishing applications as they apply to the skills needed by office support personnel. Course is repeatable to three credits (1.2) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

OAT 246 Personal Information Management II (1) (0-1, 0-2)
Prerequisite: Grade of C or better in OAT 146 or passing score on OAT 146 proficiency examination
This course includes hands-on instruction in advanced personal information management applications as they apply to the skills needed by office support personnel. Course is repeatable to three credits (1.2) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

OAT 247 Special Topics: Applications/Ofc II (1) (0-1, 0-2)
Prerequisite: Grade of C or better in OAT 147 or successful completion of placement test
This course includes hands-on instruction in advanced software applications as they apply to the skills needed by office support personnel. Course is repeatable to three credits (1.2) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

OAT 250 MOS Word Expert (1.5) (1, 1)
Prerequisite: Grade of C or better in OAT 240 or consent of instructor
This course prepares individuals for the Microsoft Office Specialist exams in Word. Hands-on projects and testing simulations will be completed. Course is repeatable to 4.5 credits; only 1.5 credits may apply toward a degree or certificate. (1.2) On Demand
Proficiency Credit Available
Pass/No Credit Available

OAT 251 MOS Excel Expert (1.5) (1, 1)
Prerequisite: Grade of C or better in OAT 241 or CIS 143 or consent of instructor
This course prepares individuals for the Microsoft Office Specialist exams in Excel. Hands-on projects and testing simulations will be completed. Course is repeatable to 4.5 credits; only 1.5 credits may apply toward a degree or certificate. (1.2) On Demand
Proficiency Credit Available
Pass/No Credit Available

OAT 252 MOS PowerPoint Expert (1.5) (1, 1)
Prerequisite: Grade of C or better in OAT 242 or consent of instructor
This course prepares individuals for the Microsoft Office Specialist exams in PowerPoint. Hands-on projects and testing simulations will be completed. Course is repeatable to 4.5 credits; only 1.5 credits may apply toward a degree or certificate. (1.2) On Demand
Proficiency Credit Available
Pass/No Credit Available

OAT 253 MOS Access Expert (1.5) (1, 1)
Prerequisite: Grade of C or better in OAT 243 or CIS 142 or consent of instructor
This course prepares individuals for the Microsoft Office Specialist exams in Access. Hands-on projects and testing simulations will be completed. Course is repeatable to 4.5 credits; only 1.5 credits may apply toward a degree or certificate. (1.2) On Demand
Proficiency Credit Available
Pass/No Credit Available

OAT 260 Administration Office Procedures (3) (3, 0)
Prerequisite: Grade of C or better in OAT 100 and OAT 103 and OAT 132 and BUS 101
This capstone class will assess the student's overall knowledge of office administration procedures and skills for working as an office professional. Additional information for employment in an office setting will be provided. Units include business meeting procedures, human relations, job applications, office administration duties, office protocol, receptionist duties, records management, traditional mail and e-mail, telephone techniques, and travel. (1.2) Spring
Proficiency Credit Available
Pass/No Credit Not Available

OTS 100 Keyboarding (1) (1, 0)
Prerequisite: None
Keyboarding is a skill needed today by all people and all professions. This course introduces the alphanumeric touch system of keyboarding. The touch system means keyboarding without looking at the keyboard. (1.2) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Available

OTS 101 Keyboarding-Speed and Accuracy (2) (2, 0)
Prerequisite: Grade of C or better inOTS 100 or passing score on OTS 100 proficiency examination
This course is designed to review, correct, and improve touch-keyboarding techniques to increase speed and to improve accuracy.
Student's skill level is assessed at the beginning of the class. Course is repeatable to four credits; only two credits may apply toward a degree or certificate. (1.2) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

OTS 105 Office Data Entry Skills (3) (0, 6)
Prerequisite: Grade of C or better in OTS 100 or passing score on OTS 100 proficiency examination
This course develops data entry skills using various business applications on the personal computer. An overview of business-application concepts is covered prior to entering data. Emphasis is placed on developing speed and accuracy in entering data. Variable entry until eighth week of semester. (1.2) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Available

OFFICE ASSISTING
(See Office Administration Technology)

PAINTING
(See Art)

PARALEGAL

All PAR courses numbered 100 and above may be applied to the major field and elective requirement in the Associate in Arts and Associate in Science Degrees.

PAR 101 Introduction to Legal Technology (3) (3, 0)
Prerequisite: COMPASS reading assessment score of 80 or higher, or English ACT score of 20 or higher; or successful completion of ENG 101 or BUS 101 with a C or better
This is an introductory course, including an overview of the judicial system, ethics, legal terminology, legal writing, investigation, and law office procedures. It includes extensive discussion of the role of paralegals in the legal system and how to prepare for employment as a legal assistant. (1.2) Fall
Proficiency Credit Available
Pass/No Credit Not Available

PAR 103 Legal Writing (3) (3, 0)
Prerequisite: Completion of any two PAR 101 or BUS 112 or BUS 113 with a C or concurrent enrollment in PAR 101.
Students are introduced to basic concepts of legal writing and analysis. Assignments including case briefs, client letters, legal memoranda, transactional documents, oral reports, interview forms, or appellate briefs teach students to analyze and communicate legal authority, in proper format. (1.2) Fall
Proficiency Credit Not Available
Pass/No Credit Not Available

PAR 108 Family Law (3) (3, 0)
Prerequisite: PAR 101
This course examines Illinois domestic relations law. Students are required to analyze the relevant statutes, identify tax consequences, and draft pleadings for dissolution of marriage and other family law matters. (1.2) Spring
Proficiency Credit Available
Pass/No Credit Not Available

PAR 111 Contract Law (3) (3, 0)
Prerequisite: None
Students will be introduced to contract law theory and the practical aspects of preparing, evaluating, and implementing contracts. Assignments include substantial online legal research and drafting contract clauses. The course emphasizes the ethical issues in contract law. (1.2) Summer
Proficiency Credit Not Available
Pass/No Credit Not Available

PAR 136 Law Office Practice (3) (3, 0)
Prerequisite: None
This course is designed to familiarize students with routine law office procedures, services available to law offices, and equipment used in law offices. Students will work on special projects, including completion of bankruptcy forms. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

PAR 201 Litigation (3) (3, 0)
Prerequisite: PAR 101
This course explores civil procedure and pleading, from interviewing a client through post-trial proceedings, including discovery and file management. Students are required to prepare several written assignments. (1.2) Spring
Proficiency Credit Available
Pass/No Credit Not Available

PAR 203 Real Property Law (3) (3, 0)
Prerequisite: PAR 101
This course includes study of the law, procedures, and documents related to the sale and lease of real estate. The focus is on functions normally performed by a law office, lender, or title company, rather than the responsibilities of a broker or sales agent. (1.2) Fall
Proficiency Credit Available
Pass/No Credit Not Available

PAR 204 Legal Research (3) (3, 0)
Prerequisite: Grade of C or better in PAR 103 or concurrent enrollment in PAR 103
This online course requires extensive independent legal research and analysis, using federal and multistate materials. Students to use the Internet and computerized legal research subscription services supplied by the College. The course requires use of off-campus law libraries and on-campus testing. (1.2) Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

PAR 205 Wills, Trusts and Probate (3) (3, 0)
Prerequisite: None
This course teaches students to prepare estate planning documents, handle probate estates, transfer assets without probate, and administer trusts, under the supervision of an attorney. (1.2) Spring
Proficiency Credit Available
Pass/No Credit Not Available

PAR 207 Criminal Law Procedure (3) (3, 0)
Prerequisite: PAR 101
This course focuses on the Illinois criminal law statute and Constitutional rights applicable to criminal prosecutions. Students are introduced to procedures relating to arrest, investigation, and trial, and to the corrections system. (1.2) On Demand
Proficiency Credit Available
Pass/No Credit Not Available

PAR 209 Taxation I (3) (3, 0)
Prerequisite: None
This course focuses on federal income tax for individuals, with some attention to taxation of businesses and to state income tax. Students learn preparation of forms as well as applicable administrative procedures. (1.2) Fall
Proficiency Credit Available
Pass/No Credit Not Available

PAR 221 Tort and Insurance Law (3) (3, 0)
Prerequisite: PAR 101
This course focuses on the elements of torts and litigation procedures relevant to tort suits, with an emphasis on medical evidence. Various aspects of insurance law and claims procedures are also discussed. (1.2) On Demand
Proficiency Credit Available
Pass/No Credit Not Available

PAR 222 Business Organizations (3) (3, 0)
Prerequisite: None
This course focuses on the choice, formation, and maintenance of business entities under Illinois law. Students must research the facts and forms relevant to those issues. (1.2) Spring
Proficiency Credit Available
Pass/No Credit Not Available

PAR 225 Administrative Law (3) (3, 0)
Prerequisite: None
This course involves study of substantive law relating to state and federal administrative agencies as well as procedures and forms for proceedings before particular agencies. (1.2) On Demand
Proficiency Credit Available
Pass/No Credit Not Available

PAR 235 Internship (1-3) (0, 5-15)
Prerequisite: Grade of C or better in PAR 201 and PAR 204
This course requires students to work in a law office, legal department, or government agency, under the supervision of an attorney approximately 3 hours per week for 15 weeks for each hour of credit being awarded, if the internship is unpaid. If the intern is paid, she must work 5 hours per week for each hour of credit. Students will work with an instructor,
who will design a program appropriate to the environment in which the student will work. Students will be required to keep a journal, detailing the work they have done, to be verified by the supervising attorney. (1.2) Summer
Proficiency Credit Available
Pass/No Credit Not Available

PAR 237 Special Topics in Legal Assisting (Variable Credit 1-3) (1-3, 0)
Prerequisite: Consent of instructor
Application of legal assisting principles to specific problems through case studies, simulation, special projects, or problem-solving procedures. No topics/problem will be offered more than twice in three years. Repeatable to nine credits (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Available

PASTRY ARTS
(See Culinary Arts and Hospitality Institute of Elgin)

PERSONAL TRAINER
All PTR courses numbered 100 and above may be applied to the major field and elective requirement in the A.A. and A.S. Degrees.

PTR 101 Personal Trainer I (3) (3, 0)
Prerequisite: Grade of C or better in BIO 110 or concurrent enrollment in BIO 110
This course is the first in a series of courses designed to prepare individuals for the National Strength and Conditioning Association (NSCA) Personal Trainer certification. The first course covers content in the following areas: structure and function of the muscular, respiratory, and circulatory systems; orthopedic concerns in exercise; emergency and legal issues; training special populations; and nutrition and weight management issues. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Available

PTR 102 Personal Trainer II (5) (5, 0)
Prerequisite: Grade of C or better in PTR 101 and BIO 240 or concurrent enrollment in BIO 240
This course is the second in a series of courses designed to prepare individuals for the National Strength and Conditioning Association (NSCA) Personal Trainer certification. The second course covers content in the following areas: anaerobic and aerobic training adaptations; aerobic exercise prescription; weight training exercise prescription; bio-mechanical concepts; free weight and machine exercise techniques; client consultation and fitness assessment. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Available

PHILOSOPHY
(See Humanities)

PHLEBOTOMY
(See Clinical Laboratory Technology)

PHOTOGRAPHY
(See Art)

PHYSICAL EDUCATION
(Includes co-educational, health, and classes for men, women, and P.E. majors.)

Only FOUR hours of PHC and PHM courses numbered 100 and above may be applied to the Associate in Arts and Associate in Science Degrees.

All PHC, PHM, PEM, and PHR courses numbered 100 and above may be applied to the major field and elective requirement in the A.A. and A.S. Degrees.

PHYSICAL EDUCATION-COELECTED

PHC 109 Physical Fitness I (Variable Credit .5-3) (0, 1-6)
Prerequisite: None
This activity based course is designed to teach students the basic principles of fitness and wellness. The fitness center offers orientations on the proper use of the aerobic, Cybex strength training and free weight equipment as well as instruction on beginning an exercise program. This course does not have a scheduled class time; students may come in to work out any time the fitness center is open. This course is repeatable to three credits. (1.1) Fall, Spring
Proficiency Credit Available
Pass/No Credit Available

PHC 110 Physical Fitness II (Variable Credit .5-3) (0, 1-6)
Prerequisite: PHC 109
This course is designed to maintain and/or improve upon the level of fitness reached in Physical Fitness I. This course does not have a scheduled class time; students may come in to work out any time the fitness center is open. This course is repeatable to three credits. (1.1) Fall, Spring
Proficiency Credit Available
Pass/No Credit Available

PHC 113 Tennis I (Variable Credit .5-1) (0, 1-2)
Prerequisite: None
Emphasis on individual skills including forehand and backhand strokes and serving. Course is repeatable to four credits. (1.1) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Available

PHC 115 Intermediate Tennis (Variable Credit .5-1) (0, 1-2)
Prerequisite: PHC 113
Designed to develop advanced skills, knowledge and attitudes for effective play. Course is repeatable to four credits. (1.1) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Available

PHC 116 Beginning Volleyball (1) (0, 2)
Prerequisite: None
Introduction to the fundamental skills of volleyball. Emphasis will be on the development of basic skills, rules and strategies for recreational play. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

PHC 118 Beginning Basketball (1) (0, 2)
Prerequisite: None
Introduction to fundamental skills of basketball. Emphasis will be on the development of basic skills, rules and strategies for recreational play. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

PHC 120 Beginning Soccer (1) (0, 2)
Prerequisite: None
Introduction to fundamental skills of soccer. Emphasis will be on the development of basic skills, rules and strategies for recreational play. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

PHC 133 Scuba & Skin Diving (1) (0, 2)
Prerequisite: Consent of instructor
Trains students in use and care of equipment. Covers techniques and proper safety procedures. Enables student to develop an awareness and understanding of personal limitations relative to the sport. (1.1) On Demand
Proficiency Credit Available
Pass/No Credit Available

PHC 167 Free Exercise (1-2) (0, 2-4)
Prerequisite: None
This course is contract based and permits the student to log in hours in both the Fitness Center and an outside activity that is not offered by the college. The student is required to log in a predetermined number of hours in the Fitness Center and may supplement his/her total with a preapproved activity. Course is repeatable three times up to eight credits. (1.1) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Available
PHC 169 Recreational Sports (Variable Credit .5-1) (0, 1-2) 
Prerequisite: None
A contract based independent study course to provide the student with an opportunity to participate in an activity that is not offered at the college. The activity must be preapproved by a fitness center instructor. This course is repeatable to one credit. (1.1) Fall, Spring 
Proficiency Credit Not Available
Pass/No Credit Available

PHC 200 Fundamentals of Weight Training (1) (0, 2) 
Prerequisite: None
This course is designed for men and women and introduces the proper techniques of weight training. Emphasis will also be place on flexibility, power, and strength programs. (1.1) On Demand 
Proficiency Credit Not Available
Pass/No Credit Not Available

PHR 101 Health (3) (3, 0) 
Prerequisite: None
Basic concepts of holistic health are introduced in this course. The interrelationship of the mind, body, and spirit are emphasized in such topics as: exercise, nutrition, aging, stress, substance abuse, violence, personal relationships, and major health problems. (1.1) Fall, Spring 
Proficiency Credit Available
Pass/No Credit Not Available

PHR 102 First Aid & Safety (3) (3, 0) 
Prerequisite: None
This course is designed to develop the knowledge and skills of CPR and first aid capabilities for students who may be required to provide the initial emergency care necessary to sustain life until the victim of an accident or sudden illness is cared for by qualified personnel. American Red Cross advanced first aid certificates will be issued upon successful completion of this course. (1.1) Fall, Spring 
Proficiency Credit Available
Pass/No Credit Not Available

PHR 105 Conference Seminar: Health Education (Variable Credit .5-1) (.5-1, 0) 
Prerequisite: None
This course is designed to allow for a more concentrated presentation of current issues which appear to be of sincere interest or concern to our community. The structure will allow use of current media materials, knowledgeable lectures, group discussion and audiovisual materials. Repeatable to one credit (1.1) Fall, Spring 
Proficiency Credit Available
Pass/No Credit Not Available

PHR 110 Health Education (3) (3, 0) 
Prerequisite: None
This course is designed to allow of the U.S. health care system and an introduction to key concepts of community health and health promotion. Students will examine components of the health care system and survey sub-fields in community health. Exploration of community health problems will include discussion of socio-economic, psychosocial, socio-cultural and environmental factors. Emphasis will be on the background knowledge and skills necessary for careers in community health, health care and health education. (1.1) On Demand 
Proficiency Credit Not Available
Pass/No Credit Not Available

PHYSICAL EDUCATION-MEN

PHM 103 Basketball (1) (0, 2) 
Prerequisite: None
Emphasis on the development of individual skills and knowledge of the rules. (1.1) Fall, Spring 
Proficiency Credit Not Available
Pass/No Credit Not Available

PHM 104 Advanced Basketball (1) (0, 2) 
Prerequisite: PHM 103
Emphasis on team offense and defense. Team play will be stressed by actual competition. (1.1) On Demand 
Proficiency Credit Not Available
Pass/No Credit Not Available

PHM 183 Weight Training (1) (0, 2) 
Prerequisite: None
This course is designed to increase the level of physical fitness of the student while applying weight training principles and techniques. Students are encouraged to use these principles to set and pursue individual goals. (1.1) Fall, Spring 
Proficiency Credit Not Available
Pass/No Credit Available

PHYSICAL EDUCATION-Women

PEM 111 Introduction to Physical Education (3) (3, 0) 
Prerequisite: None
This course is designed to introduce the disciplines of physical education and sport. Emphasis will be placed on the development, philosophy, and future direction of physical education as well as traditional and new career opportunities in the field. (1.1) Fall, Spring 
Proficiency Credit Available
Pass/No Credit Not Available

PEM 160 Foundations of Physical Education (3) (2, 2) 
Prerequisite: None
Designed to give the student a better understanding of exercise and its effect on the body. (1.1) Fall, Spring 
Proficiency Credit Available
Pass/No Credit Not Available

PEM 220 Physical Education at the Elementary Level (3) (2, 2) 
Prerequisite: None
This course is an introduction to elementary school physical education activities and curriculum with an emphasis on understanding human movement and development needs of children, planning developmental learning experiences, and classroom management and instruction techniques. (1.1) On Demand 
Proficiency Credit Available
Pass/No Credit Not Available

PEM 230 Practicum in Physical Education (3) (2, 5) 
Prerequisite: None
Emphasis placed on teaching these skills with opportunity to learn their history and rules more thoroughly. Coeducational. (1.1) Fall, Spring 
Proficiency Credit Available
Pass/No Credit Not Available

PHYSICAL SCIENCE (See Science)

PHYSICAL THERAPIST ASSISTANT

All PTA courses numbered 100 and above may be applied to the major field and elective requirement in the Associate in Arts and Associate in Science Degrees.

PTA 120 Physical Therapist Assisting I (4) (3, 2) 
Prerequisite: Acceptance into PTA program; grade of C or better in BIO 240 or concurrent enrollment in BIO 240 and concurrent enrollment in PTA 121 or consent of instructor
This course introduces the student to the history and principles of physical therapy; the rationale and effectiveness of physical therapy treatment procedures; standards of practice for physical therapists; standards of conduct for physical therapist assistants; state and federal laws governing the practice of physical therapists and assistants; and a physical therapy treatment procedure relative to activities of daily living and functional training. (1.2) Fall 
Proficiency Credit Not Available
Pass/No Credit Not Available

PTA 121 Clinical Practicum I (1) (0, 3) 
Prerequisite: Acceptance into PTA program; grade of C or better in BIO 240 or concurrent enrollment in BIO 240 and concurrent enrollment in PTA 120 or consent of instructor
Orientation to the clinical facilities of physical therapy departments. Students observe a variety of client care modalities in physical therapy and initiate patient interaction skills and techniques correlating to classroom activity under direct supervision of a clinical instructor. (1.2) Fall 
Proficiency Credit Not Available
Pass/No Credit Not Available

PTA 122 Physical Therapist Assisting II (4) (2, 4) 
Prerequisite: Grade of C or better in PTA 120, PTA 121, BIO 240 and concurrent enrollment in PHY 105 or grade of C or better in PHY 105 and concurrent enrollment in PTA 123 and consent of instructor
This course further develops and refines patient care skills acquired in PTA 120, with additional emphasis on range of motion and functional training. Areas of study will include gait training, posture, body mechanics, balance, joint measurement, patient and family education, architectural barriers and environmental modifications. Course includes study and practice of therapeutic massage
and physical therapy modalities. Disease and disorders related to topics will be emphasized. (1.2) Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

PTA 123 Clinical Practicum II  
**Prerequisite:** Grade of C or better in PTA 120 and PTA 121 and BIO 240 and concurrent enrollment in PHY 105 and concurrent enrollment in PTA 122
Supervised clinical practice in a physical therapy department. Students will have the opportunity to concurrently apply skills being taught in PTA 122. (1.2) Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

PTA 241 Physical Therapist Assisting IV  
**Prerequisite:** Grade of C or better in PTA 231 and PTA 232 and concurrent enrollment in PTA 242
This course includes theory and practice of skills needed in clinical practice as a PTA in treating patients with neurological deficits, pediatrics, pulmonary conditions. Other topics of study will include the psychosocial issues related to rehabilitation, diseases and disorders, normal and abnormal development, and physical therapy interventions, and drugs and side effects that may affect clinical practice. Students will be responsible for literature review of chosen topic, and oral presentation of the same. (1.2) Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

PTA 242 Clinical Practicum IV  
**Prerequisite:** Grade of C or better in PTA 231 and PTA 232 and concurrent enrollment in PTA 241
Supervised clinical practice in a physical therapy department, or facility. Students will have the opportunity and be expected to apply skills learned in prior PTA courses, skills concurrently being taught in PTA 241, and skills learned in all previous clinical experiences. (1.2) Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

PTA 250 Physical Therapist Assistant Seminar  
**Prerequisite:** Grade of C or better in PTA 231 and PTA 232 and concurrent enrollment in PTA 241 and PTA 242
Course explores current issues in Physical Therapy, including career options, professional organizations and governmental regulations. The role of the PTA as an integral member of the health care team is discussed. Students prepare for the physical therapist assistant licensing exam. (1.2) Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

PHYSICS

**PHY 101 General Physics**  
**Prerequisite:** Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score. Math: MTH-114
**Recommended** For students in liberal arts and pre-professional programs
The first half of a one-year algebra and trigonometry based introductory physics course taken by pre-medical, pharmacy, biology, and architectural majors and others. The study of mechanics, elasticity, fluids, heat, and thermodynamics is supplemented by laboratory experiments. (1.1) Fall
IAI General Education: P1 900L
IAI Major: BIO903
Proficiency Credit Available
Pass/No Credit Available

**PHY 102 General Physics**  
**Prerequisite:** PHY 101
**Recommended** For students in liberal arts and pre-professional programs
The second half of a one-year algebra and trigonometry based introductory physics course including lectures, demonstrations, and laboratory. Subject matter includes electricity and magnetism, circuits, light and optics, and modern physics. (1.1) Spring
IAI Major: BIO904, MTH902L
Proficiency Credit Available
Pass/No Credit Available

**PHY 105 Technical Physics**  
**Prerequisite:** IMT 107 or MTH 107 or MTH 098 or grade of C or better in two years high school algebra or consent of instructor
One-semester course designed for students in any of the technical programs. Includes study of forces and motion, vectors, heat, sound and fluid mechanics. Demonstrations, discussions and student laboratory experiments. (1.2) Fall
Proficiency Credit Available
Pass/No Credit Available

**PHY 111 Engineering Physics**  
**Prerequisite:** Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score. Math: MTH 133 or consent of instructor
Lectures with demonstrations, discussions, problem solving, and laboratory. For students in engineering, mathematics, or any of the physical sciences. Topics include Newton’s Laws, work and energy, rotations, statics, collisions, gravitation, fluids, oscillations, systems of particles and thermodynamics. (1.1) Fall
IAI General Education: P2 900L
IAI Major: BIO903, EGR911, MTH921
Proficiency Credit Available
Pass/No Credit Available

**PHY 112 Engineering Physics**  
**Prerequisite:** PHY 111
Lectures with demonstrations, discussions, problem solving, and laboratory. For students in engineering, mathematics, or any of the physical sciences. Topics include Coulomb’s Law, electric fields, Gauss’ Law, electric potential, capacitance, circuits, magnetic forces and fields,
Amper's Law, induction, electromagnetic waves, polarization, and optics. (1.1) Spring
IAI Major: BIO904, EGR912
Proficiency Credit Available
Pass/No Credit Available

**PHY 113 Modern Physics**

(1) (1, 0)

Prerequisite: PHY 112

Lectures with demonstrations, discussions, and problem solving. For students in engineering, mathematics, or any of the physical sciences. Topics include relativity, photons and matter waves, the Bohr atom, uncertainty principle, and wave mechanics. (1.1) On Demand

Proficiency Credit Not Available
Pass/No Credit Not Available

**PHYSIOLOGY**

(See Biology)

**PLASTICS**

(See Industrial Manufacturing Technology)

**POLITICAL SCIENCE**

POS 150, 151, 152, 250, 251 and 253 may be used to fulfill the social science requirement in the Associate in Arts, Associate in Science, Associate in Fine Arts and Associate in Engineering Science Degrees.

All POS courses numbered 100 and above may be used to fulfill the social science requirement in the Associate in Liberal Studies and Associate of Applied Science Degrees.

All POS courses numbered 100 and above may be applied to the area of concentration and elective requirement in the A.A. and A.S. Degrees.

**ADVANCED POLITICAL SCIENCE PLACEMENT**

Based on the score received on the Advanced Placement (AP) Examination, credit is available for POS 150 (AP, 3).

**POS 141 Topics in Government**

(Variable Credit 1-3) (1-3, 0)

Prerequisite: None

Designed to introduce the student to the complexities and challenges involved in a disciplined study of government. Each topical section will concentrate on an intensive study and investigation of a particular topic in political science. Repeatable to twelve credits. (1.1) On Demand

Proficiency Credit Not Available
Pass/No Credit Not Available

**POS 150 American Government, State and Local**

(3) (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.

Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.

Study of state, county and municipal government with emphasis on the structure and problems of government in Illinois. (1.1) Spring, On Demand

IAI General Education: SS 902
IAI Major: PLS915

Proficiency Credit Not Available
Pass/No Credit Not Available

**POS 151 American Government, State and Local**

(3) (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.

Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.

A study of state, county and municipal government with emphasis on the structure and problems of government in Illinois. (1.1) Spring, On Demand

IAI General Education: SS 902
IAI Major: PLS915

Proficiency Credit Not Available
Pass/No Credit Not Available

**POS 152 Principles of Political Science**

(3) (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.

Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.

This course offers an introduction to the principles, theories and methods of political science, focusing on the nature and development of political science as a discipline, political processes, political institutions and the interrelationships between elements in varied political systems. (1.1) On Demand

IAI General Education: SS 903
IAI Major: PLS915

Proficiency Credit Not Available
Pass/No Credit Not Available

**POS 219 Honors Seminar in Government**

(1) (1, 0)

Prerequisite: None

Recommended: Honors status

A seminar which complements a particular course designed to provide the opportunity for study of the course material in greater depth, more sophisticated inquiry or methodology and/or more penetrating research. Course is repeatable to three credits. (1.1) On Demand

Proficiency Credit Not Available
Pass/No Credit Not Available

**POS 250 Comparative Political Systems**

(3) (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.

Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.

Comparative study of European political systems with other countries in Asia, Africa and Latin America. Attention will be given to problems, institutions and political processes of the governments studied. (1.1) On Demand

IAI General Education: SS 905
IAI Major: PLS914

Proficiency Credit Not Available
Pass/No Credit Not Available

**POS 251 International Relations**

(3) (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.

Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.

Examination of factors affecting international politics including imperialism, balance of power, sovereignty and international cooperation. Emphasis will be given to contemporary world problems and their historic development. Issues concerning gender, class, race and ethnicity will be analyzed with an international focus. (1.1) On Demand

IAI General Education: SS 904N
IAI Major: PLS912

Proficiency Credit Not Available
Pass/No Credit Not Available

**POS 253 Non-Western Comparative Government**

(3) (3, 0)

Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.

Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.

This course offers a comparative examination of the political culture and systems of selected non-western countries, including political ideologies, common governmental problems, causes of political stability, instability and revolution and techniques of political analysis. (1.1) On Demand

IAI General Education: SS 906N
Proficiency Credit Not Available
Pass/No Credit Not Available

**POS 297 Independent Study in Government**

(Variable Credit 1-3) (1-3, 0)

Prerequisite: Consent of instructor

The student is to have identified a special study project and request advice and direction from the political science faculty. The program will be carried out under the direction of one or more faculty members who will modify the proposal in accordance with departmental requirements for the credit involved. Repeatable three times to 12 credits. (1.1) On Demand

Proficiency Credit Not Available
Pass/No Credit Not Available

**PRACTICAL NURSING**

(See Nursing)

**PRINTMAKING**

(See Art)

**PROFESSIONAL NURSING**

(See Nursing)
PSYCHOLOGY

PSY 100, 212, 214, 215 and 218 may be used to fulfill the behavioral sciences requirement in the Associate in Arts, Associate in Science, Associate in Fine Arts and Associate in Engineering Science Degrees.

All PSY courses numbered 100 and above may be used to fulfill the behavioral science requirement for the Associate in Liberal Studies and Associate of Applied Science Degrees.

All PSY courses numbered 100 and above may also be applied to the major field and elective requirement in the A.A. and A.S. Degrees.

PSY 100 Introduction to Psychology (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
Introductory analysis of human behavior with emphasis on practical application of the basic principles of everyday situations. Areas covered include learning, intelligence, memory, sensation, perception, emotions, personality development, group psychology and psychotherapy. (1.1) Fall, Spring
IAI General Education: S6 900
IAI Major: PSY912
Proficiency Credit Available
Pass/No Credit Not Available

PSY 210 Personality (3) (3,0)
Prerequisite: PSY 100 or consent of instructor
An introductory treatment of some of the major theories about the structure, dynamics and development of the human personality. (1.1) Fall, Spring
IAI Major: PSY907
Proficiency Credit Available
Pass/No Credit Not Available

PSY 211 Educational Psychology (3) (3,0)
Prerequisite: PSY 100 and PSY 212 or PSY 213
Survey of learning psychology with emphasis on problems of special interest to teachers and others concerned with the role of education or management of the learning environment. Includes child development, motivation, intelligence, individual differences, as well as emotional and social adjustment. (1.1) Fall, Spring
IAI Major: SED902
Proficiency Credit Not Available
Pass/No Credit Not Available

PSY 212 Child Psychology (3) (3,0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
Other: Grade of C or better in PSY 100 or consent of instructor.
Study of the many factors influencing the child's development from birth through adolescence. Particular attention is given to the role of the mother, father, family constellation and school. Basic problems of childhood and adolescence are investigated. (1.1) Fall, Spring, Summer
IAI General Education: S6 903
IAI Major: EED902, PSY901, SPE913
Proficiency Credit Not Available
Pass/No Credit Not Available

PSY 213 Psychology of Adolescence (3) (3,0)
Prerequisite: PSY 100 or consent of instructor
Development in the biosocial, cognitive and psychosocial domains will be explored from pre-adolescence into early adulthood. Emphasis will be placed on discussion of key issues in adolescent development including cognitive and moral development, social relationships, identity, family and culture. (1.1) Fall
IAI Major: PSY902
Proficiency Credit Not Available
Pass/No Credit Not Available

PSY 214 Adulthood and Aging (3) (3,0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
Other: Grade of C or better in PSY 100 or consent of instructor.
Psychological development from early adulthood through old age. Emphasis will be placed on biological, cognitive, social and personality development across adulthood. (1.1) Fall, Spring, Summer
IAI General Education: S6 905
IAI Major: PSY903
Proficiency Credit Not Available
Pass/No Credit Not Available

PSY 215 Social Psychology (3) (3,0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
Other: PSY 100 or consent of instructor.
The scientific study of social factors in individual and group behavior. Topics of investigation include the self, social perception, attraction, intimacy, social influence, attitudes, persuasion, altruism, aggression, group structures and group dynamics. (1.1) Fall, Spring
IAI General Education: S8 900
IAI Major: PSY905
Proficiency Credit Not Available
Pass/No Credit Not Available

PSY 216 Abnormal Psychology (3) (3,0)
Prerequisite: PSY 100 or consent of instructor
An inquiry into the causes, assessment and treatment of abnormal behavior. Theories and research findings are studied with a focus on factors related to normal versus deviate patterns of behavioral development. Special emphasis will be placed on various life adjustments and their role in the prevention of maladaptive behaviors as stated in DSM IV-TR. (1.1) Spring
IAI Major: PSY906
Proficiency Credit Not Available
Pass/No Credit Not Available

PSY 217 Industrial/Organizational Psychology (3) (3,0)
Prerequisite: PSY 100 or consent of instructor
This course is an introductory course to industrial/organizational psychology. The content will cover an overview and history of the area, research methods and elementary statistics, employee selection, psychological testing, performance appraisal, training and development, leadership, motivation, organizational styles and culture, working conditions, safety and health issues, and stress in the workplace. (1.1) Spring
IAI General Education: S6 903
IAI Major: PSY905
Proficiency Credit Not Available
Pass/No Credit Not Available

PSY 218 Human Growth and Development (3) (3,0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
Other: PSY 100 or consent of instructor
Emphasizes normal social, emotional, intellectual and physical development from the prenatal period through old age. (1.1) Fall, Spring, Summer
IAI General Education: S6 902
IAI Major: EED903, SED903, SPE913
Proficiency Credit Not Available
Pass/No Credit Not Available

PSY 220 Special Topics in Psychology (Variable Credit 1-3) (1-3,0)
Prerequisite: PSY 100 and consent of instructor
Designed to satisfy specific needs or interest of degree programs, students, and the community. This course, however, would not necessarily be accepted by a senior institution as credit towards a major in psychology. The following guidelines are to be used in selecting topics: 1) adequate and available literature in psychology; 2) comprehensive outlines for each topic;
and, 3) course should be designed to increase skill and knowledge in field of psychology. Repeatable: Two times for maximum six credits. (1.1) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Not Available

PSY 225 Human Sexuality (3) (3, 0)
Prerequisite: Grade of C or better in SOC 100 or PSY 100
Study of social and psychological aspects of human sexuality. Includes sexual development, cultural influences, motivation and emotion, sex-role identification, values, and decision making. (1.1) Fall
Proficiency Credit Not Available
Pass/No Credit Not Available
NOTE: This course is offered concurrently as SOC 225. The student must decide whether to earn credits in Sociology (SOC) or Psychology (PSY) prior to enrolling.

PUBLIC SAFETY COMMUNICATIONS

All PSC courses numbered 100 and above may be applied to the major field and elective requirement in the Associate in Arts and Associate in Science Degrees.

PSC 105 Public Safety Telecommunicator (6) (6, 0)
Prerequisite: None
A basic course which includes the state training board's recommended curriculum for 9-1-1 telecommunicators (dispatchers). (1.2) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Not Available

PSC 206 Public Safety Answering Point (PSAP) (3) (3, 0)
Prerequisite: Grade of C or better in PSC 105 or consent of program director
The course pulls together all information for previous PSC courses and integrates it to teach the student the process necessary for information gathering, call processing and method(s), call prioritization, and the composition of standard radio phraseology in accordance with general industry guidelines. (1.2) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Not Available

PSC 207 Pub Saf Answering Point Application (2) (5, 3)
Prerequisite: Grade of C or better in PSC 105 or consent of program director
This course covers the application of knowledge and skills acquired through the PSC 9-1-1 program. The students will develop their skills in information gathering, call processing, call prioritization, radio phraseology and multi-skill tasking in a simulated 9-1-1 center using a Motorola CENTRACOM II radio console and associated equipment. (1.2) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Not Available

PSC 208 Emergency Medical Dispatch (3) (3, 0)
Prerequisite: Grade of C or better in PSC 206 and PSC 207 or consent of program director;
This course provides an understanding of the components of the Medical Priority Dispatch System (MPDS). It provides a general overview of various response modes based on availability of resources within the community being served. Topics will include the history, philosophy, and content of the emergency medical dispatch function, the relationship regarding response protocols with law enforcement, fire services and emergency medical services, and it includes the psychological and medico-legal elements, and the medical priority rationale in dispatch protocols. (1.2) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Not Available

PSC 209 Pub Saf Answering Point Practicum (3) (1, 10)
Prerequisite: Grade of C or better in PSC 206 and PSC 207 and PSC 208 or consent of program director;
This course allows the student to experience the day to day activity of a public safety agency. The agency may be a public (9-1-1 center) agency or a related industry in the private sector. This experience includes rotating shifts and gaining experience in a live environment. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

PSC 210 Telecommunications Systems and Tech (3) (3, 0)
Prerequisite: Grade of C or better in PSC 105 or consent of program director.
This course covers the basic theory of telecommunications equipment and associated systems that are currently being used in the public safety industry and the rules and regulations that determine the operation of that equipment. The rules of entry, modification, cancellation and location procedures for Illinois' Criminal Justice Data Network will be covered. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

PSC 211 Career Management (2) (2, 0)
Prerequisite: None
This course offers a highly individualized approach to developing career management skills. Students will create resumes, write cover letters, thank you letters, complete job application forms and participate in an employment interview. Consideration will also be given to critical attitudes needed for career success. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

PSC 212 Legal Aspects/ Pub Saf Communications (2) (2, 0)
Prerequisite: None
This course covers the legal issues surrounding the 9-1-1 industry which includes terminology, legal processes, Tort liability, Illinois Data Practices Act, and safeguards to minimize vicarious liability for both the employee and the agency and work effectively with officers of the court. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

PSC 235 Issues in Pub Saf Communications (5.3) (5.3, 0)
Prerequisite: Grade of C or better in PSC 105 or consent of program director
Discussion and analysis of specific topics related to 9-1-1 dispatch centers. Focus of the class will be on day to day issues of telecommunications in the public safety sector and the interaction with the police, courts, fire, corrections, or private security in contemporary American society. Emphasis is on promoting dialogue between students and practitioners from different areas of the criminal justice system and public safety communications systems. Topics will vary. Course is repeatable a total of four times up to 12 credits; only three credits may apply toward a degree or certificate. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

RADIOGRAPHY

All RAD courses numbered 100 and above may be applied to the major field and elective requirement in the Associate in Arts and Associate in Science Degree.

RAD 101 Introduction to Radiography (1) (0, 3)
Prerequisite: Acceptance into the Radiography Program
This course introduces the student to Medical Imaging as it relates to the healthcare industry, and Radiologic technology as a profession. It includes an introduction to the healthcare delivery system, outlines the structure of the health system and roles of various departments and health professionals. Other topics include: the history of the profession, an introduction to the various professional organizations, quality customer service, an introduction to medical ethics and law with an emphasis on confidentiality and HIPAA regulations and basic radiation safety. (1.2) Summer
Proficiency Credit Available
Pass/No Credit Not Available

RAD 102 Methods of Patient Care (2) (1, 3)
Prerequisite: Acceptance into the Radiography Program
This course provides the student with the basic concepts of patient care, including consideration for the physical, developmental and psychological needs of the patient and family. The course covers routine and emergency patient care procedures including: basic EKG, infection control, patient assessment, patient education, venipuncture and contrast...
Course Descriptions

injection, introduction to pharmacology, and interacting with the terminally ill. The course includes clinical demonstration of patient care skills. (1.2) Summer
Proficiency Credit Not Available
Pass/No Credit Not Available

RAD 103 Radiographic Imaging I (2) (1, 3)
Prerequisite: Grade of C or better in RAD 101 and RAD 102
Recommended: CHM 101 or CHM 112
This course provides the student with the knowledge of x-ray generation and the prime factors that govern and influence the production of x-rays. Other topics included: conventional radiographic image receptors - radiographic film, sensitometry, intensifying screens and digital radiographic image receptors – CR and DR, conventional automatic processing and processor quality control, digital image processing, beam restriction and grids. This course includes demonstrations and laboratory activities to reinforce concepts. (1.2) Fall
Proficiency Credit Not Available
Pass/Not Credit Not Available

RAD 104 Radiographic Procedures I (3) (2, 3)
Prerequisite: Grade of C or better in RAD 101 and RAD 102, and must be concurrently enrolled in BIO 240
This course employs anatomy review, positioning demonstrations, and presentation of radiographs of the human body. The student learns the routine examinations and selected non-routine radiographic examinations of the following body segments: chest, abdomen, upper extremity, (digestive system and urinary system). The curriculum integrates the Radiographic Procedures course and the Radiography Clinical Practicum I course. It promotes student clinical competence in all assigned radiographic procedures as well as a thorough knowledge of related anatomy and positioning theory and concepts. As the course progresses, it integrates clinical applications of radiation protection and technique selection as appropriate. This course includes laboratory experiences. (1.2) Fall
Proficiency Credit Not Available
Pass/Not Credit Not Available

RAD 105 Radiographic Imaging II (2) (1, 3)
Prerequisite: Grade of C or better in RAD 103, RAD 104, and RAD 124
This course is a continuation of Radiographic Imaging I. It is designed to develop the student's understanding of radiographic quality, the photographic and geometric properties which control and influence radiographic quality (density, contrast, detail and distortion), technical factor selection systems including automatic exposure control, and accessory radiographic devices (beam restriction, filtration, grids). This course includes demonstrations and laboratory activities to reinforce concepts. Problem solving and critical thinking skills will be emphasized in technique formulation and exposure calculations. Fluoroscopic and digital imaging are also included in the topics covered in this course. (1.2) Spring
Proficiency Credit Not Available
Pass/Not Credit Not Available

RAD 106 Radiographic Procedures II (3) (2, 3)
Prerequisite: Grade of C or better in BIO 240, RAD 103, RAD 104, and RAD 124
This course is a continuation of Radiographic Procedures I, and includes all routine and selected non-routine procedures of the: lower extremity, spine, bony thorax, cranial, facial bones and sinuses. The course includes laboratory, and is integrated with the Radiography Clinical Practicum II course. Following completion of Procedures II, the student is able to perform all routine radiographic examinations. The student must integrate concepts from radiation protection and exposure technique to produce optimal quality diagnostic radiographs with minimal radiation exposure to the patient. (1.2) Spring
Proficiency Credit Not Available
Pass/Not Credit Not Available

RAD 107 Radiologic Physics (2) (1, 3)
Prerequisite: Grade of C or better in RAD 103, RAD 104, and RAD 124
Recommended: CHM 101 or CHM 112
This course reviews the concepts of atomic structure and electromagnetism, and study of radiation -- its nature, production and medical applications. Covered topics include: the electromagnetic spectrum, radioactivity and half life, x-ray production and characteristics, the effects of technique selection on beam quality and quantity, the interaction of radiation with matter, and the circuitry and design of radiographic equipment. The course emphasizes clinical applications of physics concepts in the safe operation of high voltage radiographic equipment. (1.2) Spring
Proficiency Credit Not Available
Pass/Not Credit Not Available

RAD 124 Radiography Clinical Practicum I (4) (0, 16)
Prerequisite: Grade of C or better in RAD 101 and RAD 102
In this course, the student progresses through a series of clinical rotation assignments which reinforce and provide opportunities for observation, assistance and participation in radiographic procedures which are covered in the Radiographic Procedures I course and patient care skills covered in the Methods of Patient Care course. Emphasis is placed on application of concepts in the actual performance of procedures and on continued development of clinical competency and professional development. (1.2) Summer
Proficiency Credit Not Available
Pass/Not Credit Not Available

RAD 134 Radiography Clinical Practicum II (4) (0, 16)
Prerequisite: Grade of C or better in RAD 103, RAD 104, and RAD 124
This course is a continuation of Radiography Clinical Practicum I. Students complete clinical rotation assignments which reinforce and provide opportunities for observation, assistance and participation in radiographic procedures which are covered in the Radiographic Procedures II course and patient care skills covered in the Methods of Patient Care course. Emphasis is placed on application of concepts in the actual performance of procedures and on continued development of clinical competency and professional development. (1.2) Summer
Proficiency Credit Not Available
Pass/Not Credit Not Available

RAD 208 Radiographic Procedures III (2) (1, 3)
Prerequisite: Grade of C or better in RAD 105, RAD 106, RAD 107, and RAD 134
Recommended: CHM 101 or CHM 112
This course covers the advanced radiographic, fluoroscopic and invasive procedures, emphasizing patient care, procedural protocol, and equipment and accessories used. This course covers the following topics: trauma radiography, pediatric and geriatric radiography, special procedures (eg. Myelography, sialography, etc.) and tomography. Opportunities to explore advanced imaging modalities (CT, MRI, and cardiovascular interventional procedures, Nuclear Medicine, Radiation Therapy, Ultrasound, Mammography and Bone Densitometry) are also provided in this course. (1.2) Summer
Proficiency Credit Not Available
Pass/Not Credit Not Available

RAD 209 Radiobiology & Radiation Protection (2) (0, 0)
Prerequisite: Grade of C or better in RAD 105, RAD 106, RAD 107, and RAD 134
Recommended: CHM 101 or CHM 112
The radiobiology segment of this course provides an overview of the principles of the interaction of radiation with living systems. The course presents the effects of irradiation of biological molecules and organisms, and the factors affecting biological response. Covered topics include: early and late effects of radiation exposure, epidemiological studies of radiation effects, and the acute radiation syndromes. The radiation protection segment of this course provides the student with an overview of the principles and practices of radiation protection. The course emphasizes the responsibility of the radiologic sciences professional in providing radiation protection to the patient, personnel and the public. (1.2) Summer
Proficiency Credit Not Available
Pass/Not Credit Not Available

RAD 210 Radiographic & Sectional Anatomy (2) (1, 3)
Prerequisite: Grade of C or better in RAD 105, RAD 106, RAD 107, and RAD 134
This course provides the student with an understanding of anatomy from a radiographic and a three dimensional perspective. The study of anatomy in the transverse, sagittal, and coronal planes enhances the student's understanding of gross anatomy and patient positioning. The course provides clinical application of information to the cross sectional imaging modalities of Computed Tomography and Magnetic Resonance Imaging. The course utilizes a body region approach to sectional anatomy, and emphasizes the location and relative position of the structures studied. (1.2) Summer
Proficiency Credit Not Available
Pass/Not Credit Not Available
RAD 211 Radiographic Imaging III  (2) (1, 3)
Prerequisite: Grade of C or better in RAD 210, RAD 209, RAD 208, and RAD 242
This course covers advanced imaging concepts including fluoroscopic equipment, image intensification, image recording devices, digital radiographic and fluoroscopic equipment. Additional topics include continuous quality improvement programs and the application of quality management concepts in diagnostic radiology. Covered topics include governmental impact on quality management and the JCAHO 10 Step Program. Also included are quality control and quality assurance for darkroom, processors, silver recovery, radiographic equipment, ancillary equipment, fluoroscopic equipment, advanced imaging equipment, and repeat and artifact analysis. (1.2) Fall
Proficiency Credit Not Available Pass/Not Credit Not Available

RAD 212 Radiographic Pathology  (2) (2, 0)
Prerequisite: Grade of C or better in RAD 210, RAD 209, RAD 208, and RAD 242
This course presents a body system approach to the demonstration of human diseases through medical imaging. The course emphasizes adaptations of routine positioning and radiographic technique to best demonstrate pathology and maximize diagnostic quality. Covered topics include patient care considerations relative to disease processes. Discussions include which imaging method or modality will best demonstrate each pathological condition. The course includes review of radiographs and films from Computed Tomography, Ultrasound, Magnetic Resonance, Mammography, Special Procedures and Nuclear Medicine. Systems covered include the respiratory, skeletal, gastrointestinal, urinary, cardiovascular, nervous, hematopoetic system, endocrine, reproductive, and miscellaneous disorders. (1.2) Fall
Proficiency Credit Not Available Pass/Not Credit Not Available

RAD 220 Pharmacology  (2) (2, 0)
Prerequisite: Grade of C or better in RAD 212, RAD 211, and RAD 256
Recommended: CHM 101 or CHM 112
This course explores the role of the radiographer in the administration of contrast media and related medications. Covered topics include: the radiographer scope of practice, legal implications, pharmacology overview, drug measurements and dose calculations, contrast media, preventive care and emergency response to contrast media reactions, imaging pharmaceutical compatibility, select drug administration techniques, and documentation requirements. (1.2) Spring
Proficiency Credit Not Available Pass/Not Credit Not Available

RAD 230 Medical Ethics and Law  (2) (2, 0)
Prerequisite: Grade of C or better in RAD 212, RAD 211, and RAD 256
This course provides the student with an understanding of the parameters of professional practice and the legal and ethical responsibilities of the radiologic sciences professional. Covered topics include: elements of ethical behavior, ethical issues and dilemmas in health care, interacting with the terminally ill patient, the scope of practice of radiologic sciences professionals, sources of law, elements of malpractice, employment issues, and litigation. The course emphasizes the student's ability to apply concepts of ethics and law in the development of professional attributes. Course requirements include leading class discussions of issues and case studies. (1.2) Spring
Proficiency Credit Not Available Pass/Not Credit Not Available

RAD 240 Career Development  (2) (2, 0)
Prerequisite: Grade of C or better in RAD 212, RAD 211, and RAD 256
This course reviews each of the content areas of the ARRT examination, to prepare the student for certification. It assists the student in organizing review efforts, and emphasizes the synthesis of information from across the curriculum. The course includes developmental testing, simulated registry examinations, review of radiographs and review games. This course also prepares the students for their professional roles and employment by mastering skills of career planning, resume and portfolio development, interviewing skills, and development of a professional development plan. (1.2) Spring
Proficiency Credit Not Available Pass/Not Credit Not Available

RAD 242 Radiography Clinical Practicum III  (2) (0, 8)
Prerequisite: Grade of C or better in RAD 105, RAD 106, RAD 107, and RAD 134
This course is a continuation of Radiography Clinical Practicum II. The course emphasizes the continued development of clinical competency and professional development. Students complete clinical rotation assignments which reinforce and provide opportunities for observation, assistance and participation in radiographic procedures which are covered in the Procedures courses and patient care skills covered in the Methods of Patient Care course. Emphasis is placed on application of concepts in the actual performance of procedures. Students will complete 180 hours of clinical experience in general radiographic procedures. Students are also provided an opportunity to observe in some of the advanced imaging modality departments. (1.2) Fall
Proficiency Credit Not Available Pass/Not Credit Not Available

RAD 266 Radiography Clinical Practicum V  (6) (0, 24)
Prerequisite: Grade of C or better in RAD 212, RAD 211, and RAD 256
This course is a continuation of Radiography Clinical Practicum IV and provides opportunity for final student learning outcomes assessment. Clinical requirements include successful completion of final clinical competencies in all major areas of radiography including critical thinking and problem-solving. Successful completion of final competencies is a program graduation requirement. Emphasis in this course is on continued professional development and proficient performance of all radiographic procedures, with opportunity for continued exploration during of the advanced imaging modalities. (1.2) Spring
Proficiency Credit Not Available Pass/Not Credit Not Available

**READING**

All RDG courses numbered 100 and above may be applied to the major field and elective requirement in the Associate in Arts and Associate in Science Degrees.

All repeatable 100-level RDG courses can only be counted once toward GPA and graduation.

RDG 110 Learning Strategies for College Texts  (3) (3, 0)
Prerequisite: Appropriate score on a placement test, a grade of C or better in RDG 091 or consent of instructor
Reading 110 offers a student instruction in improving comprehension by developing efficient study skills strategies in note-taking, test-taking, textbook marking, goal setting, time management skills, memory techniques, effective listening as well as study systems and vocabulary development. The student will develop the skills necessary to be successful in college-level reading. Repeatable to 12 credits; only three credits may apply toward a degree or certificate. (1.1) Fall, Spring, Summer
Proficiency Credit Not Available Pass/No Credit Available
Course Descriptions

REGISTERED NURSING
(See Nursing)

RELIGION
(See Humanities)

RESIDENTIAL AIR CONDITIONING & HEATING
(See Heating, Ventilation, Air Conditioning, & Refrigeration)

RESTAURANT MANAGEMENT
(See Culinary Arts and Hospitality Institute of Elgin)

RETAILING
(See Marketing/Retail)

RUSSIAN
All FLR courses numbered 100 and above may be used to fulfill the liberal education requirement in the Associate of Applied Science Degree.

All FLR courses numbered 100 and above may also be applied to the major field and elective requirement in the A.A. and A.S. Degrees.

All FLR courses numbered 100 and above may also be applied to the major field and elective requirement in the A.A. and A.S. Degrees. APS was formerly SPC.

SCI 290 Physical Science:
Special Topics  (Variable Credit 1-3) (0-3, 0-5)
Prerequisite: None
Designed to satisfy specific needs of students and the community. The following guidelines are to be used in selecting topics: 1) adequate and available materials on special topics and 2) course will increase skills and knowledge of physical science (chemistry, physics, geology, and physical geography.) (1.1) On Demand Proficiency Credit Available Pass/No Credit Available

APS 111 Survey of Physical Science  (4) (3, 2)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score. Math: Grade of C or better in MTH 098, an ACT Math score of 23, or an appropriate placement score.
General course dealing with fundamentals of physical science using lectures, demonstrations and laboratory exercises. Emphasis is on physics and chemistry , and earth science that relate to everyday life and current events/issues. (1.1) Fall, Spring IAI General Education: P9 900L Proficiency Credit Available Pass/No Credit Available

APS 211 Earth Science  (4) (3, 2)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
A general introductory course designed to familiarize students with basic sociological concepts, theories and methods. The course is usually required for Social Science majors and a suggested elective or required course for non-majors. (1.1) Fall, Spring, Summer IAI General Education: S7 900 Proficiency Credit Available Pass/No Credit Not Available

SOCIOLOGY

SOC 100 Principles of Sociology  (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
A general introductory course designed to familiarize students with basic sociological concepts, theories and methods. The course is usually required for Social Science majors and a suggested elective or required course for non-majors. (1.1) Fall, Spring, Summer IAI General Education: S7 900 Proficiency Credit Available Pass/No Credit Not Available

SOC 101 Introduction to Family Violence  (3) (3, 0)
Prerequisite: None
This course will examine the issues of family violence from the various perspectives of children, spouses, and the elderly. The course will focus on the dynamics, signs and symptoms, prevention and possible interventions for each age group. Students will examine physical abuse and neglect, sexual abuse and harassment, emotional abuse and exploitation. (1.1) Spring Proficiency Credit Not Available Pass/No Credit Not Available

NOTE: This course is offered concurrently as FMV 101. The student must decide whether to earn credits in Sociology (SOC) or Human Services (FMV) prior to enrolling.

SOC 201 Social Problems  (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score
Recommended: SOC 100
This course utilizes sociological concepts and methods in the investigation and analysis of major social problems, including methods for alleviating them, such as: alcoholism, crime, drug addiction, mental illness, ethnic prejudice and marital discord. (1.1) Fall IAI General Education: S7 901 Proficiency Credit Available Pass/No Credit Not Available

And elective requirement in the A.A. and A.S. Degrees. APS was formerly SPC.
SOC 209 Racial and Ethnic Relations (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
Study of the ethnic diversity of American society. The course will examine American ethnic groups originating in European and non-European areas but will focus on non-European. Particular attention will be paid to ethnic and racial identity development, racism, ethnocentric biases and attitudes, group interaction, and group interdependence. (1.1) Fall, Spring, Summer
IAI General Education: S7 904D
Proficiency Credit Available
Pass/No Credit Available

SOC 210 Marriage & Family (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score
Recommended: SOC 100
A sociological analysis of the family and its forms and functions. The course analyzes marital practices and family structures in a variety of cultural settings, and may investigate the extent to which societal customs and mores affect the individual's conceptualization of these areas. (1.1) Fall, Spring, Summer

SOC 211 Principles of Social Work & Social Welfare (3) (3, 0)
Prerequisite: SOC 100
Principles of social work; survey of policies, ideologies and acts; role and function of welfare agencies and personnel; sociological analysis of welfare delivery; theories and practices relating to the welfare recipient and the agency; analysis of the clientele and sociological factors relating to the welfare recipient. (1.1) Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

SOC 215 Social Psychology (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score
Other: PSY 100 or consent of instructor
The scientific study of social factors in individual and group behavior. Topics of investigation include the self, social perception, attraction, intimacy, social influence, attitudes, persuasion, altruism, aggression, group structures and group dynamics. (1.1) Fall, Spring
IAI General Education: SB 900
Proficiency Credit Not Available
Pass/No Credit Not Available
NOTE: This course is offered concurrently as PSY 215. The student must decide whether to earn credits in Sociology (SOC) or Psychology (PSY) prior to enrolling.

SOC 219 Honors Seminar in Sociology (1) (1, 0)
Prerequisite: None
Recommended: Honors status
A seminar which complements a particular sociology course designed to provide the opportunity for study of the course material in greater depth, more sophisticated inquiry or methodology and/or more penetrating research. The student must qualify for honors status. Repeatable to two credits. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

SOC 220 Gender Roles and Social Change (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
Other: SOC 100 or consent of instructor
The study of gender roles and inequality in the context of a changing world: examination of the causes, behavioral effects, behavioral prescriptions, as well as forms of change in a variety of social and institutional contexts. (1.1) Spring
IAI General Education: S7 904D
Proficiency Credit Not Available
Pass/No Credit Not Available

SOC 225 Human Sexuality (3) (3, 0)
Prerequisite: Grade of C or better in SOC 100 or PSY 100
Study of social and psychological aspects of human sexuality. Includes sexual development, cultural influences, motivation and emotion, sex-role identification, values, and decision making. (1.1) Fall
Proficiency Credit Not Available
Pass/No Credit Not Available
NOTE: This course is offered concurrently as PSY 225. The student must decide whether to earn credits in Sociology (SOC) or Psychology (PSY) prior to enrolling.

SOC 230 Criminology (3) (3, 0)
Prerequisite: SOC 100
Recommended: SOC 100
Nature of adult and juvenile crime with historic and conventional theories of causation. Interrelationship of punishment to solution and conventional theories of causation. A thorough study is made of the classes of crime, types of criminals, and procedures utilized in rehabilitating criminals. The various measures employed in deterring crime are also an integral part of this course. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available
NOTE: This course is offered concurrently as CRJ 230. The student must decide whether to earn credits in Sociology (SOC) or Criminal Justice (CRJ) prior to enrolling.

SPANISH
FLS 101 Elementary Spanish (4) (4, 0)
Prerequisite: None
Recommended: Designed for students who have had no previous background in Spanish. Includes essentials of grammar, pronunciation, practice in sentence structure, elementary composition and conversation. Emphasis placed on the acquisition of the following skills: listening, speaking, reading and writing. (1.1) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Available

FLS 102 Elementary Spanish (4) (4, 0)
Prerequisite: FLS 101 or 1 year H.S. Spanish or 1 college semester Spanish or placement Continuation of FLS 101 Elementary Spanish. (1.1) Fall, Spring
Proficiency Credit Available
Pass/No Credit Available

FLS 103 Intermediate Spanish (4) (4, 0)
Prerequisite: FLS 102 or 2 years H.S. Spanish or 2 college semesters Spanish or placement
Includes grammar review from FLS 101 and 102. Specifically focuses on more complex grammatical concepts, composition, vocabulary building and practice in conversation. Supplementary intermediate level material may be read in class or as outside assignments. (1.1) Fall, Spring
Proficiency Credit Available
Pass/No Credit Available

FLS 104 Intermediate Spanish (4) (4, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
Other: FLS 103 or 3 years H.S. Spanish or 3 college semesters Spanish or placement
Course begins with brief FLS 103 grammar review. Additional activities focus on studying and applying increasingly complex grammatical
<table>
<thead>
<tr>
<th>Course Description</th>
<th>Prerequisite</th>
<th>Recommended</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLS 101 Conversational Spanish I</td>
<td>(3)</td>
<td>(3, 0)</td>
<td>None</td>
</tr>
<tr>
<td>Prerequisite: FLS 102 or 2 years H.S. Spanish or 2 college semesters Spanish or placement</td>
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<tr>
<td>Recommended: Concurrent enrollment in FLS 103 or higher</td>
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Strictly a conversational course that allows students to apply principles learned in FLS 101 and 102. Students develop confidence in speaking as they interact with each other and with instructor in Spanish. Guidance is provided for topics of discussion, appropriate vocabulary and structure, but explanations, when necessary, are kept to a minimum. This course is a booster for the basic language skills. NOTE: This course is not a substitute for FLS 103 and 104 which are required for Foreign Language majors.

<table>
<thead>
<tr>
<th>FLS 120 Conversational Spanish II</th>
<th>(3)</th>
<th>(3, 0)</th>
<th>None</th>
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</thead>
<tbody>
<tr>
<td>Prerequisite: FLS 103 or 3 years H.S. Spanish or 3 college semesters Spanish or placement</td>
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<tr>
<td>Recommended: Concurrent enrollment in FLS 104 or higher</td>
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Students aim at becoming more fluent speakers, as all conversations in class will be in Spanish. Specifically assigned discussion topics focus on expanding vocabulary use and gaining confidence in the application of grammatical principles. NOTE: This course is not a substitute for FLS 103 and 104, which Foreign Language majors must take to complete requirements.

<table>
<thead>
<tr>
<th>FLS 131 Spanish for Medical Personnel I</th>
<th>(3)</th>
<th>(3, 0)</th>
<th>None</th>
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<tbody>
<tr>
<td>Prerequisite: Students interested in additional general grammar instruction may concurrently enroll in FLS 101 or higher.</td>
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<tr>
<td>Recommended: Students interested in additional general grammar instruction may concurrently enroll in FLS 102 or higher.</td>
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Continuation of Spanish for Medical Personnel I, with emphasis on more advanced speaking and writing communication skills. (1.1) Spring, On Demand. Proficiency Credit Not Available. Pass/No Credit Available.

<table>
<thead>
<tr>
<th>FLS 142 Spanish for Teachers II</th>
<th>(3)</th>
<th>(3, 0)</th>
<th>None</th>
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<tbody>
<tr>
<td>Prerequisite: FLS 141</td>
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<tr>
<td>Recommended: Students interested in additional general grammar instruction may concurrently enroll in FLS 101 or higher.</td>
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</table>

Teaches the basic Spanish communication skills and grammar necessary to provide instruction to monolingual and bilingual Hispanic students and to carry out other protocols in a variety of educational settings. Discussions cover cultural issues pertinent to the relationships between non-Hispanic teachers, administrators and other school personnel and Hispanic students, parents and community members. (1.1) Fall, On Demand. Proficiency Credit Not Available. Pass/No Credit Available.

<table>
<thead>
<tr>
<th>FLS 141 Spanish for Teachers I</th>
<th>(3)</th>
<th>(3, 0)</th>
<th>None</th>
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<tbody>
<tr>
<td>Prerequisite: FLS 142</td>
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</table>

Continuation of FLS 201, Spanish Conversation and Composition, with emphasis on compositions based on literary works of Latin American authors, current newspapers and periodicals. (1.1) On Demand. Proficiency Credit Not Available. Pass/No Credit Available.

<table>
<thead>
<tr>
<th>FLS 152 Spanish for Spanish Speakers II</th>
<th>(4)</th>
<th>(4, 0)</th>
<th>None</th>
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</thead>
<tbody>
<tr>
<td>Prerequisite: FLS 151</td>
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<tr>
<td>Recommended: Students interested in additional conversation and composition instruction may concurrently enroll in FLS 201 or higher.</td>
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</tbody>
</table>

Continuation of Spanish for Spanish Speakers I, with emphasis on more advanced writing communication skills. (1.1) Spring, On Demand. Proficiency Credit Not Available. Pass/No Credit Available.

<table>
<thead>
<tr>
<th>FLS 151 Spanish for Spanish Speakers I</th>
<th>(4)</th>
<th>(4, 0)</th>
<th>None</th>
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</thead>
<tbody>
<tr>
<td>Prerequisite: FLS 152</td>
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</tbody>
</table>

Continuation of FLS 201, Spanish Conversation and Composition, with emphasis on compositions based on literary works of Latin American authors, current newspapers and periodicals. (1.1) On Demand. Proficiency Credit Not Available. Pass/No Credit Available.

<table>
<thead>
<tr>
<th>FLS 202 Advanced Spanish Composition &amp; Conversation</th>
<th>(3)</th>
<th>(3, 0)</th>
<th>None</th>
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<tbody>
<tr>
<td>Prerequisite: FLS 201 or 5 college semesters Spanish or placement</td>
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</tbody>
</table>

Continuation of FLS 201, Spanish Conversation and Composition, with emphasis on compositions based on literary works of Latin American authors, current newspapers and periodicals. (1.1) On Demand. Proficiency Credit Not Available. Pass/No Credit Available.

<table>
<thead>
<tr>
<th>FLS 180 Advanced Public Speaking</th>
<th>(3)</th>
<th>(3, 0)</th>
<th>None</th>
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<tbody>
<tr>
<td>Prerequisite: FLS 104 or FLS 201 or FLS 202 or concurrent enrollment in FLS 120 or FLS 201 or FLS 202 or consent of instructor</td>
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</table>

This course deals with a particular topic of interest from the Spanish and Latin American culture and civilization in Spain, Latin America and the United States. It will study and discuss representative works from a literary movement, a period, a country or geographical zone, a particular genre, author(s), and others. The goal is to increase the student's understanding and appreciation of the particular topic. This class will be conducted completely in Spanish. Course is repeatable to 12 credits. (1.1) Spring, On Demand. Proficiency Credit Not Available. Pass/No Credit Available.

<table>
<thead>
<tr>
<th>SPH 101 Fundamentals of Speech</th>
<th>(3)</th>
<th>(3, 0)</th>
<th>None</th>
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<tbody>
<tr>
<td>Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENGL 098, an ACT English score of 20, or an appropriate placement score.</td>
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</table>

Introductory public speaking course designed to develop research, delivery and organization skills. Particular attention is focused on finding, structuring and supporting ideas, as well as on
increasing confidence and poise in a variety of speaking situations. (1.1) Fall, Spring, Summer
IAI General Education: C2 900
Proficiency Credit Available
Pass/No Credit Available

SPH 102 Public Speaking (3) (3, 0)
Prerequisite: SPH 101
Advanced public speaking course. Theory and practice focuses on possible approaches to
the preparation and delivery of informative and persuasive speeches. Sources of material,
organizational patterns, persuasive strategies related to audience analysis, and the various
methods of presentation are examined. (1.1) On Demand
Proficiency Credit Available
Pass/No Credit Available

SPH 103 Group Discussion (3) (3, 0)
Prerequisite: None
Problem solving and information finding
group discussions, focusing on the diverse
group leadership styles and member roles.
Theory addresses group purposes, organization
of materials and the use of reasoning and
evidence. (1.1) On Demand
IAI Major: SPC920
Proficiency Credit Not Available
Pass/No Credit Available

SPH 106 Introduction to Film Appreciation (3) (3, 0)
Prerequisite: Reading: Grade of C or better
in RDG 091, an ACT Reading score of 18 or
above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an
ACT English score of 20, or an appropriate
placement score.
History, methods and social implications of film
as an art form. Special emphasis on evaluation
and criticism of films. (1.1) Fall
IAI General Education: HF 908
Proficiency Credit Available
Pass/No Credit Available

SPH 110 Interpersonal Communication (3) (3, 0)
Prerequisite: None
Course presents principles and theories
of interpersonal communication; studies
communication barriers and breakdowns;
focuses on self-concept and conflict
management; addresses effectiveness in social
and professional situations. (1.1) Fall, Spring
IAI Major: SPC921
Proficiency Credit Not Available
Pass/No Credit Available

SPH 112 Special Topics in Speech (Variable Credit 1-3) (1-3, 0)
Prerequisite: None
A course designed to meet varied needs
expressed by students and community groups
for developing knowledge and skills in
methods, types and practical applications of
oral communication. Course is repeatable
to twelve credits. (1.1) On Demand
Proficiency Credit Available
Pass/No Credit Available

SPH 120 Oral Interpretation of Literature (3) (3, 0)
Prerequisite: None
Designed to improve the performance of
oral reading for personal enjoyment and
professional advancement. Special emphasis
on the acquisition of skills aimed at increasing
audience reaction and feedback. Focuses on
the analysis and presentation of a variety of
literature, essays and speeches. (1.1) Fall, Spring
IAI Major: SPC915, TA916
Proficiency Credit Available
Pass/No Credit Available

SPH 130 Business & Professional Speaking (3) (3, 0)
Prerequisite: None
Effective professional communication will be
accomplished through skills development.
Skills needed for effective communication
will be identified. Methods for developing
and improving skills will be applied. Areas
of concentration will be small group
communication, interviewing, person-to-group
speaking and interpersonal communication.
(1.1) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Available

SPH 215 Intercultural Communication (3) (3, 0)
Prerequisite: None
Course presents principles and theories of
intercultural communication. Examines how
culture influences the communication process.
Review major theories of multi-/intercultural
communication, the universal human processes
that contribute to cultural differences, and the
practical approaches to communicating more
effectively with persons from other cultures.
(1.1) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

SPH 216 Argumentation (3) (3, 0)
Prerequisite: SPH 101
Introduces the student to theories or
argumentation with emphasis on the nature of
argument, proofs and evidence, constructing
arguments, attack and defense of arguments,
fallacies of arguments and the use of logical
and persuasive reasoning. Students are
expected to design and orally defend and attack
argumentative messages. (1.1) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

SPH 230 Interviewing (3) (3, 0)
Prerequisite: SPH 101
This course will supply students with practical
and theoretical interviewing experience to be
a successful interviewer and interviewee. This
course will examine various types of interviews
(informative, persuasive, employment related,
etc.). Through this course, students will not
only learn the skills of “how to” be an effective
interviewer/interviewee, but also learn why these skills
are important. (1.1) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

SPH 252 Surgical Technology III (14.5) (6, 25.5)
Prerequisite: Admission to the surgical
technology program, high school diploma or
equivalent, and a minimum of a C grade in
each of BIO 240 and HPE 112 or concurrent
enrollment in BIO 240 and HPE 112.
This course introduces the student to the role,
necessary skills, and working environment of
the surgical technologist. Beginning principles
of microbiology are explored as they relate
to the infectious process, and the practice
of aseptic technique. Pharmacologic and
anesthetic agents are also studied. (1.2) Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

SPH 253 Surgical Technology IV (14.5) (6, 25.5)
Prerequisite: Admission to the surgical
technology program, high school diploma or
equivalent, and a minimum of a C grade in
each of BIO 240 and HPE 112 or concurrent
enrollment in BIO 240 and HPE 112.
This course introduces the student to the role,
necessary skills, and working environment of
the surgical technologist. Beginning principles
of microbiology are explored as they relate
to the infectious process, and the practice
of aseptic technique. Pharmacologic and
anesthetic agents are also studied. (1.2) Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

All SGT courses numbered 100 and above may
be applied to the major field and elective
requirement in the Associate in Arts and
Associate in Science Degrees.

SUBSTANCE ABUSE COUNSELING
(See Human Services)

SUPERVISORY & ADMINISTRATIVE MANAGEMENT
(See Management)

SURGICAL TECHNOLOGY

IAI General Education: S7 9020
Proficiency Credit Not Available
Pass/No Credit Not Available
Course Descriptions

TECHNOLOGY, GENERAL CORE

All GET courses numbered 100 and above may be applied to the major field and elective requirement in the Associate in Arts and Associate in Science Degrees.

The following courses are applicable to more than one technical area. Consult the Career & Technical Education Curricula section for individual program requirements.

GET 107 Technical Graphics (3) (3, 0)
Prerequisite: None
Directed toward reading and understanding technical drawings used in industry. Includes interpretation of the basic theory of the orthographic projection, standard component definitions, and assembly views. Introduction to abbreviations, symbols, and manufacturing terminology used in prints, interpretation of specifications, and component construction. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

GET 114 Electrical Controls (3) (2, 2)
Prerequisite: None
A study of the basic theories used in electrical control systems. Topics included are: component identification, schematic diagrams, Ohm’s Law, Kirchhoff’s Law, series and parallel circuits, power, magnetism, switches, relays, alternating current fundamentals, transformers, basic motor and generator principles. Introduction to common solid state control devices will be presented. The course includes the use of instruments for making various types of electrical measurements. Troubleshooting techniques will be stressed. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

GET 118 Hydraulics & Pneumatics (5) (4, 2)
Prerequisite: High school algebra or MTH 096 or consent of instructor
Introduction to elementary laws of physics that underlie hydraulic and pneumatic systems. Emphasis on the fundamentals that make up such systems. Laboratory exercises help the student develop a working knowledge of hydraulic and pneumatic mechanisms and systems. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

GET 119 Introduction to Industrial Robots (4) (2, 4)
Prerequisite: None
A course designed to provide the student with theoretical and practical experience using an industrial grade robot. Theory will include safety in the robotic environment, principles of robotic operation, robot task description and elements of programming. The relationship of the Cartesian Coordinate system of measurement to the operation of an industrial robot will be covered. The student will understand the principles of compound and tool transformations and perform these operations. The student will communicate with the robot control system through keyboard and teach pendant. The student will gain experience in robot control program storage, retrieval and editing. (1.2) Fall
Proficiency Credit Available
Pass/No Credit Not Available

GET 217 Industrial Manufacturing Processes & Materials (3) (3, 0)
Prerequisite: None
An understanding of modern manufacturing processes and materials is of vital importance to ensure products are designed for economical production. This course provides an understanding of the principles, practices, and materials in manufacturing, what they can or cannot do, how they can be utilized most effectively, and the economics of the various processes and materials. The major divisions of this course include specific attention to each of the main classes of processes and the materials relating to them. The principles of economics are stressed repeatedly with each topic studied. (1.2) Fall, Spring
IAI Major: MTM913
Proficiency Credit Available
Pass/No Credit Not Available

THEATRE

THE 100, 122 and 124 fulfill the fine arts requirement in the Associate in Arts, Associate in Science, and Associate in Engineering Science Degrees.

THE 100 and 122 may be used to fulfill the liberal education requirement in the Associate of Applied Science Degree.

All THE courses numbered 100 and above may also be applied to the major field and elective requirement in the A.A. and A.S. Degrees.

THE 100 Theatre Appreciation (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score
An introduction to theatre as a performing art. Students study the audience, actor, critic, director, designer, and playwright through critical, social, and historical perspectives as they read plays and view both video and live performances. Note special topics sections which focus on Chicago theatre or offer short-term travel courses to New York, Canada, Greece, London, and other international theatre centers. Course is repeatable to 12 credits; only three credits may apply toward a degree or certificate. (1.1) Fall, Spring, Summer
IAI General Education: F1 907
Proficiency Credit Available
Pass/No Credit Not Available

THE 110 Drama Performance Ensemble I (Variable Credit 1-3) (0, 3-9)
Prerequisite: Completion of successful audition or consent of instructor
This course is open to all who audition and are cast in ECC’s fall or spring production. Students learn such skills as script analysis, acting, voice, and movement technique, as required. Repeatable three times up to 12 credits. (1.1) Fall, Spring
IAI Major: TA918
Proficiency Credit Not Available
Pass/No Credit Available

THE 122 Intro-Theatre History & Literature (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score
An introduction to the history, literature and collaborative art of theatre from ritual beginnings to contemporary dramatic literature. Students survey the history of Western and non-Western theatre, read and analyze representative plays from major periods of drama, and view video and live performances. (1.1) Spring
IAI General Education: F1 908
Proficiency Credit Available
Pass/No Credit Not Available

THE 124 American Drama (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score
Examines the history and diversity of theatre literature in the United States. Plays studied include American classics as well as neglected voices from African, Asian, and Hispanic American, feminist, political, gay, and lesbian theatre. (1.1) Spring
IAI General Education: F1 909D
Proficiency Credit Not Available
Pass/No Credit Not Available

THE 132 Acting I (3) (3, 0)
Prerequisite: None
Basic principles of the actor’s craft are explored, including skills in acting, movement, voice, improvisation, character analysis, and monologue study. (1.1) Fall, Spring
IAI Major: TA914
Proficiency Credit Available
Pass/No Credit Available

THE 134 Improvisation for the Theatre (3) (3, 0)
Prerequisite: None
Improvization technique helps actors think on their feet and improves communication, concentration, timing, and teamwork. Course is repeatable to 12 credits; only three credits may apply toward a degree or certificate. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available
THE 136 Acting II (3) (3, 0)
Prerequisite: None
This course strengthens the actor’s craft by emphasizing text analysis, character development, psychophysical actions, and powerful objectives through rehearsal and performance of selected scenes. Requires strong memorization skills and outside rehearsal time. Course is repeatable to 12 credits; only three credits may apply toward a degree or certificate. (1.1) Spring.
Proficiency Credit Not Available
Pass/No Credit Not Available

THE 142 Movement for the Stage (3) (3, 0)
Prerequisite: None
Explores a variety of movement skills including neutral and character mask, mime, Laban technique, yoga as well as centering and energy practices from the martial arts of aikido and t’ai chi. These skills are then applied to acting and character study. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

THE 144 Voice and Speech for the Stage (3) (3, 0)
Prerequisite: None
Use of voice and movement to interpret and perform literature, such as essays, letters, novels, poetry, and short stories, with an emphasis on the use of voice and movement to interpret and communicate the work to an audience. Course is repeatable to 12 credits; only three credits may apply toward a degree or certificate. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

THE 150 Theatre Dance (3) (3, 0)
Prerequisite: None
Training and practice in theatre dance technique used in the American musical theatre. Dance styles include basic ballet, jazz, tap, and ballroom. Course is repeatable up to 12 credits; only three credits may apply toward a degree or certificate. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

THE 160 Introduction to Theatre Technology (3) (2, 3)
Prerequisite: None
The fundamentals of technical theatre are taught with hands-on applications to theatrical design, stagewear, set construction, stage lighting, and production. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

THE 162 Technical Theatre Practicum (3) (1, 10)
Prerequisite: THE 160
Focused on practical work experience, students perform vital technical roles on theatrical productions under faculty and staff supervision. Course is repeatable to 12 credits; only three credits may apply toward a degree or certificate. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

THE 164 Lighting Design and Technology (3) (2, 3)
Prerequisite: THE 160
Hands-on approach to the fundamentals of theatrical lighting. This course is project-oriented, focusing on design, equipment, technology, and practical applications. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

THE 168 Stage Makeup (3) (2, 3)
Prerequisite: THE 160
Investigates a range of make-up styles as well as the design and practical application of stage make-up. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

THE 170 Stage Management (3) (2.5, 1)
Prerequisite: THE 160
Concentrates on skills needed by today's stage managers—organizational skills, leadership, time management, and professionalism in the theatrical world. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

THE 201 Literature Performance Ensemble (3) (3, 0)
Prerequisite: Completion of successful audition or consent of instructor
Students will study, adapt and perform literature, such as essays, letters, novels, poetry, and short stories, with an emphasis on the use of voice and movement to interpret and communicate the work to an audience. Course is repeatable up to 12 credits; only three credits may apply toward a degree or certificate. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

THE 210 Stage Combat I (3) (3, 0)
Prerequisite: None
Focuses on unarmed combat including falls, throws, and sparring techniques from judo, karate, Aikido, wrestling, boxing, and barroom brawling. Taken in sequence with THE 242- Stage Combat II, students will have the opportunity to take the Society of American Fight Directors Actor/Combatant exam. (1.1) Fall
Proficiency Credit Not Available
Pass/No Credit Not Available

THE 211 Internship in Theatre (1) (0, 5)
Prerequisite: None
Offers credit for work experience with professional theatre organizations in technical theatre, administration, design, or performance. Course is repeatable up to four credits; only one credit may apply toward a degree or certificate. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

THE 212 Internship in Theatre (2) (0, 10)
Prerequisite: None
Focuses on unarmed combat including Falls, throws, and sparring techniques from judo, karate, Aikido, wrestling, boxing, and barroom brawling. Taken in sequence with THE 242- Stage Combat II, students will have the opportunity to take the Society of American Fight Directors Actor/Combatant exam. Course is repeatable up to 12 credits; only three credits may apply toward a degree or certificate. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

THE 232 Internship in Theatre (3) (0, 15)
Prerequisite: None
Offers credit for work experience with professional theatre organizations in technical theatre, administration, design, or performance. Course is repeatable up to 12 credits; only three credits may apply toward a degree or certificate. (1.1) Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

THE 234 Special Topics: Theatre (1) (1, 0)
Prerequisite: None
Offers an opportunity to study specialized topics in theatre history, literature, production or performance. Can be focused on a particular research subject, author, genre, style, technique or historical period. Course is repeatable up to four credits. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

THE 235 Special Topics: Theatre (2) (2, 0)
Prerequisite: None
Offers an opportunity to study specialized topics in theatre history, literature, production or performance. Can be focused on a particular research subject, author, genre, style, technique or historical period. Course is repeatable up to eight credits. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

THE 236 Special Topics: Theatre (3) (3, 0)
Prerequisite: None
Offers an opportunity to study specialized topics in theatre history, literature, production, or performance. Can be focused on a particular research subject, author, genre, style, technique, or historical period. Course is repeatable up to 12 credits. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

THE 241 Stage Combat I (3) (3, 0)
Prerequisite: None
Focuses on unarmed combat including falls, throws, and sparring techniques from judo, karate, Aikido, wrestling, boxing, and barroom brawling. Taken in sequence with THE 242- Stage Combat II, students will have the opportunity to take the Society of American Fight Directors Actor/Combatant exam. (1.1) Fall
Proficiency Credit Not Available
Pass/No Credit Not Available

THE 242 Stage Combat II (3) (3, 0)
Prerequisite: None
Focuses on Medieval and Renaissance weapons such as quarterstaff, broadsword and rapier and dagger used in Shakespeare and other period plays. Taken in sequence with THE 241- Stage Combat I, students will have the opportunity to take the Society of American Fight Directors Actor/Combatant exam. Course is repeatable up to 12 credits; only three credits may apply toward a degree or certificate. (1.1) Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

THERMOPLASTICS INJECTION MOLDING
(See Industrial Manufacturing Technology)
Course Descriptions

TOOL & DIE MAKING
(See Industrial Manufacturing Technology)

TRANSCRIPTION
(See Office Administration Technology)

TRANSMISSION & DRIVETRAIN SPECIALIST
(See Automotive)

TRUCK DRIVING
All BRG courses numbered 100 and above may be applied to the major field and elective requirement in the Associate in Arts and Associate in Science Degrees.

Completion of BRG 101, BRG 201 and BRG 202 will prepare the student to take the necessary exams to obtain a license to operate a tractor trailer.

BRG 101 Truck Driving I  (6) (6, 0)
Prerequisite: Consent of instructor
This course will include vehicle systems, D.O.T. rules and regulations, logs, and all legal topics of interest to trucking and transportation. Additional topics include defensive driving, cargo handling, hazardous materials, (1.2) Fall, Spring, Summer Proficiency Credit Not Available
Pass/No Credit Not Available

BRG 201 Truck Driving II  (6) (2, 12)
Prerequisite: BRG 101
This course covers the yard and on-the-road aspects of tractor trailer driving. Students will receive extensive hands-on-experience in backing, parking, start up, and preventive maintenance. There will be actual on-the-road driving by students. (1.2) Fall, Spring, Summer Proficiency Credit Not Available
Pass/No Credit Not Available

BRG 202 Truck Driving III  (4) (4, 0)
Prerequisite: Consent of instructor
This course is an extension of BRG 101 and BRG 201 with further study of the topics and skills covered in those two courses. Also included will be additional information on maintenance, communications, costs, dispatching, and operations. (1.2) Fall, Spring, Summer Proficiency Credit Not Available
Pass/No Credit Not Available

TUTORING
(See Developmental Studies)

TYPING
(See Office Administration Technology)

VISUAL COMMUNICATIONS
(See Graphic Design)

WEB DESIGN
(See Graphic Design)

WEB TECHNICIAN
(See Computer and Information Sciences)

WELDING
All WEL courses numbered 100 and above may be applied to the major field and elective requirement in the Associate in Arts and Associate in Science Degrees.

All repeatable WEL courses can be counted only once toward GPA and graduation.

WEL 101 Welding I  (2) (1, 2)
Prerequisite: None
Basic concepts of oxy-acetylene welding and electric welding for beginners. Includes arc welding and gas welding, brazing and cutting in the flat position. (1.2) Fall, Spring, Summer Proficiency Credit Available
Pass/No Credit Available

WEL 102 Welding II  (4) (2, 4)
Prerequisite: WEL 101 or concurrent enrollment in WEL 101 or consent of instructor
Advanced techniques and skill improvement in oxy-acetylene welding and arc welding. The lab experiences in basic MIG and TIG (Heliarc) welding will be provided. An introduction to welding test will be included. (1.2) Fall, Spring Proficiency Credit Available
Pass/No Credit Not Available

WEL 111 Welding Safety  (3) (3, 0)
Prerequisite: None
The student will become aware of the importance of developing a safe work attitude as it applies to the welding industry. Safe handling of various gases, welding equipment and related tools will be covered. Emphasis will be on creating and maintaining a safe welding environment. (1.2) On Demand Proficiency Credit Available
Pass/No Credit Available

WEL 112 Applied Welding Theory  (3) (2, 2)
Prerequisite: WEL 102
A course which will provide both lab and classroom experiences to cover the basic theory of all major welding processes. Processes covered include: Shielded metal arc welding; gas metal arc welding; gas tungsten arc welding; flux cored arc welding; submerged arc welding; plasma arc welding and oxy-acetylene welding. (1.2) Spring/every odd year IAI Major: MTM936 Proficiency Credit Available
Pass/No Credit Not Available

WEL 113 Welding Power Sources & Setup  (3) (2, 2)
Prerequisite: WEL 102
Designed to familiarize the student with the differences between various types of welding power sources. The student will learn through lab experiences proper set-up and maintenance, troubleshooting procedures, and minor repair techniques. (1.2) Spring/every odd year Proficiency Credit Not Available
Pass/No Credit Not Available

WEL 120 Blueprint Reading for Welders  (2) (1, 2)
Prerequisite: None
Prepares the student to interpret drawings as applied in the welding trade and to become familiar with welding symbols and their significance. (1.2) Fall/every even year Proficiency Credit Available
Pass/No Credit Available

WEL 208 Welding III  (4) (2, 4)
Prerequisite: WEL 102
The student will perform weld using mild steel in all positions and will include arc, gas tungsten arc (TIG), submerged arc welding (SAW), and gas metal arc (MIG) processes. The student will become comfortable in the operation of plasma arc cutting. Emphasis will be on development of a degree of skill necessary to pass welder qualification tests in all positions. (1.2) Fall, Spring Proficiency Credit Available
Pass/No Credit Not Available

WEL 210 Welding IV  (4) (2, 4)
Prerequisite: WEL 120 and 208 or consent of instructor
Students will construct welding projects employing arc, oxy-acetylene, gas metal arc (MIG), gas tungsten arc (TIG), or any combination of these welding processes using a welding blueprint as a guide. (1.2) Fall, Spring Proficiency Credit Available
Pass/No Credit Available

WEL 211 TIG Welding Techniques  (4) (2, 4)
Prerequisite: WEL 101 or consent of instructor
This course is for students who need to develop skills in gas tungsten arc welding (TIG). The student will select appropriate machine settings. All position welds on hot and cold rolled and galvanized mild steel, stainless steel, and aluminum and cast iron will be produced. Process variations include standard and pulse mode operation. (1.2) Spring Proficiency Credit Available
Pass/No Credit Not Available

WEL 212 MIG Welding Techniques  (4) (2, 4)
Prerequisite: WEL 101 or consent of instructor
This course is for students who need to develop skills in gas metal arc welding (MIG). The student will set up welding equipment and produce welds in all positions. Process variations to be used include short circuit and spray transfer with solid wire, flux cored (inner shield and dual shield) and submerged arc welding. Metals to be welded include mild steel, stainless steel, and aluminum. (1.2) Spring Proficiency Credit Available
Pass/No Credit Not Available
WEL 214 Cutting Processes (2) (1, 2)
Prerequisite: None
This is a skill building course which will allow the student an opportunity to gain proficiency in all major industrial arc and oxy-fuel cutting processes-manual, semi-automatic and automatic. Processes include Plasma Arc, Air Carbon Arc, Shielded Metal Arc, Exothermic, and Oxy-Fuel Cutting. The student will also learn to operate an optical tracer and CNC controls. (1.2) Spring
Proficiency Credit Available
Pass/No Credit Not Available

WEL 215 Advanced Welding Techniques (4) (2, 4)
Prerequisite: WEL 102
This is a skill development course designed to help the student produce quality welds on cast iron, aluminum, medium carbon steel, and other metals requiring special weld treatment. Other weld troubleshooting techniques will be covered starting with precise metal identification, locating and eliminating cracks, visual inspection, and proper pre-and post-weld treatment. (1.2) Fall
Proficiency Credit Available
Pass/No Credit Not Available

WEL 218 Arc Welder Qualification (2) (1, 2)
Prerequisite: WEL 102 or one year experience in the process in arc welding
Welder certification is required by an increasing number of area employers. The purpose of this class is to help the student attain arc welder certification. Students must pass two guided bend tests to receive certification. This certification will meet the requirements of AWS D1.1 Structural Welding Code (limited thickness) and the needs of many area manufacturers. However, some employers may require additional or re-certification. Repeatable to eight credits. (1.2) On Demand
Proficiency Credit Available
Pass/No Credit Available

WEL 220 MIG Welder Qualification (2) (1, 2)
Prerequisite: WEL 102 or one year experience in MIG welding
Welder certification is required by an increasing number of area employers. The purpose of this class is to help the student attain MIG welder certification. Students must pass two guided bend tests to receive certification. This certification will meet the requirements of AWS D1.1 Structural Welding Code (limited thickness) and the needs of many area manufacturers. However, some employers may require additional or re-certification. Repeatable to eight credits. (1.2) On Demand
Proficiency Credit Available
Pass/No Credit Available

WEL 221 Advanced Blueprint Reading for Welders (2) (1, 2)
Prerequisite: WEL 120
This course is designed to aid the student in becoming proficient in reading more complex welding blueprints. Emphasis will be on developing the ability to transfer the two-dimensional print to the actual three-dimensional object. The student will gain experience in related mathematical calculations. Students will learn spreadsheet manipulation by working up a job quote. (1.2) Fall/every odd year
Proficiency Credit Available
Pass/No Credit Not Available

WEL 234 Special Topics in Welding (1) (.5, 1)
Prerequisite: None
Designed to satisfy specific needs or interests of students and the community. The following guidelines are to be used in selecting topics: 1) adequate and available material on specific topic; 2) comprehensive outlines for each topic; and, 3) course should be designed to increase skill and knowledge in field of welding. Course is repeatable to four credits. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

WEL 235 Special Topics in Welding (2) (1, 2)
Prerequisite: None
Designed to satisfy specific needs or interests of students and the community. The following guidelines are to be used in selecting topics: 1) adequate and available material on specific topic; 2) comprehensive outlines for each topic; and, 3) course should be designed to increase skill and knowledge in field of welding. Course is repeatable to eight credits. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

WEL 236 Special Topics in Welding (3) (1, 4)
Prerequisite: None
Designed to satisfy specific needs or interests of students and the community. The following guidelines are to be used in selecting topics: 1) adequate and available material on specific topic; 2) comprehensive outlines for each topic; and, 3) course should be designed to increase skill and knowledge in field of welding. Course is repeatable to 12 credits. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

WORD PROCESSING
(See Office Administration Technology)
These courses make it possible for students with skill deficiencies to prepare for regular college level courses before or in conjunction with enrollment in regular college courses. Developmental studies courses are distinguished from other courses by prefix codes numbered below 100 and are sequenced according to their level of difficulty. They are not intended for transfer and cannot be used to fulfill the requirements of any associate degree.

**ENG 094 Fundamentals of English** (3) (3, 0)  
**Prerequisite:** Placement test  
Open to the student desiring remedial assistance in the fundamentals of grammar usage and vocabulary. Through the use of programmed textbooks, students will receive a substantial amount of individual attention. Course is repeatable to 12 credits. (1.4) On Demand  
Proficiency Credit Not Available  
Pass/No Credit Not Available

**ENG 097 Communication Skills** (3) (3, 0)  
**Prerequisite:** Grade of C or better in ENG 094 or placement test  
First semester of a two-semester program of study in composition, developmental reading and English fundamentals. Course is repeatable to 12 credits. (1.4) Fall, Spring, Summer  
Proficiency Credit Not Available  
Pass/No Credit Not Available

**ENG 098 Developmental Composition** (3) (3, 0)  
**Prerequisite:** Grade of C or better in ENG 097 or placement test  
English 098 continues the development of pre-college level writing skills through a program of study in composition and English fundamental. It prepares the student to handle writing assignments in career and transfer level courses, including English 101. Course is repeatable to 12 credits. (1.4) Fall, Spring, Summer  
Proficiency Credit Not Available  
Pass/No Credit Not Available

**MTH 090 Pre-Algebra** (3) (3, 0)  
**Prerequisite:** None  
This course is designed as a refresher of the basic operations of arithmetic and an introduction to algebra. The emphasis is on operations with fractions, decimals, percents, and signed numbers. It is intended for the student who needs a review of arithmetic and prealgebra skills. This course precedes technical math or beginning algebra. Course is repeatable to 9 credits. (1.4) Fall, Spring, Summer  
Proficiency Credit Not Available  
Pass/No Credit Not Available

**MTH 092 Basic Algebra Review** (1) (1, 0)  
**Prerequisite:** Grade of C or better in one year high school algebra  
A refresher course in basic algebra. Topics to be covered include the real number system, first degree equations and inequalities, factoring, rational expressions, exponent, polynomials and graphing. (1.4) Summer  
Proficiency Credit Not Available  
Pass/No Credit Not Available

**MTH 094 Intermediate Algebra Review** (1) (1, 0)  
**Prerequisite:** Grade of C or better in two years high school algebra  
A refresher course in intermediate algebra. Topics to be covered include algebraic expressions, first and second degree equations, inequalities, factoring, rational expressions, exponents and polynomials, radicals, graphing and systems of linear equations. (1.4) Summer  
Proficiency Credit Not Available  
Pass/No Credit Available

**MTH 096 Basic Algebra** (4) (4, 0)  
**Prerequisite:** Grade of C or better in MTH 090 or appropriate placement test score  
This course is designed to be a first course in algebra. Although emphasis is placed on techniques and manipulations, problem-solving and logical reasoning are main threads throughout the course. The course content includes: operations and properties of real numbers, graphing and solving linear equations and inequalities and their applications, systems of linear equations, factoring techniques and solving quadratic equations by factoring, and operations with polynomials and elementary rational expressions. (1.4) Fall, Spring, Summer  
Proficiency Credit Not Available  
Pass/No Credit Not Available

**MTH 097 Plane Geometry** (3) (3, 0)  
**Prerequisite:** Grade of C or better in MTH 096 or appropriate placement test score  
One-semester course in plane geometry designed to prepare the student for further work in mathematics and many math-related fields. The subject is developed in the context of a logical system with constructions and numerical problems introduced whenever appropriate. Geometrical theorems are discussed with regard to their meaning and applicability. (1.4) On Demand  
Proficiency Credit Not Available  
Pass/No Credit Not Available

**MTH 098 Intermediate Algebra** (4) (4, 0)  
**Prerequisite:** Grade of C or better in MTH 096 or appropriate placement test score  
This course is designed to be a second course in algebra. Although emphasis is placed on techniques and manipulations, problem-solving and logical reasoning are main threads throughout the course. The course content includes: solving linear equations and inequalities, absolute value equations and inequalities and quadratic equations, graphing linear and non-linear equations, an introduction to functions, writing equations of lines, operations with polynomials, factoring polynomials, solving systems of linear equations in two variables, operations involving rational expressions and solving rational equations, simplification and operations with radical expressions, solving radical equations, and an introduction to complex numbers. (1.4) Fall, Spring, Summer  
Proficiency Credit Not Available  
Pass/No Credit Not Available

**RDG 085 Reading** (3) (3, 0)  
**Prerequisite:** COMPASS reading assessment score of 30 or below  
First semester of a three-semester sequence to improve reading ability through reading, writing, and discussion. Emphasis is on developing reading comprehension strategies, develop vocabulary, and apply word-recognition skills. Students will apply what they learn through class discussions and written responses. Repeatable to nine credits (1.4) On Demand  
Proficiency Credit Not Available  
Pass/No Credit Not Available

**RDG 090 Reading Comprehension Strategies** (3) (3, 0)  
**Prerequisite:** COMPASS reading assessment score of 31 - 60 or C or better in RDG 085  
Second semester of a three-semester sequence to improve reading ability through reading, writing, and discussion. Emphasis is on developing reading comprehension strategies. Students will read selections from various sources, both fiction and non-fiction, in order to develop vocabulary and apply word-recognition and comprehension strategies. Students will respond to what they read through class discussions and written summaries. Repeatable to 12 credits (1.4) Fall, Spring, Summer  
Proficiency Credit Not Available  
Pass/No Credit Not Available

**RDG 091 Thinking Skills for Textbook Reading** (3) (3, 0)  
**Prerequisite:** On placement test, a grade of C or better in RDG 090 or consent of instructor  
RDG 091 is the third of the three developmental level reading courses to improve reading ability. The course uses reading, writing, and discussion to improve reading skills. Emphasis is on improving comprehension of college textbooks by developing contextual vocabulary skills, recognizing and using textbook paragraph patterns, and learning basic study strategies that will increase comprehension. Repeatable to 12 credits (1.4) Fall, Spring, Summer  
Proficiency Credit Not Available  
Pass/No Credit Not Available

**SPH 099 Speech Improvement** (2) (2, 0)  
**Prerequisite:** None  
Course designed for ESL students, students with articulation problems, or any student with a problem in oral communication. Offers practice in speech to lessen anxiety before an audience and to improve diction, articulation, intonation, voice projection and modulation, and pronunciation. (1.4) Fall, Spring, On Demand  
Proficiency Credit Not Available  
Pass/No Credit Not Available
ADULT BASIC EDUCATION

These classes are pre-college level courses designed for adults at less than a 9th grade reading level who want to improve basic skills in reading, math, writing, or computers. All classes are offered free of charge to eligible students. Classes, placement testing, and registration take place at Fountain Square Campus. These courses are not applicable toward any Associate Degree or Vocational Certificate.

ABE 076 Beginning Reading (Variable Credit .5-6) (.5-6, 0)
Prerequisite: A student who scores below a 4.0 on the Test of Adult Basic Education (TABE) on the beginning reading course that deals with alphabets, fluency, vocabulary development, comprehension, and functional and workplace literacy skills. Course is repeatable four times up to twenty-four credits. (1.7) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

ABE 077 Beginning Basic Computer Literacy Skills (Variable Credit .5-3) (.5-3, 0)
Prerequisite: An adult education student who scores either below a 4.0 on the Test of Adult Basic Education (TABE), who never received a high school diploma or GED Certificate, or who completed Low Intermediate ESL. This course is designed to introduce Adult Basic Education (ABE) students to an understanding of the nature and operation of technology. Course is repeatable four times up to twelve credits. (1.7) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

ABE 078 Beginning English Grammar Skills (Variable Credit .5-3) (.5-3, 0)
Prerequisite: A score on the reading section on the Test of Adult Basic Education (TABE) below a 4.0 as well as a student who does not have a high school diploma or GED. A beginning English grammar course that focuses beginning writing, composition/sentence structure, and grammatical concepts. Course is repeatable four times up to twelve credits. (1.7) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

ABE 079 Beginning Basic Mathematics (Variable Credit .5-6) (.5-6, 0)
Prerequisite: A student who scores below a 4.0 on the math portion of the Test of Adult Basic Education (TABE) on the basic mathematics course that deals with survival and workplace literacy mathematics in relation to number sense, problem solving, simple geometry and algebra, and problem solving. This mathematics course centers on raising a student's mathematics score on the math portion of the TABE to a 4.0 grade level or higher. Course is repeatable four times up to twenty-four credits. (1.7) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

ABE 080 Basic Reading I (Variable Credit .5-6) (.5-6, 0)
Prerequisite: A student who scores between a 4.0 and 5.9 on the Test of Adult Basic Education (TABE) on the basic reading course that deals with phonemic awareness and fluency, comprehension, analysis, and interpretation of a variety of literary texts, work-related documents, and manuals. Repeatable to 20 credits. (1.7) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

ABE 081 Basic Reading II (Variable Credit .5-6) (.5-6, 0)
Prerequisite: A student who scores above a 5.9 and below a 9.0 on the Test of Adult Basic Education (TABE) and/ or successful completion of ABE 080 on the basic reading course that deals with comprehension, analysis, interpretation and evaluation of a variety of literary texts, work-related documents, and manuals. Repeatable to 20 credits. (1.7) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

ABE 082 Basic Computer Skills I (Variable Credit .5-3) (.5-3, 0)
Prerequisite: An adult education student who scores between a 4.0 and 5.9 and on the Test of Adult Basic Education (TABE), who never received a high school diploma or GED Certificate, who completed Low Intermediate ESL, or who successfully completed ABE 077. This course is designed to introduce Adult Basic Education (ABE) students to an understanding of the nature and operation of technology. Course is repeatable four times up to twelve credits. (1.7) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

ABE 083 Basic Computer Skills II (Variable Credit .5-3) (.5-3, 0)
Prerequisite: An adult education student who scores between a 6.0 and 8.9 on the Test of Adult Basic Education (TABE), who never received a high school diploma or GED Certificate, who completed Low Intermediate ESL, or who successfully completed ABE 082. This course is designed to introduce Adult Basic Education (ABE) students to an understanding of the nature and operation of technology. Course is repeatable four times up to twelve credits. (1.7) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

ABE 084 Basic English Grammar Skills (Variable Credit .5-6) (.5-6, 0)
Prerequisite: A score on the reading section of the Test of Adult Basic Education (TABE) between a 4.0 and 5.9, as well as a student who does not have a high school diploma nor a GED. A beginning English grammar course that focuses on composition/sentence structure and grammatical concepts. Course is repeatable four times up to 24 credits. (1.7) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

ABE 085 Basic Writing Skills (Variable Credit .5-6) (.5-6, 0)
Prerequisite: A score on the reading section of the Test of Adult Basic Education (TABE) between a 6.0 and 9.9, as well as a student who does not have a high school diploma nor a GED. A beginning English grammar course that focuses on composition/sentence structure and grammatical concepts. Course is repeatable four times up to 24 credits. (1.7) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

ABE 086 Basic Mathematics I (Variable Credit .5-6) (.5-6, 0)
Prerequisite: A student who scores between a 4.0 and 5.9 on the math portion of the Test of Adult Basic Education (TABE) on the basic mathematics course that deals with survival and workplace literacy mathematics in relation to number sense, problem solving, measurement, data analysis, simple geometry and algebra, computation, problem solving, and calculator skills. This mathematics course centers on raising a student's mathematics score on the Math Computation portion of the Test of Adult Basic Education (TABE) to a 6.0 grade level or higher. Repeatable to 20 credits. (1.7) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

ABE 087 Basic Mathematics II (Variable Credit .5-6) (.5-6, 0)
Prerequisite: Score above a 6.0 and below a 9.0 on the Math Computation portion of the Test of Adult Basic Education (TABE) or consent of instructor. A basic mathematics course that deals with higher-level survival and workplace literacy mathematics in relation to fractions, percents, problem solving, measurement, data analysis, geometry, algebra, computation, and calculator skills. This mathematics course centers on raising a student's mathematics score on the Math Computation portion of the Test of Adult Basic Education (TABE) to a 9.0 grade level or higher. Repeatable to 20 credits. (1.7) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

Steven's Amendment: Approximately $202,438 (31%) of the Illinois Adult Education and Literacy Program cost at ECC is federally funded under Title II, Adult Education and Family Literacy of the Workforce Investment Act of 1998.
ADULT SECONDARY EDUCATION: THE GED PROGRAM

ASE classes prepare students for the General Education Development (GED) Test. The GED is the nationally accepted equivalent of a high school diploma. To enroll, you must be at least 16 years of age and must not be enrolled in an area high school. Upon successful completion of one ABE/ASE class and the GED test, you will receive free in-district tuition for one three credit hour college class. All classes are offered free of charge to eligible students. Classes are held at Fountain Square Campus and at the main campus. Registration and placement testing take place at Fountain Square. These courses are not applicable toward any Associate Degree or Vocational Certificate.

ASE 094 Constitution Review (Variable Credit .5-3) (5-3, 0)
Prerequisite: Students must take the Test of Adult Basic Education (TABE) A review class of the Declaration of Independence, the U.S. Constitution, the Illinois Constitution, and flag etiquette, this class is designed only for ABE/GED students who never passed the Constitution Test in an Illinois high school and who need to obtain their GED certificate. Upon completion of this class, the student will take the approved country-wide Constitution Test, which, if passed, fulfills his/her GED requirement in Illinois. Course is repeatable four times up to 12 credits. (1.8) On Demand
Proficiency Credit Not Available
Pass/No Credit Available

ASE 097 Spanish GED (3) (3, 0)
Prerequisite: A reading grade level equivalency score of 6.0 or higher on the Spanish Test of Adult Basic Education (TABE Espanol)
Recommended: Completion of eight (8) years of formal education in native country
The General Education Development program in Spanish prepares Spanish-speaking adults to pass the state high school equivalency exams: Language Arts: Reading, Language Arts: Writing Social Studies, Science, and Math. Classes are taught within an 8- to 12-week time frame. Government age specifications must be met. The course is repeatable up to twelve credits. (1.8) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

ASE 098 Introduction to GED (1.5) (1.5, 0)
Prerequisite: Test of Adult Basic Education (TABE) Scale score of 570 or higher on the Test of Adult Basic Education (TABE) or consent of instructor
This course is specifically designed for individuals preparing to enroll in GED classes. The course provides an overview of the GED test, GED test registration procedures, GED practice tests, goal setting, career exploration, and ECC resources. The course is repeatable up to six credits. (1.8) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

ASE 099 GED Program (3) (3, 0)
Prerequisite: ASE 098 and score of 9.0 or higher on the Test of Adult Basic Education (TABE) or consent of instructor
The General Education Development Program (GED) prepares adults to pass the State high school diploma equivalency exams: Language Arts: Reading; Language Arts: Writing; Social Studies; Science; and Math. Classes are taught within an 8- to 12-week time frame. Government age specifications must be met. Course is repeatable to nine credits. (1.8) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

ENGLISH AS A SECOND LANGUAGE

English as a Second Language (ESL) instruction at ECC is for all non-native English speakers from any language, group or nationality. All courses are taught in English and instruction covers basic reading, writing, listening and speaking. Classroom instruction and college supportive services provide immigrant students the opportunity to progress toward self-sufficiency and economic success. Courses are offered day and evening at the Fountain Square Campus, the main campus, and other area locations. Beginning and Intermediate classes are offered free of charge to eligible students. Tuition is charged for Advanced Level classes and is based on residency status. Upon completion of the Advanced Level classes, students receive free in-district tuition for one three-credit hour college class.

Intensive English Program VPA-303B, 847-214-7163
Office hours vary. Phone first. Closed Fridays June - August

Intensive English classes are offered for prospective ECC students, professionals, business people, and others who want to learn English as a Second Language at an accelerated pace. Emphasis is on the language skills and cultural understanding necessary for students to enroll in college or university courses.

The program offers students 10-20 hours of instruction per week. Classes meet Monday through Thursday during the college semester. Instruction is offered in listening and speaking, reading, writing, and grammar. Students develop skills in several areas: library use and research, essay writing, note-taking, oral presentations, and other skills useful for college level classes. A computer lab is used as a tool to aid student writing.

There are four modules: listening, reading, writing and pre-collegiate. Placement in a module follows and initial assessment test. Students are then evaluated every four weeks, with the possibility of completing a module in that four week time-period. A minimum of twelve weeks is required at the pre-collegiate level. Cost of the program varies, depending on a student's residency status (in-district, out-of-district, or foreign resident).

CITIZENSHIP

ESL 077 Pre-Citizenship (5-3) (5-3, 0)
Prerequisite: Must have a valid “Resident Alien” card and take an ESL placement test
The objective of this course is to give the student information about the structure, function, powers, responsibilities, and the role of government. ECC staff help qualified residents prepare for the USCIS interview. Course is repeatable four times up to 12 credits. (1.9) Fall, Spring, Summer, On Demand
Proficiency Credit Not Available
Pass/No Credit Available

ESL 078 Citizenship (5-3) (5-3, 0)
Prerequisite: Must have a valid “Resident Alien” card and take an ESL placement test
This course is specifically designed for individuals preparing for naturalization and successfully completing the test required for U.S. citizenship. The course provides an overview of significant historical events; facts and concepts of federal, state, and local government; current political, governmental and social information; explanations of U.S. culture and institutions; and citizen rights and responsibilities. Procedures for naturalization, U.S. Constitution review, and an individually developed plan for citizen participation also may be included. ECC staff help qualified residents prepare for the USCIS interview. Course is repeatable four times up to 12 credits. (1.9) Fall, Spring, Summer, On Demand
Proficiency Credit Not Available
Pass/No Credit Available

Beginning Proficiency

ESL 010 Beginning ESL Literacy (6) (6, 0)
Prerequisite: Placement Test
Beginning ESL Literacy is for individuals with little or no knowledge of English, however, are literate in their first language. At this level, students will begin to acquire language survival skills in speaking, listening, and writing. Students will also begin to understand and develop the learning skills and study habits necessary for successful language learning. They will also learn to become full participants in routine classroom settings. Repeatable to 12 credits. (1.9) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

Steven's Amendment: Approximately $202,438 (31%) of the Illinois Adult Education and Literacy Program cost at ECC is federally funded under Title II, Adult Education and Family Literacy of the Workforce Investment Act of 1998.
ESL 011 Low Beginning ESL A  
Prerequisite: Placement Test or successful completion of ESL 010 or ESL 081
Low Beginning ESL A is for individuals with minimal knowledge of English; however, are literate in their first language. At this level, students will develop language survival skills in speaking, writing and listening. Students will also understand and develop the learning skills and study habits necessary for successful language learning. They will also learn to become full participants in routine classroom settings. Repeatable to 12 credits. (1.9) Fall, Spring, Summer Proficiency Credit Not Available Pass/No Credit Available

ESL 012 Low Beginning ESL B  
Prerequisite: Placement Test or successful completion of ESL 011 or ESL 083
Low Beginning ESL B is for individuals with little or no knowledge of English, however, are literate in their first language. At this level, students will begin to acquire language survival skills in speaking, writing and listening. Students will also begin to understand and develop the learning skills and study habits necessary for successful language learning. Repeatable to 12 credits. (1.9) Fall, Spring, Summer Proficiency Credit Not Available Pass/No Credit Available

ESL 013 High Beginning ESL  
Prerequisite: Placement Test or successful completion of ESL 012 or ESL 085
High Beginning ESL is for individuals with a limited knowledge of English grammar and vocabulary. At this level, students will develop skills in order to express everyday needs while mastering new vocabulary. They will begin to demonstrate proficiency in writing simple sentences. They will also begin to develop reading comprehension by reading simple paragraphs. Repeatable to 12 credits. (1.9) Fall, Spring, Summer Proficiency Credit Not Available Pass/No Credit Available

ESL 080 Beginning ESL Literacy I  
Prerequisite: Placement test
Beginning ESL Literacy I is for individuals with little or no knowledge of English, however, are literate in their first language. At this level, students will begin to acquire language survival skills in speaking, listening, and writing. Students will also begin to understand and develop the learning skills and study habits necessary for successful language learning. They will also learn to become full participants in routine classroom settings. Repeatable to 12 credits. (1.9) Fall, Spring, Summer Proficiency Credit Not Available Pass/No Credit Available

ESL 081 Beginning ESL Literacy 2  
Prerequisite: Placement test or successful completion of ESL 080
Beginning ESL Literacy 2 is for individuals with little or no knowledge of English, however, are literate in their first language. At this level, students will begin to acquire language survival skills in speaking, listening, and writing directed through structured dialogues and exercises. Students will also begin to understand and develop the learning skills and study habits necessary for successful language learning. They will also learn to become full participants in routine classroom settings. Repeatable to 12 credits. (1.9) Fall, Spring, Summer Proficiency Credit Not Available Pass/No Credit Available

ESL 082 Low Beginning ESL 1  
Prerequisite: Placement test or successful completion of ESL 081 or ESL 010
Low Beginning ESL 1 is for individuals with minimal knowledge of English. At this level, students will develop language survival skills in speaking, reading, writing, and listening. Students will also understand and develop the learning skills and study habits necessary for successful language learning. Repeatable to 12 credits. (1.9) Fall, Spring, Summer Proficiency Credit Not Available Pass/No Credit Available

ESL 083 Low Beginning ESL 2  
Prerequisite: ESL 081 or placement test
Placement test or successful completion of ESL 082
Low Beginning ESL 2 is for individuals with minimal knowledge of English. At this level, students will develop language survival skills in speaking, reading, writing, and listening. Grammar is introduced to assist with survival skills communication. Students will also understand and develop the learning skills and study habits necessary for successful language learning. Repeatable to 12 credits. (1.9) Fall, Spring, Summer Proficiency Credit Not Available Pass/No Credit Available

ESL 084 Low Beginning ESL 3  
Prerequisite: Placement test or successful completion of ESL 083 or ESL 011
Low Beginning ESL 3 is for individuals with minimal knowledge of English. At this level, students will develop language survival skills in speaking, reading, writing, and listening in structured environments. Students will be introduced to word processing and vocabulary for job search purposes. Students will also understand and develop the learning skills and study habits necessary for successful language learning. Repeatable to 12 credits. (1.9) Fall, Spring, Summer Proficiency Credit Not Available Pass/No Credit Available

ESL 085 Low Beginning ESL 4  
Prerequisite: Placement test or successful completion of ESL 084
Low Beginning ESL 4 is for individuals with minimal knowledge of English. At this level, students will develop language survival skills in speaking, reading, writing, and listening. Students will also understand and develop the learning skills and study habits necessary for successful language learning, be introduced to the internet, telephone communications and appropriate grammar usage. Repeatable to 12 credits. (1.9) Fall, Spring, Summer Proficiency Credit Not Available Pass/No Credit Available

ESL 086 High Beginning ESL 1  
Prerequisite: Placement test or successful completion of ESL 085 or ESL 012
High Beginning ESL 1 is for individuals with a limited knowledge of English grammar and vocabulary. At this level students will develop skills in order to express everyday needs while mastering new vocabulary. They will begin to demonstrate proficiency in writing simple sentences. They will also begin to develop reading comprehension of simple paragraphs. (1.9) Fall, Spring, Summer Proficiency Credit Not Available Pass/No Credit Available

ESL 087 High Beginning ESL 2  
Prerequisite: Placement test or successful completion of ESL 086
High Beginning ESL 2 is for individuals with a limited knowledge of English grammar and vocabulary. At this level students will develop skills in order to express everyday needs while learning new vocabulary. They will begin to demonstrate proficiency in writing simple sentences. They will also begin to develop comprehension by reading simple sentences. Repeatable to 12 credits. (1.9) Fall, Spring, Summer Proficiency Credit Not Available Pass/No Credit Available

Intermediate Proficiency

ESL 014 Low Intermediate ESL  
Prerequisite: Placement Test or successful completion of ESL 013 or ESL 087
Low Intermediate ESL is for individuals who have a foundation in English grammar and vocabulary, and who demonstrate proficiency in expressing everyday needs. At this level, students will develop writing proficiency while increasing vocabulary and grammar skills as they learn to complete authentic forms, write short notes, and compose short paragraphs by means of technology. Students will also develop critical reading and listening skills as they read and listen to short written works. They will strengthen their skills through extensive practice in a variety of conversation contexts. Repeatable to 12 credits. (1.9) Fall, Spring, Summer Proficiency Credit Not Available Pass/No Credit Available

ESL 015 High Intermediate ESL A  
Prerequisite: Placement Test or successful completion of ESL 014 or ESL 089
High Intermediate ESL A is for individuals who have a foundation in English and who demonstrate proficiency in expressing everyday needs in conversation and written form. At this level, students will demonstrate writing proficiency while expanding vocabulary and building grammar skills as they write formal letters, as well as detailed, logical paragraphs by means of technology. Students will also develop critical reading and listening skills as they read and listen to short written works. They will...
strengthen their skills through extensive practice in a variety of conversation contexts and classroom discussions. Repeatable to 12 credits. (1.9) Fall, Spring, Summer

Proficiency Credit Not Available Pass/No Credit Available

**ESL 016 High Intermediate ESL B**  
(6) (6, 0)  
**Prerequisite:** Placement Test or successful completion of ESL 015 or ESL 091
High Intermediate ESL B is for individuals who have a foundation in English and who demonstrate proficiency in expressing everyday needs in conversation and written form. Grammar and vocabulary continue to be presented in order to improve a student’s conversational skills, telephone skills, and social interactions. Students will continue to develop and apply critical reading skills as they read authentic materials on relevant topics and non-prose information. Students will develop writing mastery in composing high intermediate level paragraphs and producing business documents by means of technology. A student must complete and pass a grade of 75% or better at the end of this course before allow entrance to Advanced A. Repeatable to 12 credits. (1.9) Fall, Spring, Summer

Proficiency Credit Not Available Pass/No Credit Available

**ESL 088 Low Intermediate ESL 1**  
(3) (3, 0)  
**Prerequisite:** Placement test or successful completion of ESL 087 or ESL 013
Low Intermediate ESL 1 is for individuals who have a foundation in English grammar and vocabulary, and who demonstrate proficiency in expressing everyday needs. At this level, students will develop writing proficiency while increasing vocabulary and grammar skills as they learn to complete authentic forms, write short notes, and compose short paragraphs by means of technology. Students will also develop critical and listening skills as they read and listen to short written works. They will strengthen their skills through extensive practice in a variety of conversation contexts. Repeatable to 12 credits. (1.9) Fall, Spring, Summer

Proficiency Credit Not Available Pass/No Credit Available

**ESL 090 High Intermediate ESL 1**  
(3) (3, 0)  
**Prerequisite:** Placement test or successful completion of ESL 089 or ESL 014
High Intermediate ESL 1 is for individuals who have a foundation in English grammar and vocabulary, and who demonstrate proficiency in expressing everyday needs in conversation and written form. At this level, students will demonstrate writing proficiency while expanding vocabulary and building grammar skills as they write formal letters, and detailed and logical paragraphs by means of technology. Students will also develop critical thinking skills as they read and listen to short written works. They will strengthen their skills through extensive practice in a variety of conversation contexts and classroom discussions. Repeatable to 12 credits. (1.9) Fall, Spring

Proficiency Credit Not Available Pass/No Credit Available

**ESL 091 High Intermediate ESL 2**  
(3) (3, 0)  
**Prerequisite:** Placement test or successful completion of ESL 090
High Intermediate ESL 2 is for individuals who have a foundation in English and who demonstrate proficiency in expressing everyday needs in conversation and written form. At this level, students will demonstrate writing proficiency while expanding vocabulary and building grammar skills as they write formal letters, and detailed, logical paragraphs by means of technology. Students will also develop critical thinking skills as they read and listen to short written works. They will strengthen their skills through extensive practice in a variety of conversation contexts and classroom discussions. Repeatable to 12 credits. (1.9) Fall, Spring, Summer

Proficiency Credit Not Available Pass/No Credit Available

**Advanced Proficiency**

**ESL 017 Advanced ESL A**  
(6) (6, 0)  
**Prerequisite:** Placement Test or C or better in ESL 016 or ESL 093
Advanced ESL A is for individuals who are interested in pursuing academic college courses. This course is for individuals who have a foundation in English and who demonstrate high proficiency in expressing everyday needs in conversation and written form. At this level, students will work to achieve proficiency in writing by means of technology, logical multi-paragraph essays using cause/effect, comparison/contrast, and persuasion. They will continue to develop critical reading skills through independent reading, guided practice, and class discussion as they read a wide variety of authentic materials. They will learn to access and utilize information from a variety of resources and reference materials including charts and graphs. Students will strengthen their speaking and listening skills through extensive practice in a variety of conversation contexts, collaborative learning activities, and classroom discussions. Students will also present short informal speeches or oral reports. Repeatable to 12 credits. (1.9) Fall, Spring, Summer

Proficiency Credit Not Available Pass/No Credit Available

**ESL 018 Advanced ESL B**  
(6) (6, 0)  
**Prerequisite:** Placement Test or earned C or better in ESL 017 or ESL 095
Advanced ESL B is for individuals who are interested in pursuing academic college courses. This course is for individuals who have a foundation in English and who demonstrate high proficiency in expressing everyday needs in conversation and written form. At this level, students will work to achieve writing proficiency while expanding vocabulary and building grammar skills as they write by means of technology, logical multi-paragraph essays using narration and description. They will demonstrate mastery in writing short, logical essays and formal letters by means of technology. They will continue to develop critical reading skills through independent reading, guided practice, and class discussion as they read a variety of authentic materials. They will learn to access and utilize information from a variety of resources and reference materials including charts and graphs. Students will strengthen their speaking and listening skills through extensive practice in a variety of conversation contexts, collaborative learning activities, and classroom discussions. Repeatable to 12 credits. (1.9) Fall, Spring, Summer

Proficiency Credit Not Available Pass/No Credit Available

**ESL 019 Advanced ESL C**  
(6) (6, 0)  
**Prerequisite:** Placement Test or C or better in ESL 018 or ESL 097
Advanced ESL C is for individuals who are interested in pursuing academic college courses. This course is for individuals who have a foundation in English and who demonstrate high proficiency in expressing everyday needs in conversation and written form. At this level, students will work to achieve proficiency in writing by means of technology, logical multi-paragraph essays using cause/effect, comparison/contrast, and persuasion. They will continue to develop critical reading skills through independent reading, guided practice, and class discussion as they read a wide variety of authentic materials. They will learn to access and utilize information from a variety of resources and reference materials including charts and graphs. Students will strengthen their speaking and listening skills through extensive practice in a variety of conversation contexts, collaborative learning activities, and classroom discussions. Students will also present short informal speeches or oral reports. Repeatable to 12 credits. (1.9) Fall, Spring, Summer

Proficiency Credit Not Available Pass/No Credit Available
Adult Education Programs

ESL 092 High Intermediate ESL 3  (3) (0)
Prerequisite: Placement test or successful completion of ESL 091 or ESL 015
High Intermediate ESL 3 is for students who have a foundation in English and demonstrate proficiency in expressing everyday needs. Grammar and vocabulary continue to be presented in order to improve a student’s conversational skills, and social interactions. Students will continue to develop and apply critical thinking skills as they read authentic materials on relevant topics and non-prose information. They will also learn to present material orally through informal speeches. Students will develop writing proficiency by composing high intermediate level paragraphs and producing business documents by means of technology. Repeatable to 12 credits. (1.9) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

ESL 093 High Intermediate ESL 4  (3) (0)
Prerequisite: Placement test or successful completion of ESL 092
High Intermediate ESL 4 is for individuals who have a foundation in English and demonstrate proficiency in expressing everyday needs in conversation and writing. Grammar and vocabulary continue to be presented in order to improve a student’s conversational skills, telephone skills, and social interactions. Critical thinking skills will continue to be developed as they read authentic materials on relevant topics and non-prose information. Students will also learn to present material orally through informal speeches or oral reports. Students will develop writing proficiency by composing high intermediate level paragraphs and producing business documents by means of technology. Mastery of intermediate level grammar is required as eligibility for advanced ESL courses. Repeatable to 12 credits. (1.9) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

ESL 094 Advanced ESL 1  (3) (0)
Prerequisite: Placement test or successful completion of ESL 093 or ESL 016
Advanced ESL 1 is for individuals who are interested in pursuing academic college courses. This course is for individuals who have a foundation in English and who demonstrate high proficiency in expressing everyday needs in conversation and written form. At this level, students will work to achieve writing proficiency while expanding vocabulary and building grammar skills as they write paragraphs and short, logical essays, formal letters, and prepare a simple resume by means of technology. They will develop critical reading skills through independent reading, guided practice, and class discussions as they read a wide variety of materials. Students will strengthen their speaking and listening skills through extensive practice in a variety of conversation contexts and classroom discussions. Repeatable to 12 credits. (1.9) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

ESL 095 Advanced ESL 2  (3) (0)
Prerequisite: Placement test or C or better in ESL 094
Advanced ESL 2 is for individuals who are interested in pursuing academic college courses. This course is for individuals who have a foundation in English and who demonstrate high proficiency in expressing everyday needs in conversation and written form. At this level, students will work to achieve writing proficiency while expanding vocabulary and building grammar skills as they write paragraphs and short, logical essays and formal letters. The will develop critical reading skills through independent reading, guided practice, and class discussion as they read a wide variety of materials. They will learn to access and utilize information from a variety of resources and reference materials including charts and graphs. Students will strengthen their speaking and listening skills through extensive practice in a variety of conversation contexts, collaborative learning activities, and classroom discussions. Students will also present short informal speeches or oral reports. Repeatable to 12 credits. (1.4) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

ESL 096 Advanced ESL 3  (3) (0)
Prerequisite: Placement test or C or better in ESL 095 ESL 017
Advanced ESL 3 is for individuals who are interested in pursuing academic college courses. This course is for individuals who have a foundation in English and who demonstrate high proficiency in expressing everyday needs in conversation and written form. At this level, students will work to achieve mastery in writing short, logical paragraphs by means of technology while expanding vocabulary and building grammar skills. Students will also write formal letters. They will continue to develop critical reading skills through independent reading, guided practice, and class discussion as they read a wide variety of materials. They will learn to access and utilize information from a variety of resources and reference materials including charts and graphs. Students will strengthen their speaking and listening skills through extensive practice in a variety of conversation contexts and classroom discussions. Repeatable to 12 credits. (1.9) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

ESL 097 Advanced ESL 4  (3) (0)
Prerequisite: Placement test or C or better in ESL 096
Advanced ESL 4 is for individuals who are interested in pursuing academic college courses. This course is for individuals who have a foundation in English and who demonstrate high proficiency in expressing everyday needs in conversation and written form. At this level, students will write by means of technology logical multi-paragraph essays using narration and description while expanding vocabulary and building grammar skills. They will continue to work toward proficiency in writing formal letters by means of technology. They will continue to develop critical reading skills through independent reading, guided practice, and class discussion as they read a wide variety of materials. They will learn to access and utilize information from a variety of resources and reference materials including charts and graphs. Students will strengthen their speaking and listening skills through extensive practice in a variety of conversation contexts, collaborative learning activities, and classroom discussions. Repeatable to 12 credits. (1.4) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

ESL 098 Advanced ESL 5  (3) (0)
Prerequisite: Placement test or C or better in ESL 097 ESL 018
Advanced ESL 5 is for individuals who are interested in pursuing academic college courses. This course is for individuals who have a foundation in English and who demonstrate high proficiency in expressing everyday needs in conversation and written form. At this level, students will work to achieve proficiency in writing by means of technology, logical multi-paragraph essays using cause/effect and comparison/contrast. They will continue to develop critical reading skills through independent reading, guided practice, and class discussion as they read a wide variety of materials. They will learn to access and utilize information from a variety of resources and reference materials including charts and graphs. Students will strengthen their speaking and listening skills through extensive practice in a variety of conversation contexts, collaborative learning activities, and classroom discussions. Students will also present short informal speeches or oral reports. Repeatable to 12 credits. (1.4) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

ESL 099 Advanced ESL 6  (3) (0)
Prerequisite: Placement test or C or better in ESL 098
Advanced ESL 6 is for individuals who are interested in pursuing academic college courses. This course is for individuals who have a foundation in English and who demonstrate high proficiency in expressing everyday needs in conversation and written form. At this level, students will work to achieve proficiency in writing by means of technology, logical multi-paragraph essays using cause/effect, comparison/contrast, and persuasion. They will continue to develop critical reading skills through independent reading, guided practice, and class discussion as they read a wide variety of materials. They will learn to access and utilize information from a variety of resources and reference materials including charts and graphs. Students will strengthen their speaking and listening skills through extensive practice in a variety of conversation contexts, collaborative learning activities, and classroom discussions. Repeatable to 12 credits. (1.4) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

Students successfully completing ESL level ten (ESL 098 & ESL 099) are eligible to receive three hours of free tuition in other college level classes. For additional information, ask about the GED/ESL scholarships at the Office of Student Financial Assistance.

ESL 096 Advanced ESL 6  (3) (0)
Prerequisite: Placement test or C or better in ESL 098
Advanced ESL 6 is for individuals who are interested in pursuing academic college courses. This course is for individuals who have a foundation in English and who demonstrate high proficiency in expressing everyday needs in conversation and written form. At this level, students will work to achieve proficiency in writing by means of technology, logical multi-paragraph essays using cause/effect, comparison/contrast, and persuasion. They will continue to develop critical reading skills through independent reading, guided practice, and class discussion as they read a wide variety of materials. They will learn to access and utilize information from a variety of resources and reference materials including charts and graphs. Students will strengthen their speaking and listening skills through extensive practice in a variety of conversation contexts, collaborative learning activities, and classroom discussions. Students will also present short informal speeches or oral reports. Repeatable to 12 credits. (1.4) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

Students successfully completing ESL level ten (ESL 098 & ESL 099) are eligible to receive three hours of free tuition in other college level classes. For additional information, ask about the GED/ESL scholarships at the Office of Student Financial Assistance.