










William  
Rainey  
Harper  
College



Bulletin  
1980/81



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## Harper College Off-Campus Course Locations

Alexian Brothers Medical Center  
800 West Biesterfield Road  
Elk Grove Village

Barrington High School  
616 West Main Street  
Barrington

Clearmont School  
280 Clearmont Drive  
Elk Grove Village

Elk Grove High School  
Arlington Heights Road  
and Elk Grove Boulevard  
Elk Grove Village

Grove Jr. High School  
777 Elk Grove Boulevard  
Elk Grove Village

Hilldale Golf Course  
1655 Ardwick Drive  
Hoffman Estates

Hoffman Bowling Lanes  
Higgins and Roselle Roads  
Hoffman Estates

John Hersey High School  
1900 East Thomas Avenue  
Arlington Heights

Kirk Center  
520 South Plum Grove Road  
Palatine

Lincoln Federal Savings and Loan  
Higgins at Gannon Road  
Hoffman Estates

Northwest Community Hospital  
800 West Central Road  
Arlington Heights

Northwest Opportunity Center  
15 E. Palatine Road  
Arlington Heights

Palatine Public Library  
500 North Benton Street  
Palatine

Rand Grove Village  
773 East Rand Grove Road  
Palatine

Schaumburg Township Public Library  
32 West Library Lane  
Schaumburg

St. John's United Church of Christ  
308 North Evergreen  
Arlington Heights

St. Joseph's Home for the Elderly  
80 West Northwest Highway  
Palatine

Wheeling High School  
900 South Elmhurst Road  
Wheeling

Willow Park Center  
Palatine Road and Milwaukee Avenue  
Wheeling

01028

HARPER COLLEGE LIBRARY  
PALATINE, ILLINOIS 60067

# Communities served by Harper College District No. 512

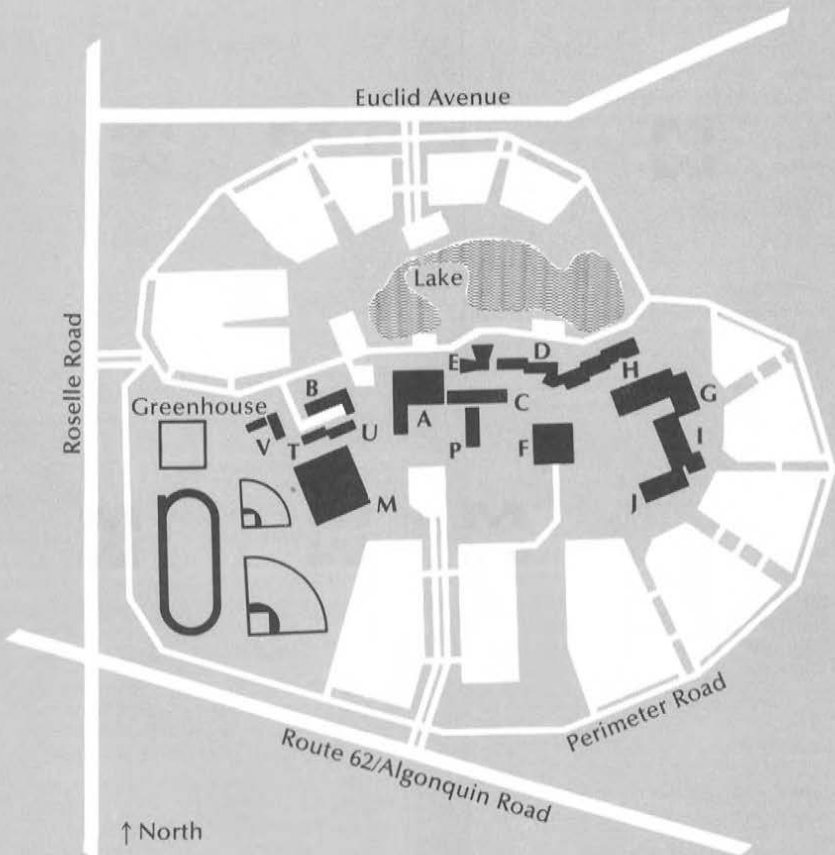
- 1 Arlington Heights
- 2 Barrington
- 3 Barrington Hills
- 4 Inverness
- 5 Buffalo Grove
- 6 Carpentersville<sup>a</sup>
- 7 Deer Park<sup>o</sup>
- 8 Des Plaines<sup>o</sup>
- 9 Elk Grove Village
- 10 Fox River Grove<sup>o</sup>
- 11 Hanover Park<sup>o</sup>
- 12 Lake Barrington
- 13 Hoffman Estates
- 14 Mount Prospect
- 15 North Barrington
- 16 Palatine
- 17 Prospect Heights
- 18 Rolling Meadows
- 19 Roselle<sup>o</sup>
- 20 Schaumburg
- 21 South Barrington
- 22 Tower Lake
- 23 Wheeling

<sup>a</sup> Portions of these communities are included in the district.



## Campus Buildings

- A College Center
- B Public Safety, Power Plant
- C Art and Architecture
- D Mathematics and Science
- E Lecture-Demonstration Area
- F Learning Resources Center
- G Vocational Technology Shops and Laboratories
- H Vocational Technology Shops and Laboratories
- I Business, Social Science, and Vocational Education
- J Business, Social Science, and Vocational Education
- M Physical Education, Athletics and Recreation
- P Music Building
- T Grounds Maintenance Shop
- U Athletics, Maintenance Shop
- V Roads and Grounds, Park Management







## Table of Contents

Harper College Academic Calendar.....	3
The College: General Information.....	5
Admission Information, Tuition, and Fees.....	13
Academic Information.....	19
Student Services.....	23
Continuing Education and Community Services.....	31
Programs of Study and Requirements.....	37
Associate Degree Curricula.....	43
Certificate Programs.....	77
Course Descriptions.....	95
Board of Trustees, Officers of the College, and Faculty.....	149
Index.....	165







# William Rainey Harper College Academic Calendar 1980-81

## First Semester - Fall, 1980

Early Registration as scheduled	April through August 18
Faculty Report	August 19
Open Registration	August 20, 21, 23
Classes Begin	August 25
Last Day for Late Registration	August 30
Last Day for Adding Classes	August 30
Labor Day (Classes Not in Session)	September 1
Last Day for Refunds	September 6
Midterm	October 17
Veterans' Day (Classes Not in Session)	November 11
Thanksgiving Vacation (Classes Not in Session)	November 27-30
Classes Resume	December 1
Last Day for Withdrawals	December 13
Final Exams	December 15-20
Semester Break Begins	December 21

## Second Semester - Spring, 1981

Early Registration as scheduled	October through January 6
Faculty Report	January 7
Open Registration	January 8, 9, 10
Classes Begin	January 13
Last Day for Late Registration	January 19
Last Day for Adding Classes	January 19
Last Day for Refunds	January 26
Lincoln's Birthday (Classes Not in Session)	February 12
Midterm	March 6
Good Friday (Classes Not in Session)	April 17
Spring Vacation	April 18-26
Classes Resume	April 27
Last Day for Withdrawals	May 9
Final Exams	May 12-16
Graduation	May 17

## Summer Session, 1981 (Two Eight-Week Staggered Terms)

Registration	May 21, 22
Classes Begin (First Eight-Week Term)	May 26
Last Day for Late Registration (First Eight-Week Term)	May 28
Last Day for Adding Classes (First Eight-Week Term)	May 28
Last Day for Refunds (First Eight-Week Term)	June 1
Classes Begin (Second Eight-Week Term)	June 22
Last Day for Late Registration (Second Eight-Week Term)	June 24
Last Day for Adding Classes (Second Eight-Week Term)	June 24
Last Day for Refunds (Second Eight-Week Term)	June 27
Midterm	July 2
Independence Day (Observed)	July 3
Classes Resume	July 6
Last Day for Withdrawals (First Eight-Week Term)	July 6
Final Exams (First Eight-Week Term)	July 16-17
Last Day for Withdrawals (Second Eight-Week Term)	August 3
Final Exams (Second Eight-Week Term)	August 13-14





## The College: General Information

William Rainey Harper

The President's Message

The College

Board of Trustees

Compliance Actions

Accreditation

History

Community Orientation and Involvement

Philosophy

General Education

Objectives

Degrees

The Harper Year

College Hours

Campus Facilities

Bookstore

Parking

Learning Resources Center



## William Rainey Harper

### Father of the Community College

The spirit of Harper College is reflected in its name. William Rainey Harper was a scholar, teacher, writer, and administrator who devoted his life to the pursuit of excellence in education. He accomplished so much in his lifetime that he is counted among the intellectual giants of his day.

A man of vision and an innovator, Dr. Harper was hand picked by John D. Rockefeller to become the first president of the University of Chicago before the turn of the century. During his 15-year presidency, that university emerged as one of the leaders in a movement to reform higher education.

Dr. Harper is recognized as the father of the two-year college, which he initiated at the University of Chicago in 1896. At that time the university was divided into two divisions—the academic college for freshmen and sophomores and the university college for juniors and seniors. Full-fledged emergence of this concept came almost 70 years later with the community college as we know it today.

In Illinois alone there are 39 public two-year community college districts serving more than 315,000 citizens through a full range of transfer, career-vocational, and continuing education programs on both a daytime and an evening basis.



## The President's Message

As your college in your community, William Rainey Harper College is committed to helping you achieve your educational goals. Whether you come here to begin a college program or to continue your studies, to prepare for a new career or improve skills in your present field, or to pursue personal interests through enrichment offerings, there are opportunities for you at Harper.

If you have not developed a clearly-defined plan for your course of study or career goal, you will find excellent counseling and career information services to assist you in exploring options and clarifying your objectives.

The broad range of educational, social, and service opportunities here can make your college experience a valuable and productive part of your life. We hope you will take full advantage of the growth potential of your time at Harper.

A handwritten signature in cursive script that reads "James J. McGrath". The ink is dark and the signature is fluid and legible.

James J. McGrath



## The College

William Rainey Harper College in Palatine, Illinois is a public community college, an integral part of the Illinois system of higher education. The college, established in 1965 by voter referendum, is governed by an elected board of trustees. Harper serves high school districts 211 (Palatine and Schaumburg Townships), 214 (Elk Grove and Wheeling Townships), as well as Barrington Unit School District 220.

The Harper College district (512) covers an area of about 200 square miles. Communities within the college district are Arlington Heights, Barrington, Barrington Hills, Buffalo Grove, Elk Grove Village, Hoffman Estates, Inverness, Lake Barrington, Mount Prospect, North Barrington, Palatine, Prospect Heights, Rolling Meadows, Schaumburg, South Barrington, Tower Lake, and Wheeling. Also included are portions of Carpentersville, Deer Park, Des Plaines, Fox River Grove, Hanover Park, and Roselle.

## Board of Trustees

The board of trustees is comprised of seven elected individuals who represent the voters of the district and one student representative who has an advisory vote elected by the student body for a one-year term. Regular members serve a term of three years.

Meetings of the board of trustees, which are open to the public, are held on the second Thursday of each month at 8:00 pm in the Board Room of the administrative wing of the College Center (Building A) on the Harper campus at Algonquin and Roselle Roads in Palatine.

## Compliance Actions

Harper College does not discriminate on the basis of handicap in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by federal laws and regulations. The designated coordinator for college compliance with Section 504 of the Rehabilitation Act of 1973 is the Vice President of Student Affairs.

Inquiries concerning Affirmative Action should be directed to the Director of College Relations, extension 230.

## Accreditation

All courses and educational programs, including counseling services, are fully accredited by the North Central Association of Colleges and Secondary Schools. In addition, the Student Development Center at Harper is accredited by the International Association of Counseling

Services; the clinic operated by Harper's Dental Hygiene career program is accredited by the American Dental Association; the Harper Music Department is accredited as a Community-Junior College Member of the National Association of Schools of Music; the Harper Legal Technology program is accredited by the American Bar Association; the Harper Real Estate program holds a Certificate of Real Estate School, Department of Registration and Education School Approval # 46; the Medical Office Assistants program at Harper is accredited by the Council on Medical Education of the American Medical Association in collaboration with the American Association of Medical Assistants; and the Dietetic Technician program is accredited by the American Dietetic Association.

## History

The story of William Rainey Harper College parallels the history of the community college movement in Illinois, an educational phenomenon in the late 1960's.

Late in 1964, while legislators in Springfield were adding the final revisions to the Illinois Community College Act enabling citizens to form their own college districts, concerned citizens in Chicago's northwest suburban communities petitioned for a referendum to vote on the establishment of a college. Within a matter of days after the legislation passed, voters in the four-township area of Elk Grove, Palatine, Schaumburg, and Wheeling approved a referendum establishing the Harper district—on March 27, 1965.

Groundwork for the referendum to establish a two-year college had been laid early in the 1960's with a survey of student needs and the establishment of a concerned Citizen's Committee. The success of the committee was exhibited in a 3-2 margin at the polls. Voters returned to the polls thirty-four days after approving the referendum to elect seven citizens, from among forty-eight candidates, as the first board of the new college.

Two years later, Barrington High School District 224 (now Unit School District 220) annexed to the Harper district, and the boundaries of Harper's 200 square mile constituency were established to become Illinois Community College District 512.

Since its inception, Harper College has been most fortunate in having trustees possessing the capacity to work together in planning programs, solving problems, and establishing goals unique in the annals of the northwest suburbs. The first board meeting was held in May, 1965. The college had no name, no staff, and no facilities,

but it did have seven dedicated individuals determined to establish a community college worthy of the area it serves.

During the first year a president was hired, architects were selected to design and plan a campus, the campus site was chosen, and a decision was made to adopt the name of William Rainey Harper College in honor of the "father" of the two-year college concept.

Voters in the district approved a \$7,375,000 building referendum 4 to 1 to begin Harper's second year. By September, 1967, the college was staffed and operating with more than 1,700 students attending evening classes in Elk Grove High School, and ground had been broken for a new campus. Harper College was a reality, and the northwest suburbs had the first college in a 125-year history.

Harper serves as a cornerstone in Illinois educational history as the first two-year institution to complete Phase I of its building construction and the first to receive unqualified full accreditation—only six years after its founding—in the shortest possible time in 1971.

Throughout its brief history, Harper has had a record of monumental growth. The 1967 enrollment of 1,725 students jumped to 3,700 in one year, double the projections. When the doors opened on Harper's new campus in fall, 1969, 5,350 students were enrolled. Enrollment topped 20,000 for the first time in fall, 1975.

The college opened its Willow Park Center in Wheeling in fall, 1975 making available day and evening credit and credit-free offerings, and a Weekend College in fall, 1976, designed for students who were unable to attend classes during the week.

A successful referendum held in September, 1975 provided funds for the college to proceed with completion of the present campus, purchase land for a second site, and construct the first phase of buildings on that site when required by enrollment increases.

Buildings G and H were completed and classes begun in the facilities in 1977. Building M, the physical education, athletics and recreation facility, and Buildings I and J opened to classes in fall of 1979. All plans were subject to approval by the Illinois Community College Board and the Illinois Board of Higher Education.

## Community Orientation and Involvement

From the beginning, college supporters have been committed to the concept of an institution oriented to its community. Harper has enjoyed a

heartening involvement and interest by members of the community who continue to give countless hours to accomplish key phases of the college's programs.

Advisory committee members selected from the community for their expertise and knowledge give support to Harper on career programs, management training seminars for business and industry, women's programs, senior citizens' program, public relations, the college's long range plan, and fund raising.

Harper continues to evaluate itself as it plans for the next decade. Will anticipated building plans be adequate? Is Harper keeping up with community needs in the career/vocational fields? How well is the college serving its constituency in terms of preparing students to meet their future educational and career requirements? Is Harper College, in fact, providing an outstanding program of higher education?

As Harper plans for the future, answers to these questions will be constantly sought and reevaluated to enable the college to continue to be accountable to the community it serves.

## Philosophy

An outstanding program of higher education for the community it serves is the guiding philosophy of William Rainey Harper College.

Created by a community responsive to contemporary insistence on more education for more of its citizens, the college is determined to meet the educational and vocational requirements of each student and thus serve the community at large, for a true community college answers to the demands of the total community.

The demands of the community are clear. In addition to the specific need for two years of high quality transferable collegiate credit, the college recognizes the more general, but no less important, requirement of educating all of its students for a meaningful role in a free and fluid society which promises increased leisure time.

Basic to responsible participation in society is the student's contribution in voting more intelligently, producing more efficiently through the acquisition of a salable skill, and adapting more readily to a complex society. In view of the realities of the complexity of a dynamic society and the knowledge explosion, the student must not only learn what is known but also how to acquire knowledge not yet extant.

With a commitment to the dignity and significance of each student, the college endeavors to bring the student to a realization of what place he can make for himself in today's world and to provide the necessary training for his social and personal goals. To this end, the college must provide those cultural experiences which will open to the student the heritage of the educated man.

The mission of William Rainey Harper College, within the framework of this philosophy, is to provide the highest quality community college program of education, to seek out the most modern, creative, and effective organizational and educational ideas, and to test, improve, and implement those ideas which meet the needs of the community. Inherent in this mission is the responsibility of providing these programs at a reasonable cost to the student and at an efficient and reasonable cost to the community. The ultimate goal is an institution that allows the individual student maximum opportunity to learn and develop.

## General Education

Harper College is committed to a program of general education which acquaints the student with a broad area of knowledge. This knowledge not only provides information in particular subject fields but contributes toward an enlightened and integrated view of life. General education serves to complement specialized training designed to prepare the student for an occupation, whether a trade skill, a technical proficiency, or a professional vocation.

Essential to transfer and career-oriented programs, the aim of general education is to equip the student with important understandings and insights—and the power to communicate them. Thus, efforts to assume the role of a citizen and to earn a livelihood are set in a value perspective that gives a proper order to life's activities.

The general education philosophy of Harper College is intended to permeate the entire college program, enabling all members of the college community to work together to develop and strengthen constructive attitudes, knowledge, and understandings.

Degree graduation requirements have been developed to combine adequate specialization with general education.

## Objectives

Specific objectives of the college are:

1. To offer the first two years of *transfer or pre-professional education*, preparing students within their chosen field of study with a sound background commensurate with the first two years of education at a four-year college or university.
2. To offer two-year programs in *technical-vocational training*, providing students with the knowledge and skills required in a specific field.
3. To offer appropriate *general education* for all citizens, preparing them for more effective participation in a free society as well as for personal and cultural enrichment in an era which promises more and more leisure time.
4. To offer *opportunities for adults* in the community to initiate or to continue a collegiate education.
5. To provide *retraining and upgrading courses and programs* to facilitate adjustments to, or re-employment or advancement in, a work environment that is undergoing rapid technological changes.
6. To complement the educational programs with effective *counseling services*, including guidance and assistance to each individual student.
7. To encourage the use of its facilities and services for educational and *cultural purposes* by all citizens of the community.

## Degrees

Harper College offers three degrees: The Associate in Arts, the Associate in Science, and the Associate in Applied Science. The A.A. and A.S. degrees are primarily for students desiring to transfer to four-year institutions. The A.A.S. is primarily for those in two-year career programs.

In addition, the college structures certificate programs designed to meet specific needs of the community. These programs are normally one year in length, and upon completion of the prescribed courses, the student receives a certificate of completion.

## The Harper Year

The college follows the semester plan and also offers two eight-week staggered summer sessions. Day and evening classes are conducted throughout the college year. The college also offers a limited number of courses during the weekends of the fall and spring semesters.

## College Hours

The campus is open Mondays through Fridays from 6:30 am until midnight and on Saturdays from 6:30 am until 5:00 pm.

## Campus Facilities

Completion of the Harper campus, which opened to 5,400 students in September, 1969, brought to the college district a complex of informal contemporary buildings nestled in the rolling terrain of 200 rural acres. On-time delivery of the buildings marks Harper as the first Illinois public community college to complete its entire Phase I project, which was formally dedicated on May 3, 1970.

Campus structures include a comprehensive library and Learning Resources Center; a science and technology laboratory and classroom complex; a lecture-demonstration center; a fine and applied arts complex; a vocational-technical center; a park management and greenhouse facility; a college center for student-related activities; an administrative wing including admissions, business offices, and data processing center; and a central utility facility serving the entire campus.

Since the first phase of the campus was completed, additions to the science complex, fine arts wing, and central utility facility have been completed. The college's physical educational complex was completed in fall 1979, with two additional classroom-specialized career program buildings (I and J) opened for classes during the same semester.

The hub of the campus, the college center, provides a natural meeting place for students and faculty—and includes a lounge, food service facilities, bookstore, various student activity offices, student development center, community meeting rooms, and provisions for almost any activity the multi-purpose design might embrace.

The informal layout of the campus was designed to have a "village street" atmosphere. The architectural concept uses scale and placement of buildings, multi-level plazas, picturesque pedestrian streets, "earth-tone" building materials (brick, wood, and concrete), and

glass window walls to give a variety of interior and exterior views, producing a stimulating and pleasing environment for learning and working.

The structures are built into the natural contours of the land, with entrances on several levels. Panoramic vistas from several buildings embrace a small scenic lake to the north of the buildings, with foot bridge connecting the campus to the parking lot on a hill across the lake.

The Harper campus is an exciting environment for learning, complete with the latest educational tools. Students, alumni, and community residents find pride in a local campus which provides educational and cultural opportunities as well as a conference center for clubs and civic organizations.

## Bookstore

The bookstore, located on the second floor of the College Center, offers a full range of new and used textbooks, current paperbacks, magazines, newspapers, students supplies, educational aids, and sundries. Convenient store hours are posted near the entrance to the bookstore.

## Parking

All members of the college community, including students, faculty, and staff, are required to register their motor vehicles with the college, display their Harper parking permit decal, and park in the area designated for them. The speed limit in all parking lots is 15 miles per hour, and Illinois Motor Vehicle Laws will be enforced on the campus.

The Public Safety Office in Building B registers vehicles and issues parking permits.

## Learning Resources Center

The function of the Learning Resources Center is to support the instructional program of the college by providing appropriate services to faculty and students. The staff is qualified and ready to help in the development, acquisition, and use of a variety of audiovisual media and print materials. The LRC collection contains about 85,000 volumes, over 700 magazines, and extensive back issues of the *Chicago Tribune* and *New York Times* on microfilm, as well as tapes, records, slides, films, videotapes, and film strips.



### **LRC Library Services**

Library Services oversees all circulation of the LRC materials in the collection. Reference service, copy machines, and reserve materials are available on the second floor. This service also oversees the acquisition, cataloging, and indexing of all materials added to the LRC collection arranged according to the Library of Congress classification.

### **LRC AV Media Services**

The TV, photographic, and graphics areas design and develop institutional graphics, publications, and instructional media productions aimed at making instruction more effective. Located in the middle and south side of the first floor, the television studio is available for staff and student productions. Also adjacent to this area is AV media equipment distribution and repair service.

### **Flexible Facilities for Instruction**

Eight lecture/demonstration facilities provide the teachers and students with flexible resources for instructional use. These lecture/demonstration facilities are designed for large group instruction and are equipped with audio systems, remote media projection, and television linked directly to the Learning Resources Center.

Other self-instructional spaces and the LRC independent study area, each equipped with a variety of media, are used to support individualized instruction.





## Admission Information, Tuition, and Fees

Admission

Admission Options

Transfer Students

Readmission

Application Procedures

Residency

Tuition and Fees

Charge-Back Tuition

Tuition Refund Policy

Withdrawals



## Admission

### Eligibility

All high school graduates or the equivalent (GED) are eligible for admission to the college. A non-graduate 16 or 17 years of age who has severed his connection with the high school system, as certified in writing by the chief executive officer of the high school district in which the student has legal residence, or a non-graduate 18 years of age or older, may be admitted if he demonstrates the capacity to benefit from programs and courses offered by the college. To be placed in some programs in the college, the applicant may have to meet additional requirements as specified by that program and the Illinois Public Community College Act.

### High School Students

High school students may be admitted to selected courses upon the written recommendation of their high school principal and the college director of admissions.

## Admission Options

Potential students may select one of the following options and should follow the procedures identified:

### Transfer Program

This option is available to those students interested in selecting courses transferable to institutions offering a baccalaureate degree. Applications for these programs are accepted at any time prior to the beginning of the semester. Students may apply at any time and must comply with the procedures outlined in the Application Procedures.

### Career Programs

These sequences of courses are designed for individuals who desire to pursue a specific curriculum to prepare them for a particular career. Descriptions of requirements for admission to individual programs are contained in the curriculum outlines in this bulletin. Those programs identified in the Applications Procedures have space limitations. Therefore, students seeking admission must follow the specific application procedures as well as comply with the general procedures.

### General Studies Program

Individuals desiring college course work for personal enrichment who register for General Studies courses are automatically enrolled in this program. Upon completion of program requirements, students qualify for a Certificate in General Studies. Program requirements are outlined in the explanation of the General Studies Program in this bulletin. Students may apply at any time and should follow the

procedures for enrolling in an Adult or Continuing Education course.

Students not identifying one of the program options are encouraged to consult with a college student development faculty member for advisement and assistance.

### Community Education (Non-Credit)

Community Education courses have been established to provide an educational service to the public and are not a part of degree-credit or certificate credit programs. Students may register at any time and should follow the procedures for enrolling in an Adult or Continuing Education course.

## Transfer Students

Students transferring from another accredited institution of higher learning must provide the Admissions Office with official college transcripts covering all previous college work. Students transferring with a cumulative grade point average of 2.0 or better will be given credit for all courses passed if applicable at Harper College. Students transferring with less than a "C" average will be given credit for courses in which a "C" or better is earned. The registrar will specify acceptable courses. Students dismissed from another institution for disciplinary reasons must be reviewed by Harper's vice president of student affairs.

## Readmission

Any student who has previously attended Harper College and who is returning after an absence of one semester or more does not need to complete an application for readmission. If a student has attended any other educational institution since previous attendance at this college, official transcripts must be supplied for all academic work taken since last attending Harper College. Students dismissed for disciplinary reasons must be reviewed by Harper's vice president of student affairs.

## Application Procedures

Candidates seeking admission to either transfer or general studies may apply at any time. Specific procedures for full-time and part-time admission are listed in this section.

Career students can apply at any time unless a space limitation exists in the desired program. It will be the student's responsibility to contact the college to determine the admission status of a desired program. Certain career programs such as Dental Hygiene, Dietetic Technician, Fashion Design, Interior Design, Legal Technology, Medical Office Assistant, Medical Transcriptionist, Nursing, and Operating Room

Technician fall into this category and require that the candidate make application according to the following guidelines:

Applications for admission into such programs will be processed beginning October 1 for students planning to enroll the following fall semester. Candidates must be high school graduates or equivalent (GED), or have completed six semesters of high school work prior to applying. If, on October 1, more applications have been received than space available, those candidates with the highest qualifications will be selected. If space is available after October 1, students meeting program requirements for admission will be accepted based on date of application. In-district students will be given priority until April 1.

After April 1 all qualified applicants will be admitted to remaining vacancies based on date the application is received.

#### **Full-Time Student Admission (Credit only)**

Full-time students (12 semester hours or more) are required to:

1. Apply for admission using forms supplied by the college.
2. Submit official transcripts of all high school work and all college work attempted.
3. Take the college admissions battery. Either of the following test batteries will meet this requirement: American College Test (ACT), Scholastic Aptitude Test (SAT). If either of these tests has been taken, please request that an official score report be forwarded to the Admissions Office. Students may register to take the ACT at Harper College. (Students who have completed 12 semester hours of "C" work or better, either at Harper or at another accredited institution, are exempt from this procedure unless it is an admission requirement for a specific program.) For information, contact the Office of Testing Services.
4. Forward completed personal medical history form.
5. Pay a \$15.00 non-refundable application fee.

#### **Part-Time Student Admission (Credit only)**

Part-time students (11 semester hours or less) are required to:

1. Complete all sections of the application form.
2. Pay a \$15.00 non-refundable application fee.

3. Forward completed personal medical history form.

#### **Community Education (Non-Credit)**

Students desiring to enroll in non-credit courses are accepted to the college by completing the registration process. Registration procedures are available in the class schedule mailed prior to the beginning of each term.

#### **International Student Admission**

Students from other countries attending Harper College are termed "international" students, according to the following definition: "A person who is a citizen of a country other than the United States who has a visa for educational purposes with an intent to return to his homeland upon completion of his educational program."

International students must carry a minimum of twelve (12) semester hours. Because no scholarships or grants are available to international students, it is essential that students from outside the United States have sufficient funds to cover their expenses while in this country. The international student tuition is \$63.60 per semester hour (subject to change without notice).

Before any action can be taken on their applications, international students who wish to become degree-seeking students at Harper College must complete and/or file the following with the Admissions Office at least six weeks prior to the beginning of the semester or summer session in which they are intending to begin their studies:

1. A completed application form with a non-refundable \$15.00 application fee.
2. Official transcripts for at least the last four years of secondary school study and any university-level or post-secondary school work that has been completed or attempted. All these records must list all subjects taken, grades earned or examination results in each subject, and all diplomas and certificates awarded. If these documents are not in English, they must be accompanied by authorized English transcripts.
3. An official Test of English as a Foreign Language (TOEFL) score report. To be considered for admission, students must receive a minimum converted score of 426 (the twenty-fifth percentile) or above. Students who score below the fiftieth percentile may be restricted to a remedial program.
4. A completed personal medical history form.
5. Affidavit of support.

6. Release letter from foreign student advisor of the previous school attended (this applies to students already enrolled in a school in the United States).

## Residency

Students enrolling at William Rainey Harper College shall be classified as Resident, Non-Resident, Out-of-State, or International for tuition and fee purposes:

### Resident

A student whose residence has been determined to be within the William Rainey Harper College District (Illinois Community College District 512).

### Non-Resident

A student residing in Illinois but outside Community College District 512.

### Out-of-State

A student whose residence is outside the State of Illinois.

### International

A student attending Harper College on a student visa.

## Tuition and Fees (subject to change without notice)

### Tuition

Resident Tuition—	\$18.00 per semester hour
Non-Resident Tuition (see Charge-Back)—	\$43.81 per semester hour
Out-of-State Tuition—	\$61.42 per semester hour
International Student Tuition—	\$63.60 per semester hour
Senior Citizen Tuition (Resident)—	\$3.60 per semester hour

All tuition and fees are due and payable during registration unless arrangements are made at the Office of Financial Aid or the Office of Admissions and Records.

A one-time application fee of \$15.00 is charged to each new student applying for admission for credit courses. The fee, which is non-refundable, covers the cost of processing the application.

### Activity Fee

Students enrolled for 12 or more credit semester hours will pay a \$12.00 activity fee for each semester; students enrolled for less than 12 hours will pay a \$6.00 activity fee. No activity fee is charged for students enrolled *only* in credit-free (Continuing Education) courses or Harper classes taught off-campus (extension courses). However, students enrolled only in credit-free and extension courses may pay the activity fee and obtain an activity card (see: Student Activities).

### Special Music Fee

Students enrolled in minor applied music will pay \$56.00 per semester. This entitles the student to one private lesson per week. Major applied music students will pay \$112.00 per semester and will receive two private lessons per week.

Students may lease musical instruments for \$25.00 a semester, \$15.00 of which may be refunded depending upon the condition of the instrument when it is returned.

### Graduation Fee

A graduation fee of \$10.00 includes the cost of the diploma (see: Graduation Requirements).

### Laboratory and Music Fees

Laboratory and music fees will be indicated at time of registration.

### Parking Fees

Parking fees will be assessed as follows:

\$3.00 for fall semester
\$3.00 for spring semester
\$1.50 for summer semester

No parking fee is required for one or two day Continuing Education seminars or workshops.

## Charge-Back Tuition

**Resident Students** desiring to pursue a certificate or degree program not available at Harper College may apply for charge-back tuition if they attend another public community college in Illinois which offers that program.

Students approved for charge-backs will pay the resident tuition of the receiving institution; the Harper College District will reimburse the college for the remainder of the non-district tuition cost.

Application for charge-back tuition is made in the Office of Admissions.

**Non-Resident Students** approved for charge-back tuition from their resident district will pay Harper's resident tuition and their district will reimburse Harper for the balance of the non-resident tuition. Non-resident students attending Harper without charge-back will pay the non-resident fees (see: Tuition and Fees).

## Tuition Refund Policy

Tuition refund requests shall be made to the Office of the Registrar. Refunds will be made according to the following schedule for courses meeting for 16 weeks. Refunds for courses meeting less than 16 weeks will be prorated based on length of the course.

	Per Cent of Refund
Prior to first day of semester (less a \$5.00 service charge for degree credit courses)	100%
During first week of class*	80%
During second week of class	50%
No refund after second week of class	

Refunds for one-day CE seminars and workshops cannot be made after the offering has been held.

Any extraordinary circumstances involving tuition refund, including withdrawal during the semester for medical reasons, shall be brought to the attention of the Director of Admissions. The Vice President of Student Affairs shall make the final decision on such tuition refund requests.

\*Terminates with the Friday following the commencement of the first full week of classes in accordance with the college calendar.

## Withdrawals

When students wish to withdraw from a class after regular registration, they must withdraw officially by forms submitted to the Admissions Office. Procedures for a medical withdrawal are

available in the Health Services Office. The following guidelines determine grades for an official withdrawal:

1. Classes dropped prior to the beginning of the fourth week will not become a part of the student's permanent record.
2. A "W" grade will be assigned to a class dropped after the beginning of the fourth week and prior to the sixteenth academic week.
3. A grade of "F" will be assigned to a class dropped after the beginning of the sixteenth academic week. If extenuating circumstances exist, students may petition for a "W" grade through the office of the vice president of academic affairs. Students not withdrawing officially through the Admissions Office are subject to an "F" grade.







## Academic Information

Grading

Academic Honors

Standards for Academic Performance

Honors Program

Probation

Incomplete Grades

Auditing a Course

Transcripts

Transfer to a Senior Institution

Transfer of Credit to Harper College

Student Records Policy

Student Grievance Policy



## Grading

At the end of each semester, the student will receive a grade for each class in which he was enrolled at the beginning of the fourth week of the semester. The official grade point average is computed on the basis of final grades awarded at the end of each semester or term.

### Grade Points

Grade points are numerical values which indicate the scholarship level of the letter grades. Grade points are assigned according to the following scale:

Grade	Significance	Grade Point
A	Superior	4.0
B	Good	3.0
C	Average	2.0
D	Poor	1.0
F	Failure	.0
H	Audit	.0
N	Non-Attendance	.0
P	Pass	.0
W	Withdrawal	.0
X	Incomplete	.0

## Academic Honors\*

### Trustees' Honor List

Each semester, students achieving a grade point average of 3.75 to 4.00 are recognized as Trustees' Honor List students.

### Dean's Honor List

Students achieving a grade point average of 3.50 to 3.74 during any semester are placed on the Dean's Honor List.

### Honors List

Students with a grade point average of 3.25 to 3.49 are given recognition on the Honors List.

\*Part-time students must have accumulated 12 semester hours at Harper to be eligible for an academic honor.

## Standards for Academic Performance

Students enrolled in an academic program must maintain minimum academic performance. In the following table are listed satisfactory and unsatisfactory standards for Harper students:

Attempted Cumulative Hours	Satisfactory	Unsatisfactory
7-18	1.00 or more	.99 and below
19-36	1.50 or more	1.49 and below
37-45	1.75 or more	1.74 and below
46 or more	2.00 or more	1.99 and below

Harper students who have accumulated seven semester hours or more and students who transfer from another institution must make satisfactory performance or be placed on probation.

A student placed on probation will automatically be removed from probation when his cumulative grade point average (GPA) meets the minimum standards for satisfactory performance. A student on probation whose cumulative GPA remains below satisfactory performance can continue on probation if his work in succeeding semesters gives hope that he can achieve a 2.0 average by graduation.

Students whose cumulative GPA remains unsatisfactory for more than one semester may be considered for dismissal.

### Repeat Policy

Students who have received "Ds" or "Fs" will be allowed to repeat the courses and attempt to earn a higher grade. When such a course has been attempted more than once, only the highest grade received for that course will be used to compute the cumulative GPA. The lower grade will remain on the transcript but will not be used to compute the Harper College cumulative GPA.

### Behavioral Contracting

Behavioral contracting is the development of an agreement between a student development faculty member or teacher and a student on probation, the objective being to raise the student's academic performance to the level of satisfactory status. The rationale for behavioral contracting is to provide additional incentives for academic performance.

## Honors Program

Harper College seeks to stimulate, encourage, and recognize work of depth, scope, and originality by its students. These demonstrated student abilities have led nearly every department to supplement regular programs with honors options. Whether in transfer or career areas, students may elect honors options of four types:

1. Independent study
2. Courses specifically designed for honors candidates
3. Honors sections of existing courses
4. Honors enrichment topics or projects to augment regular courses

## Probation

Probationary students must raise their cumulative grade point average to the minimum required for the succeeding semester in which they are enrolled or they will be considered for dismissal. A probationary student may be required to carry a reduced number of units, upon the recommendation of his student development faculty member, as an added incentive to increase academic performance.

## Incomplete Grades

A student may receive a grade of "X" for unfinished work in a course provided the work was incomplete because of circumstances deemed to be unavoidable or uncontrollable. The work to be completed will be assigned by the instructor. The unfinished work must be satisfactorily completed by the mid-term of the following semester or the instructor may assign a final grade of "F" or "N".

## Auditing a Course

A student who wishes to audit a course may do so by following the regular registration procedures or by completing a change of schedule form prior to the withdrawal deadline for that course. Students will be required to pay full tuition and fees, and will receive a grade of "H" for the course.

Students who wish to change from audit to credit may do so by completing the change of schedule form by the mid-point of the term.

## Transcripts

Official transcripts of a student's academic record will be issued and sent, upon written request, to other educational institutions and prospective employers. Each student is entitled to three transcripts without charge. A fee of \$1.00 is charged for each additional copy.

## Transfer to a Senior Institution

Baccalaureate oriented credits earned at Harper College are transferable to other institutions of higher learning. Students intending to transfer to other institutions should consult with that institution as well as their student development faculty member to assure efficient transfer.

## Transfer of Credit to Harper College

A student who has attended any other college(s) must have an official transcript from each college attended sent to the Admissions Office immediately upon making application. A

student may transfer credit to William Rainey Harper College according to the following conditions:

1. The collegiate institution previously attended must be an accredited and/or approved institution awarding college credit.
2. Credit may be transferred to Harper College for courses earning credit and successfully completed with a grade of "D" or above if the student's cumulative grade point average (GPA) is 2.0 or above ("C" average) at the previously attended institution. The student's work at each institution is evaluated independently if several institutions were attended.
3. If the student's cumulative GPA is less than 2.0 at a previously attended institution, credit may be transferred for courses earning credit and successfully completed with a grade of "C" or above.
4. Credit may be transferred, but the grades earned at other institutions are not transferred nor are the grades included in computing the cumulative GPA at Harper College.
5. Religion courses which are of a sectarian nature or courses which are not applicable to programs at Harper College may not receive transfer credit.

## Student Records Policy

The Student Records policy at Harper College is governed by the Family Education Rights and Privacy Act of 1974. The law and the guidelines for its use at Harper College are available in the office of the vice president of student affairs.

## Student Grievance Policy

A Student Grievance policy and procedure is available for students who feel improper, unfair, arbitrary, or discriminatory judgments or improper use of procedures have been applied to them directly by the college or a college representative. A copy of the procedure can be obtained in the Student Senate office, Students Activities office, or office of the vice president of student affairs.





## Student Services

Student Development Services

Orientation

Vocational and Academic Testing Services

Proficiency Credit Program

Financial Aid

Placement and Career Development Services

Veteran Services

Student Activities

Conduct

Athletics

Food Service

Student Senate

Health Services

Hearing Impaired Program

Child Care Services

College Services



## Student Development Services

Counseling and guidance are important functions of a comprehensive community college. Harper recognizes this fact and has developed an extensive program of student development services. Student development faculty serve as academic advisors to all students, especially in the areas of program selection and career decision-making. Students are also encouraged to see student development faculty members when personal or social problems arise.

The Student Development Center maintains a collection of information on vocational and college selection and college catalogs for personal use by the students. Up-to-date transfer information on area colleges and universities is available, including specific information on program requirements for transferring to these institutions. A Career Corner in the Learning Resources Center contains information on a variety of careers and educational programs.

A cluster counseling approach is used at Harper, with student development faculty housed in three counseling clusters on campus. These are located in Buildings A, D, and I. Counselors are available during the College's day and evening hours, and may often be consulted without an appointment.

Human Potential Seminars and Career Planning and Development Seminars are offered as PSY 110 and PSY 111 for one hour credit each. These classes meet as small groups led by student development faculty. Other small group experiences are also offered from time to time.

## Orientation

Students are invited to participate in the college orientation program held each year during the summer and in January. General information about the college is presented, and students meet with student development faculty for academic advisement.

## Vocational and Academic Testing Services

A comprehensive testing program is available to students without charge. Test results, through proper interpretations, can give valuable information needed to make decisions about future plans and goals. In addition to personality, interest, and aptitude tests, national testing programs such as GED, ACT, CLEP, and dental hygiene aptitude are administered at Harper College.

## Proficiency Credit Program

Students with wide varieties of educational experience may convert this experience into college credits on the basis of satisfactory performance on proficiency examinations. A student who has been officially accepted as a Harper student may apply for and receive college credit by meeting the course objectives for no more than one-half of the academic program required for graduation at Harper. This would include Advanced Placement (AP) credit, College Level Examination Program (CLEP) credit, Harper College Proficiency Examination credit, and Defense Activity for Non-Traditional Educational Support (DANTES, previously USAFI) credit.

Guidelines, policies, and procedures for this program are available from the Office of Testing Services.

### Advanced Placement Program (Offered Only in High School)

Credit and placement will be awarded to students with adequate Advanced Placement (AP) examination grades in areas comparable to the Harper curriculum. The granting of credit and/or advanced placement will be determined following the guidelines listed in the "Proficiency Credit" bulletin available in the Office of Testing Services.

### College Level Examination Program

Credit through the College Level Examination Program (CLEP) is available to all students who feel they have acquired the necessary proficiency level to meet the basic general education requirements in English, Humanities, Natural Sciences, or Social Sciences. A student who has completed the CLEP General Examinations should request that the scores be sent to the Office of Admissions. Information regarding the CLEP General Examinations may be obtained by requesting a copy of the CLEP "Bulletin of Information for Candidates" from the Harper Office of Testing Services. Criteria for granting credit have been determined by each academic division. Granting of CLEP credit by Harper College is contingent upon completion of application procedures.

### Harper College Proficiency Examination Program

A student who wishes to receive credit for a course by taking a Harper College proficiency examination must secure an application from the Office of Testing Services. Applications for these examinations may be denied due to the nature of the course or because a suitable examination is not currently available.

### Armed Services Experience Credit

Credit will be granted for educational experience completed while in the Armed

Services. Applicants submitting DD Form 214, Armed Forces of the United States Report of Transfer or Discharge, a transcript of in-service training from the appropriate service, or an official report of educational achievement through Defense Activity for Non-Traditional Educational Support (DANTES, previously USAFI) will receive credit and advanced placements as recommended by the Commission on Accreditation of Service Experiences of the American Council on Education. These recommendations will be considered if the courses are equivalent to the courses offered by the college.

## Financial Aid

Harper College offers a diversified and comprehensive financial aid program. Harper participates in the following:

### Federal Programs

Law Enforcement (Grants)  
College Work Study (on and off campus)  
National Direct Student Loans  
Nursing Loans and Scholarships  
Armed Forces Tuition Assistance  
Supplemental Educational Opportunity Grants  
Basic Educational Opportunity Grants

### State-Sponsored Aid Programs

Illinois State Scholarships and Monetary Awards  
Illinois Guaranteed Loans  
Illinois Military Scholarships  
Division of Vocational Rehabilitation Programs  
Illinois National Guard Scholarships

### Scholarships

Each year the Board of Trustees of Harper College offers to graduates of high schools within the Harper district a series of scholarships called Trustee Scholarships. The Trustee Scholarship will also be awarded to four students selected from the general college population who are not recent graduates from one of the district high schools.

In addition, many private and public agencies are ready and able to assist the worthy college student. Funds are also available through local organizations such as women's clubs, chambers of commerce, the American Association of University Women, business, and industry.

There are many ways to put together needed college funds. Some students receive outright grants or scholarships for a portion of their expenses. Loans up to \$2500 a year (interest free and no payments while the student is in college) can be obtained. Last but not least, jobs for students under work-study or other employment programs can be obtained to assist with college financing.

Many students utilize a package aid program combining funds from two or three sources to pay for their college education—in addition to what they can expect to receive from their parents. More than 1,600 Harper College students (about 25 percent) are receiving some form of assistance in programs administered by the Office of Financial Aid.

Students who plan to attend Harper College and have a need for financial assistance should take the following steps:

1. Submit an application for admission to Harper College
2. Complete the following applications for financial assistance:
  - A. Illinois State Scholarship Commission
  - B. Basic Educational Opportunity Grant
  - C. Financial Aid Form

It is important to complete all these forms, as financial assistance can be received from several sources simultaneously.

Certain financial aid programs have specific standards for academic performance which the student must meet in order to maintain eligibility.

Information on all scholarships, grants, and loans may be obtained from the Office of Financial Aid.

## Placement and Career Development Services

A representative of the Illinois State Employment Service has an office on campus. This person provides job placement services to Harper students at no charge.

Career resource materials are maintained in each of the student development clusters and staff members are available to assist students who wish to use these resources.

Student development staff provide a variety of career development services including individual counseling and testing and career planning seminars.

## Veteran Services

Harper College maintains a full-time Veteran Affairs Office which has responsibility for veteran enrollment, certification, special education programs, and tutorial programs.

Eligible veterans under the Vietnam G.I. Bill receive a monthly educational allowance to attend school. Development courses are

designed to satisfy education needs or prepare the veteran for more advanced training. Pre-college courses are not charged toward the veteran's entitlement time although they will be paid by the VA. Full-time veteran students are also eligible for Veterans' Work-Study. Others who may be in doubt as to whether or not they are eligible under the VA Widows' Compensation, Vocational Rehabilitation, and other special programs should contact the college veterans' coordinator.

Illinois Veterans who served on active duty for at least one year in World War I or any term after September 16, 1940 are eligible for the Illinois State Veterans Scholarship.

Additional benefits are available to the veteran who is experiencing difficulty in completing his educational objectives. The VA will pay supplementary benefits (up to \$69 per month for a maximum of \$828) for individual tutoring.

Harper offers, to military in-service personnel, a Predischarged Education Program. PREP provides servicemen and women the developmental skills necessary for the pursuit of a college education.

Harper has been designated as a Serviceman's Opportunity College by meeting or exceeding the following criteria: Uncomplicated and non-restrictive admission policies; providing for servicemen to pursue educational programs through courses offered on weekends, evenings, and other non-traditional times; and offering maximum credit for educational experiences obtained in the Armed Forces.

The Veterans' Outreach Division actively seeks out "returning" veterans in the college district and provides veterans with information concerning college programs and curricula. Veterans are also assisted in securing rights, benefits, and services available to them.

Questions concerning veterans' affairs should be directed to the veterans' coordinator.

## Student Activities

A comprehensive activities program is available which includes a college/community program series of lectures, concerts, films, art exhibits, and theater productions sponsored by a student-faculty Cultural Arts Committee; social programs of concerts, films, special events, mini-courses and other programs of interest sponsored by the student College Center Program Board; student publications including the college newspaper *Harbinger*, and a literary and visual arts publication, *Point of View*; a closed circuit student radio station; speech activities; a student travel program; and a

program for student leadership development. These programs are financed by student activity fees.

A number of clubs are active, and students are encouraged to begin other organizations within the established guidelines. Among the clubs recognized are: Astronomy Club, Association of Legal Students, Baha'i Club, Catholic Campus Ministry, Chess Club, Christian Science Organization, Circle K, Collegiate Illinois Association of the Deaf, Data Processing Association, Electronics Club, Food Service Association, Future Secretaries Association, Harper's Bizarre (Fashion Design), Geology Club, Intramural Sports Board, Junior American Dental Hygienist's Association, Operating Room Technicians, Phi Theta Kappa (Honorary), Photography Club, Physical Education Majors, Political Science Club, S.E.A.R.C.H. (Solar Energy), Seekers, Sophomore Nurses and Ski Club.

## Conduct

Harper College respects the civil rights and liberties of each member of the college community. A student conduct code has been established to insure these rights and responsibilities. All students are held to be informed of the rules pertaining to these rights and responsibilities which are printed in the *Student Handbook*.

## Athletics

Harper College is a member of the North Central Community College Conference (N4-C) which includes Triton, DuPage, Wright, Thornton, Illinois Valley, Rock Valley and Joliet Community College for the total membership of the conference.

In addition, Harper College is a member of the National Junior College Athletic Association (NJCAA) which has a membership of approximately 560 junior community colleges throughout the United States.

Harper College participates in football, cross-country, golf, women's tennis, basketball, women's basketball, wrestling, women's gymnastics, track, tennis, baseball, women's volleyball and women's softball.

An extensive intramural program is also available for the Harper students. Activities are promoted both on and off campus. To name a few, activities include flag football, bowling, tennis, water polo, billiards, track, wrestling, weight lifting, softball, and ice skating.



## Food Service

The Harper Food Service offers breakfast, lunch, and dinner Monday through Thursday, and breakfast and lunch on Friday in the College's cafeteria. Operating hours are as follows:

Monday through Thursday . . . 7:30 am-7:30 pm  
Friday . . . . . 7:30 am-3:15 pm

Food Service also maintains food vending machines located in buildings throughout the campus and Willow Park Center.

Food Service also does "on campus" catering for breakfasts, luncheons, dinners, and special events. This service is available to faculty, staff, and students.

Harper operates a "mini-bakery" in the College's cafeteria where a variety of bakery products is available several days per week.

## Student Senate

The Student Senate is the student government body through which students are represented to the Board of Trustees, administration and faculty. They are responsible for budgeting the student activity fee to provide for a variety of social, cultural, and recreational activities as well as special programs and services. They also act upon student concerns, appoint students to college committees, review and recommend changes in college policy, recognize student clubs and organizations, and in general promote student welfare.

## Health Services

Academic achievement and a choice of educational goals are largely dependent upon the physical and emotional well-being of the student. The college's acceptance of this fact has meant the recognition of its responsibility to provide a health program equal to the health needs of the students.

The health services program is directed by a registered nurse with experience in counseling. A part-time physician is available on selected days in the health service to see, diagnose, treat, and refer students as necessary during fall and spring semesters. There are also medications available for treating minor illnesses, as well as testing for strep throat, mononucleosis, pregnancy, tuberculosis, and venereal disease. Students are encouraged to use health service facilities when ill or injured as well as for confidential counseling and care regarding personal health problems. A rest area is available to students, faculty, and staff. Community health resources are utilized for referral when necessary.

The college also recognizes that the health services program has a role in the health education of students. Symposiums and literature on various health-related topics are available to students as well as to community residents.

Health services are available on the Palatine campus from 8:15 am to 10:00 pm, Monday through Thursday and from 8:15 am to 4:30 pm on Friday. Students attending classes at other locations may use these health services. Emergency procedures will be followed at other class sites.

## Hearing Impaired Program

Supportive services are offered to those students with hearing impairments. The services include: sign language, interpreting, notetaking, tutoring, counseling and special classes in the Preparatory Program.

The Preparatory Program provides the students with an opportunity to adjust to the college environment and to develop essential academic skills to successfully mainstream into the regular classes. The Preparatory curriculum includes special classes in remedial reading, language, vocabulary and mathematics, and in Career Planning and Development.

All new applicants are required to take the Placement Tests in the Hearing Impaired Program. The transferees must see the H.I.P. Counselor for a waiver.

Any hearing impaired applicant who will need one or more of the supportive services is encouraged to contact the Coordinator of the Hearing Impaired Program as early as possible for a supplementary application form and for further information about placement tests, registration and supportive services.

The beginner, intermediate and advanced sign language courses for degree credit are available for those who wish to learn to communicate with the hearing impaired.

## Child Care Services

Child care services are offered for children of Harper students, faculty, and staff. Children ages two through kindergarten will be accepted on a first-come basis as enrollment is limited to space available.

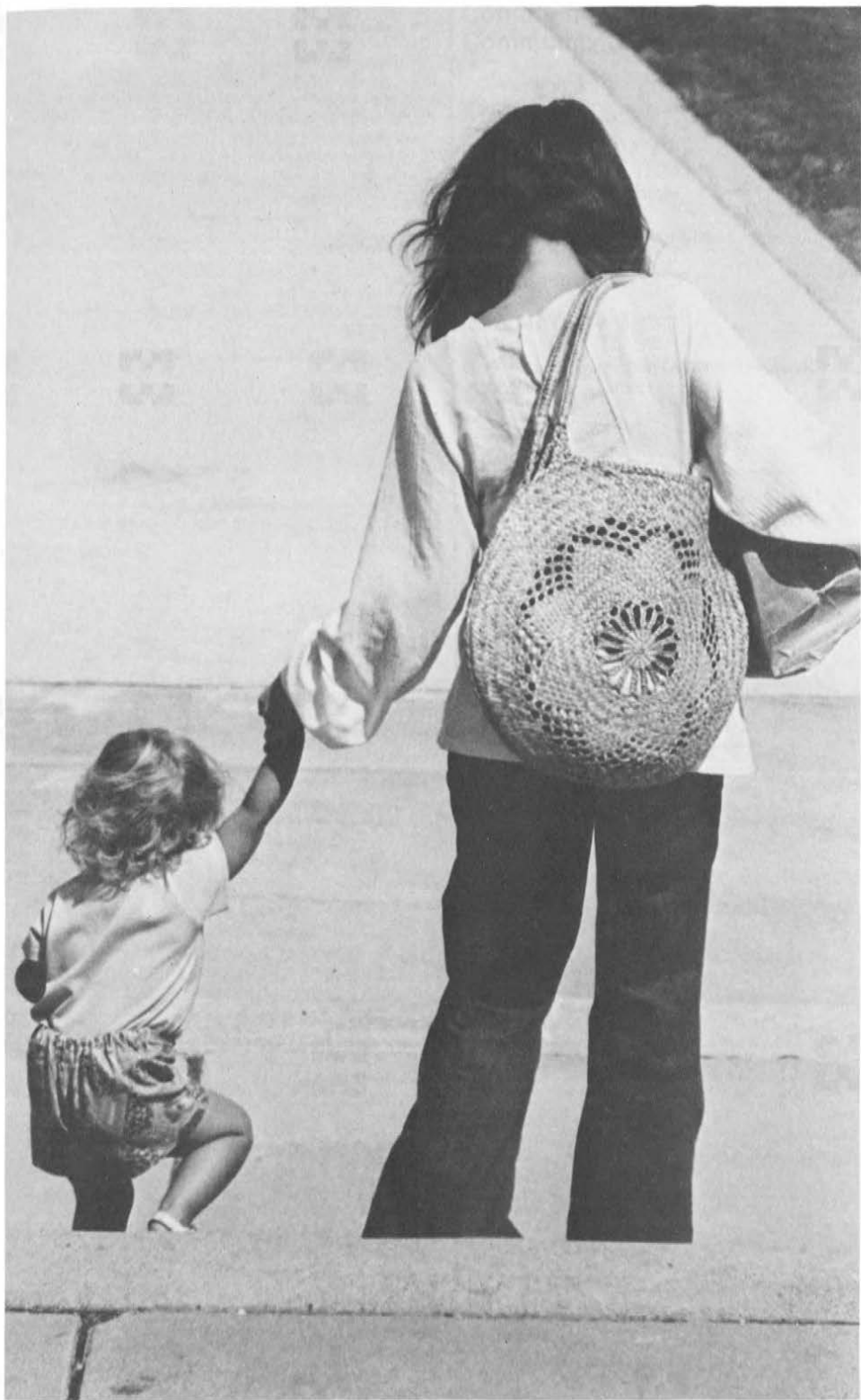
The service will be open only when classes or exams are scheduled from 7:45 am to 4:30 pm, Monday through Friday, dependent upon enrollment.

Parents who are considering using the service are responsible for obtaining the current hours and regulations of the service before registering for classes.

## **College Services**

Harper College programs and facilities are accessible to handicapped persons.

Complete college services may not be available at all off-campus or extension locations.







## Continuing Education and Community Services

Continuing Education

Women's Program

Learning Skills Laboratory

College Community Programs

Open Test Center for CLEP

Open Test Center for GED

Community Counseling Center — A Service for  
Non-Harper Clients



## Continuing Education

Harper College believes that education must be a lifelong pursuit to keep abreast of the knowledge explosion and the pervasive influence of social and cultural changes. To meet the educational needs of adults, the college has developed a complete schedule of credit and credit-free offerings. In addition, graduate extension courses are offered on the Harper campus by Illinois colleges and universities.

The Continuing Education program seeks to provide adults with a variety of ways to continue their education in a formal or informal manner. Seminars, conferences and workshops are conducted which are designed to meet the special needs of community interest groups. The needs of business and industry are met through management training seminars. Special programs are offered relating to women's interests in today's changing world along with many other seminars in community leadership training and senior citizen activities.

Harper seeks to extend its educational offerings to other community locations. Credit and credit-free extension offerings are offered at industrial plants, high schools, libraries, apartment buildings, shopping centers and local government offices.

Every effort is made to provide course offerings that respond to community needs and afford both enjoyment and practical benefits. Expansion of Harper's role in assisting community agencies and institutions to achieve their goals is an objective of the college.

### **Institute for Management Development**

Harper College offers business and industrial personnel the opportunity to participate in management and supervisory training seminars scheduled during the course of the academic year. The management training program was created through the joint participation of the college and northwest suburban business and industrial representatives who serve as members of the Harper College Business-Industrial Steering Committee.

Every effort is made to provide training programs related to the needs of area business organizations. The seminars are led by nationally-known experts in the fields of specialized management training.

A list of seminars and workshops held at Harper during the past year includes such subjects as management by objectives, improving employee performance through coaching, the art and skill of delegation, motivation, efficient communication, team building, employee

relations, managing time, and the woman as a manager.

Northwest suburban business concerns can now arrange to have their employees attend the local management seminars and workshops at a fraction of what it would cost to attend these same offerings when they are sponsored by professional associations at locations in other parts of the country. Special rates are available to organizations sending "groups" of employees to the training sessions. As an additional service, management training seminars and workshops can be brought to local businesses as a component of in-plant training.

### **Senior Citizen Program**

Objectives of the Senior Citizen Program are to make Harper's existing services and programs more accessible to older persons, to structure a variety of programs especially for them, and to provide opportunities for professional growth and exchange for those who are concerned with meeting the needs of aging citizens in our community.

All district residents 65 or older are eligible for reduced tuition rates for all courses and workshops offered by the college. Many programs are placed at locations in the community, including parks, churches and nursing homes, so that transportation problems are minimized. The services of the college, including the Student Development Center, Dental Hygiene Clinic and Learning Resources Center are all open to senior citizens. Older persons are welcome and encouraged to attend cultural events sponsored by the Student Activities office.

### **Community Development Education Center**

The purpose of the center is to promote a better informed citizenry in the areas of government and leadership. The center's objectives are to provide information and skills to public officials and professional staff, to increase their efficiency, to interest citizens in becoming more informed and active in all phases of the community, and to bring together citizens, officials, and staff to facilitate greater interaction and understanding between these groups. Seminars, workshops, and special conferences are planned to meet these objectives. Offerings to municipal employees and government officials are provided in cooperation with the Northwest Municipal Conference.

### **Center for Material Management Education**

The purpose of the center is to provide training and enriching educational experiences for business professionals in purchasing, inventory control, production control, material handling, physical distribution, receiving and shipping,

and warehousing. Offerings within the center include non-credit seminars as well as degree-credit courses.

### **Center for Real Estate Education**

The purpose of the center is to provide training and enriching educational experiences for those entering or increasing their professionalism in the real estate business. Offerings include courses to meet educational requirements for the salesman's and broker's licenses, exam review workshops prior to every monthly state licensure examination, and other activities developed in cooperation with an advisory committee of practicing real estate professionals.

### **University Extension Courses**

University undergraduate and graduate level instruction is offered at Harper College through extension courses from various four-year colleges and universities. With proper planning and counseling, it is possible for a person to earn most or all of the requirements for a bachelor's or master's degree in business administration or a master's degree in education on the Harper campus or in various Harper district locations.

### **Women's Program**

At a time when questions of optional life styles are being raised, the Women's Program attempts to help women know themselves better, to understand their relationships within their society, and to participate more effectively in their chosen roles. Workshops, continuing education offerings, credit program offerings and referral services are designed to provide women with information, skill development, and personal guidance in the areas of individual growth and awareness, interaction and communication with others, career development, community awareness and involvement, and women's studies.

A special effort has been made to schedule programs at convenient times for women and to provide day long child care facilities at the college at a minimal cost.

### **Special Services**

#### **Learning Skills Laboratory**

Harper College has established a Learning Skills Laboratory to assist students who encounter academic difficulty.

Students entering college with academic deficiencies may be referred to the laboratory. After completing a battery of tests and having an interview with a student development faculty member, a program designed around the needs of the student would be recommended. This program could consist of any combination of the following courses presently offered through the

Learning Skills Laboratory and would be supplemental to other courses the student may choose to take:

CMN 097, Spelling Improvement; CMN 098, Vocabulary Development; CMN 099, Language Skills; RDG 099, Developmental Reading; RDG 104, Reading Acceleration; MTH 094, Arithmetic; MTH 095, Elementary Algebra; MTH 096, Geometry; ESL 098-099, English As A Second Language; PSY 099, Learning and Adjustment to College; PSY 110, Human Potential Seminar.

(Courses in the Learning Skills Laboratory are offered through individualized instruction.)

#### **Tutoring Services**

As a part of the Learning Skills Laboratory a "walk in" tutoring center has been developed for Harper students. During posted time periods, a student can come to the laboratory and receive academic assistance. Tutoring is available for most subjects offered by the college. Further information can be obtained from the Learning Skills Laboratory.

#### **English as a Second Language**

Six levels of English courses which include listening, speaking, reading, and writing skills are offered for limited-English-speaking persons through the Adult Basic Education (ABE) Program. Emphasis in these classes is on the English skills needed for everyday living. Supplementary courses in reading, composition, and advanced conversation/pronunciation are also offered. Both daytime and evening classes are held on the Palatine campus and at various other locations in the community. Students are tested during registration for placement in classes. Tutoring and counseling services are also available.

Students must be at least sixteen years old and must not be enrolled in a secondary school. For further information, contact the English as a Second Language (ESL) coordinator.

#### **Basic Skills and GED Test Preparation**

The Adult Basic Education (ABE) Program is funded by the Illinois Office of Education, and provides academic instruction for persons sixteen years old and over who have not completed a secondary education program in the United States or who have passed the GED high school equivalency tests and who are not currently enrolled in a secondary school. (Persons under nineteen years of age should contact the GED coordinator for other test eligibility requirements.)

Daytime and evening courses are offered in reading development, basic English skills, basic mathematics, GED reading comprehension and constitution review, GED grammar and usage, GED mathematics, and citizenship training.

When students register, they are tested to determine proper placement. Tutoring and counseling services are also available. For further information, contact the basic skills/GED coordinator.

## **College Community Programs**

A student-faculty Cultural Arts Committee provides the college and community with programs representative of the various arts—dance, drama, exhibits, film and music, and a lecture series for discussion of relevant issues. These programs are sponsored by the Student Activities Office and financed by student activity fees.

## **Open Test Center for CLEP**

The College Level Examination Program (CLEP) tests sponsored by the College Entrance Examination Board are administered monthly by the Office of Testing Services. This program offers a means of converting knowledge gained in a variety of ways into college credit. Students are urged to contact the college of their choice to determine if they will accept and act upon results of the examinations.

## **Open Test Center for GED**

Harper College is an approved test center for the General Educational Development test. Upon passing the GED test, a high school equivalency certificate will be issued by the Cook County Superintendent of Schools.

## **Community Counseling Center**

Harper's Community Counseling Center makes psychological services available to non-student residents of the community, on a fee basis.

Clients are assisted in making intelligent occupational choices through the use of psychological and vocational counseling. This service includes the administration and interpretation of intelligence and personality tests, as well as measurements of interests and preferences. Clients are aided in an exploration of the world of work, job interviewing, and resume writing.

Another function of the center is to provide an evaluative, diagnostic, and psycho-therapeutic service for adults and adolescents with personal, social or emotional problems. The broad gamut of problems our staff works with includes marital discord, divorce adjustment, sexual problems, family relationships, and drug related problems.

The Community Counseling Center is located in Building A, room 347. Further information may be obtained by calling the Community Counseling Center, at 397-3000, extension 273.







## Programs of Study and Requirements

General Education Requirements

Graduation Requirements

General Studies Certificate Requirements

Career Programs

Transfer Programs

Cooperative Programs



# General Education Requirements

	Associate in Arts	Associate in Science	Associate in Applied Science
I. <b>Communication Skills</b> ENG 101, ENG 102, ENG 201, ENG 220	6 hours	6 hours	6 hours <sup>1</sup>
II. <b>Social Sciences</b> anthropology, economics, geography, history, political science, psych- ology, sociology	6 hours	6 hours	6 hours
III. <b>Science or Mathematics</b> astronomy, biology, chemistry, engineering <sup>2</sup> , geology, mathematics, physical science, physics	8 hours	20 hours	6 hours <sup>3</sup>
IV. <b>Humanities</b> art, foreign language, humanities, literature, music, philosophy, fine arts, SPE 107, SPE 111, SPE 212	6 hours	6 hours	3 hours
V. <b>Twelve hours to be taken in</b> at least two of the following areas: communication <sup>4</sup> , social sciences, science or mathematics, humanities, physical education <sup>4</sup>	12 hours		
<b>Total General Education Requirements</b>	38 hours	38 hours	21 hours

<sup>1</sup>The following courses may be used to satisfy this requirement if a part of the approved career program: ENG 100, ENG 103, JNM 130, JNM 131, JNM 133.

<sup>2</sup>Courses in engineering may apply to the general education requirements in Group III in the Associate of Science and Associate in Applied Science degrees.

<sup>3</sup>Students majoring in a career program may count courses in their major toward fulfillment of this requirement.

<sup>4</sup>In addition to the listed courses in Group I, the following can be used to fulfill the Group V requirement: PED 203, SPE 101, SPE 102, SPE 205 and RDG 104.

## Graduation Requirements

1. Attainment of a minimum of 60 semester hours of credit, at least 30 of which must be earned in attendance at Harper College. Waiver of the latter requirement by the vice president of academic affairs may be made where exceptional circumstances warrant. Up to two hours credit in physical education activity courses may be included as free electives in the minimum 60 required hours for an associate degree.
2. Attainment of a minimum grade point average of 2.0 for all work taken for the associate in arts and the associate in science degrees. Attainment of a minimum grade point average of 2.0 for any applicable 60 semester hours work for the associate in applied science.
3. Meet the Constitution Requirement of the Illinois State School Code. This can be met by (1) submitting an official Illinois high school transcript stating the requirement has been met, or (2) successfully completing PSC 201, or (3) successfully passing a college administered test on the U.S. Constitution, Illinois Constitution, the proper use and display of the American flag, and the principles of American democratic government.
4. Requirement of 60 hours must be in courses numbered 100 or above for the degrees of associate in arts or associate in science.
5. Enrollment in Harper College during the semester in which graduation requirements are completed. Waiver of enrollment requirement may be made by the vice president of academic affairs where exceptional circumstances warrant.
6. Fulfillment of the degree group requirements.
7. A student must apply for graduation and pay the graduation fee of \$10.00. Notification of the student's intent to graduate will be accepted in the Registrar's Office no later than one week after the midterm of the semester in which the student intends to graduate. Students are encouraged to complete their petition for graduation when registering for the semester in which their graduation requirements will be fulfilled.
8. In addition to the above requirements, students enrolled in specific career programs will fulfill the requirements outlined in the programs. Any changes in program requirements necessitated by licensing and/or accrediting agencies must be observed by students who are already admitted and in process in their programs.

## General Studies Certificate Requirements

Students enrolled in Continuing Education offerings carrying General Studies credit can apply their course work to a General Studies certificate. Such a certificate is meant to recognize those who diligently pursue a sequence of Continuing Education offerings.

Requirements for the certificate in general studies are as follows:

1. Successful completion of nine General Studies credit hours.
2. A grade of "P" (Pass) indicates successful completion of a course for purpose of granting credit. A grade "W" indicates that the class has not yet been satisfactorily completed.
3. Course/seminars taken at other institutions are not applicable to a general studies certificate.

A \$10.00 non-refundable fee will be charged to those who wish a certificate upon completion of the Certificate in General Studies program. This fee is payable at the time when the certificate is applied for. Anyone who wishes to have his past continuing education work included for the Certificate in General Studies may do so by applying to the Director of Continuing Education and Program Services. Anyone who registers for a Continuing Education offering automatically enters the Certificate in General Studies program.

Check the current college course schedule for a list of those offerings available for general studies credit.

### Statement of Completion

Students enrolled in any Continuing Education offering may be awarded a Statement of Completion for successfully completing the offering. For Continuing Education courses satisfactory completion is evidenced by a grade of "P" (Pass). The Statement of Completion must be applied for in the office of the division in which the offering is scheduled.

## Career Programs

Harper College offers the following career/vocational programs. Both associate degree and certificate programs are offered except where indicated.

Accounting Aide  
Accounting Clerk<sup>1</sup>  
Accounting—Paryoll<sup>1</sup>  
Agricultural Marketing—  
Commodity Futures<sup>2</sup>  
Architectural Technology  
Aviation Maintenance  
Technology  
Baking<sup>1</sup>  
Banking, Finance and Credit:  
Banking option  
Savings & Loan option  
Brokers License Certification<sup>1</sup>  
Building Codes and Enforcement<sup>1</sup>  
Business Machine Repair Technology<sup>2</sup>  
Certified Professional Secretary<sup>1</sup>  
Child Development  
Clerical<sup>1</sup>  
Clerk-Typist<sup>1</sup>  
Cooking<sup>1</sup>  
Criminal Justice  
Data Processing—Clerical<sup>1</sup>  
Data Processing—Computer Operator<sup>1</sup>  
Data Processing Technology  
\*Dental Hygiene<sup>5,6</sup>  
\*Dental Laboratory Technology<sup>4</sup>  
Dietetic Technician<sup>5,6</sup>  
Electronics Technology  
Executive Secretarial Development  
\*Fashion Design:<sup>5</sup>  
Design  
Merchandising option<sup>6</sup>  
Fire Science Technology  
Food Service Management  
General Office Assistant<sup>1</sup>  
Heating Service<sup>1</sup>  
Horticulture  
Industrial and Retail Security<sup>1</sup>  
Industrial Sales Management and  
Development<sup>1</sup>  
\*Interior Design<sup>5,6</sup>  
Journalism<sup>6</sup>  
Legal Secretary  
\*Legal Technology<sup>5</sup>  
Library Technical Assistant<sup>7</sup>  
Machinist<sup>1</sup>  
Marketing Mid-Management:  
General Marketing option<sup>6</sup>  
Supermarket Management option  
Material Management  
Mechanical Drafting<sup>1</sup>  
Mechanical Engineering Technology:  
Mechanical Engineering option  
Production Engineering option  
Medical Office Assistant<sup>5,6</sup>  
Medical Record Technology<sup>2</sup>

Medical Transcriptionist<sup>1,5</sup>  
Nondestructive Evaluation  
Technology<sup>8</sup>  
Numerical Control Technician<sup>1</sup>  
\*Nursing<sup>5</sup>  
\*Operating Room Technician<sup>1,5</sup>  
Park and Grounds Operation  
Management  
\*Physical Therapist Assistant<sup>2</sup>  
Plant Maintenance<sup>2</sup>  
Production Welding<sup>1</sup>  
Public Administration  
Real Estate  
Refrigeration and Air Conditioning  
Refrigeration Service<sup>1</sup>  
Residential Comfort Systems<sup>1</sup>  
\*Respiratory Care<sup>4</sup>  
Retail Merchandising<sup>1</sup>  
Stenographer<sup>1</sup>  
Supervisory and Administrative  
Management  
Vending Machine Repair<sup>1</sup>  
Word Processing<sup>1</sup>  
Word Processing Operator<sup>1</sup>  
\*X-Ray Technology<sup>4</sup>

\* Enrollment in program is limited. See Application Procedures for guidelines.

<sup>1</sup> Certificate program only.

<sup>2</sup> This program is offered by Oakton Community College through cooperative agreement. Contact the Admissions Office for details.

<sup>3</sup> This program is offered by Rock Valley College through cooperative agreement. Contact the Admissions Office for details.

<sup>4</sup> This program is offered by Triton College through cooperative agreement. Contact the Admissions Office for details.

<sup>5</sup> Refer to page 14 for admission information.

<sup>6</sup> Associate degree program only.

<sup>7</sup> This program is offered by the College of DuPage through cooperative agreement. Contact the Admissions Office for details.

<sup>8</sup> This program is offered by Moraine Valley Community College through cooperative agreement. Contact the Admissions Office for details.

## Transfer Programs

An important role of a community college is to provide programs of study allowing students to complete requirements for the first two years of a baccalaureate degree. Harper defines these programs as transfer programs.

Practically every senior college and university has general education requirements for graduation. These include courses in English, the humanities, social science, and science and mathematics. Students are encouraged to consult with a Harper College student development faculty member and the catalog of the senior college or university where they expect to transfer for the most appropriate courses to take while at Harper.

Students planning to pursue a four-year baccalaureate program but not sure of their area of specialization, are advised to pursue the associate in arts or associate in science degree course requirements. These programs basically meet the two-year requirements of most institutions; they do not, however, offer the opportunity to begin work in an area of specialization.

Major fields of study include: Business Administration, Education, Engineering, Fine Arts, Humanities, Liberal Arts, Mathematics, Medicine, Science, and Social Sciences.

## Cooperative Programs

Harper College has Joint Educational Agreements with various area colleges. Under these agreements, Harper district residents who are admitted to the programs listed below will usually be allowed to attend at the sponsoring college's in-district tuition rate.

The cooperating college will issue all degrees or certificates for successful completion of the program. Program and admission information may be obtained by calling the Director of Admissions at the college offering the program, as listed below.

**College of Dupage**\_\_\_\_\_858-2800  
Lambert Road and 22nd Street  
Glen Ellyn, Illinois 60137

**Library Technical Assistant**

**Moraine Valley Community College**\_974-4300  
10900 South 88th Avenue  
Palos Hills, Illinois 60465

**Nondestructive Evaluation Technology**

**Oakton Community College**\_\_\_\_\_967-5120  
7900 North Nagle Avenue  
Morton Grove, Illinois 60053

**Commodity Futures**

**Business Machine Repair Technology**

**Medical Record Technology**

**Physical Therapist Assistant**

**Plant Maintenance**

**Rock Valley College**\_\_\_\_\_ (815) 226-2600  
3301 North Mulford Road  
Rockford, Illinois 61101

**Aviation Maintenance Technology**

**Triton College**\_\_\_\_\_456-0300  
2000 Fifth Avenue  
River Grove, Illinois 60171

**Dental Laboratory Technology**

**Respiratory Care**

**X-Ray Technology**

Harper College programs available to residents of other college districts under cooperative agreement are as follows:

Legal Technology } available to residents of the college districts of DuPage, Moraine Valley, Rock Valley, and Oakton Community Colleges.

Fashion Design } available to residents of the Interior Design } Oakton Community College district.

Dental Hygiene } available to residents of the Dietetic Technician } Triton College district.







## Accounting Aide

Accounting Aide is a two-year career program leading to an associate in applied science degree. The curriculum includes the study of accounting theory and practice, partnership and corporation accounting, and cost accounting. The program is designed to prepare students for employment as junior accountants in business, industry, and government.

### First Year \_\_\_\_\_

#### First Semester

ACC 101 Principles of Accounting Theory I _____	3
English <sup>1</sup> _____	3
MGT 111 Introduction to Business Organization _____	3
Mathematics <sup>2</sup> _____	3
SEC 131 Business Machines _____	2
	<hr/> 14

#### Second Semester

ACC 102 Principles of Accounting Theory II _____	3
DPR 101 Introduction to Data Processing _____	3
ECO 200 Introduction to Economics _____	3
ENG 130 Business Writing <sup>1</sup> _____	3
SPE 101 Fundamentals of Speech Communication _____	3
	<hr/> 15

### Second Year \_\_\_\_\_

#### First Semester

ACC 155 Tax and Payroll Accounting _____	4
ACC 201 Intermediate Accounting I _____	3
ACC 211 Business Law I _____	3
Humanities elective _____	3
PSY 101 Introduction to Psychology _____	3
	<hr/> 16

#### Second Semester

ACC 202 Intermediate Accounting II _____	3
ACC 203 Introductory Cost Accounting _____	3
MGT 218 Introduction to Finance _____	3
MGT 270 Principles of Management _____	3
PSY 145 Psychology in Business and Industry _____	3
	<hr/> 15

<sup>1</sup>Students may elect ENG 100, ENG 101, or ENG 102, depending on their test scores and advice of a student development faculty member. ENG 130 may be taken as the second English course.

<sup>2</sup>Students may elect any mathematics course offered depending on their test scores and advice of a student development faculty member; however, only MTH 095 or higher will satisfy this requirement.

## Air Conditioning

See: Refrigeration and Air Conditioning



## Architectural Technology

Architectural Technology is a two-year technical career program leading to an associate in applied science degree. Curriculum emphasis is on architecture, including solar energy and conservation, but courses in communication skill, social sciences, and humanities are also included. Graduates from this curriculum may be qualified for positions as architectural aide, engineering aide in building construction, building materials and equipment salesman, specification writer, and ancillary professional services.

### First Year \_\_\_\_\_

#### First Semester

ATE 101 Introduction to Architectural Tech. I _____	4
ATE 103 Building Materials Technology I _____	4
ATE 105 Computer Math for Architectural Tech. I' _____	3
ENG 101 Composition <sup>2</sup> _____	3
Social Science elective _____	3
	<u>17</u>

#### Second Semester

ATE 102 Introduction to Architectural Tech. II _____	4
ATE 104 Building Materials Technology II _____	4
ATE 106 Computer Math for Architectural Tech. II' _____	3
ENG 102 Composition <sup>2</sup> _____	3
Social Science elective _____	3
	<u>17</u>

### Second Year \_\_\_\_\_

#### First Semester

ATE 201 Comprehensive Building Project I _____	4
ATE 203 Construction Problems I _____	4
ATE 207 Behavior of Architectural Materials I _____	3
Humanities elective <sup>3</sup> _____	3
	<u>14</u>

#### Second Semester

ATE 202 Comprehensive Building Project II _____	4
ATE 204 Construction Problems II _____	4
ATE 208 Behavior of Architectural Materials II _____	3
Technical elective <sup>4</sup> _____	3
	<u>14</u>

<sup>1</sup>Students in this program may count this course toward fulfillment of their mathematics requirement.

<sup>2</sup>ENG 100, ENG 103 or ENG 130 may be used, under certain conditions, to satisfy this requirement.

<sup>3</sup>Recommended elective: ART 110, MUS 103, MUS 104, PHI 105, or any literature course.

<sup>4</sup>Technical elective selected from the following: ATE 205, ATE 206, ATE 210, or ATE 211.

## Art

The art curriculum is designed to provide the transfer student with a program equivalent to the first two years of most four-year college programs. Students following this curriculum can obtain an associate degree and transfer into most four-year institutions without loss of time or credit.

In order to serve the differing interests and needs of the total student body, art courses with prerequisites may be taken without the prerequisites for humanities elective credit by non art majors with permission of the instructor. Courses without prerequisites are open for enrollment to all students.

### First Year \_\_\_\_\_

#### First Semester

ART 100 Art Seminar' _____	1
ART 105 Introduction to Arts _____	3
ART 110 Drawing I _____	3
ART 121 Design I _____	3
ENG 101 Composition _____	3
Mathematics or Science elective <sup>2</sup> _____	3-4
	<u>16-17</u>

#### Second Semester

ART 100 Art Seminar' _____	1
ART 111 Drawing II _____	3
ART 122 Design II _____	3
ENG 102 Composition _____	3
FNA 111 History of Art I _____	3
Mathematics or Science elective <sup>2</sup> _____	3-4
	<u>16-17</u>

### Second Year \_\_\_\_\_

#### First Semester

Elective <sup>3</sup> _____	3
FNA 112 History of Art II _____	3
Social Science elective _____	3
Studio electives _____	6-8
	<u>15-17</u>

#### Second Semester

FNA 113 History of Art III _____	3
Social Science elective _____	3
Studio electives _____	9-11
	<u>15-17</u>

<sup>1</sup>ART 100 may be repeated to 2 credit hours.

<sup>2</sup>Mathematics or Science elective may be taken two times for 4 credit hours each, equalling the 8 credit hours minimum requirement; or may be taken three times for 3 credit hours each, exceeding the minimum requirement by 1 credit hour.

<sup>3</sup>Elective: communication, mathematics or social science.

## Banking, Finance and Credit

A two-year program leading to an associate in applied science degree in Banking, Finance and Credit, emphasizing either the banking or the savings and loan industry. The program is designed for those currently employed in, or seeking employment in banks or savings and loan associations. The curriculum emphasizes developing competencies necessary for middle level management and lending positions within the financial industry.

### First Year

#### First Semester (Both options)

BFC 101 Principles of Financial Institution Operations	3
BFC 115 Savings Account Administration	3
ENG 101 Composition	3
MGT 111 Introduction to Business Organization	3
MGT 150 Business Math	3
	<hr/> 15

#### Second Semester

##### (Banking option)

ACC 101 Principles of Accounting Theory I	3
ACC 211 Business Law I	3
Banking elective <sup>1</sup>	3
ECO 115 Consumer Economics	3
SPE 101 Fundamentals of Speech Communication	3
SPE 115 Interviewing	1
	<hr/> 16

#### Second Semester

##### (Savings and Loan option)

ACC 101 Principles of Accounting Theory I	3
ECO 115 Consumer Economics	3
RES 120 Principles of Real Estate	2
Savings and Loan elective <sup>2</sup>	3
SPE 101 Fundamentals of Speech Communication	3
SPE 115 Interviewing	1
	<hr/> 15

### Second Year

#### First Semester

##### (Banking option)

ACC 102 Principles of Accounting Theory II	3
Banking elective <sup>1</sup>	3
ECO 200 Introduction to Economics	3
ENG 130 Business Writing I	3
MGT 218 Principles of Finance	3
	<hr/> 15

#### First Semester

##### (Savings and Loan option)

ACC 102 Principles of Accounting Theory II	3
BFC 212 Home Mortgage Lending	3
ECO 200 Introduction to Economics	3
ENG 130 Business Writing I	3
MGT 218 Principles of Finance	3
	<hr/> 15

#### Second Semester

##### (Banking option)

Banking elective <sup>1</sup>	3
BFC 215 Analyzing Financial Statements	3
BFC 219 Consumer Credit or BFC229 Commercial Lending	3
ECO 210 Money and Banking	3
Humanities elective	3
	<hr/> 15

#### Second Semester

##### (Savings and Loan option)

BFC 215 Analyzing Financial Statements	3
ECO 210 Money and Banking	3
Humanities elective	3
BFC 219 Consumer Credit or RES 123 Real Estate Law	3
Savings and Loan elective <sup>2</sup>	3
	<hr/> 15

<sup>1</sup>Banking electives (to be selected with approval of coordinator): ACC 211, ACC 212, ATE 209, BFC 102, BFC 110, BFC 117, BFC 200, BFC 211, BFC 212, BFC 213, BFC 216, BFC 217, BFC 218, BFC 219, BFC 220, BFC 229, DPR 101, ECO 201, ECO 202, MGT 160, MGT 225, MGT 265, MGT 270, PSY 101, PSY 145, RES 122, RES 123, RES 124, RES 232, SEC 131, SEC 236.

<sup>2</sup>Savings and Loan electives (to be selected with approval of coordinator): ACC 211, ACC 212, BFC 102, BFC 110, BFC 117, BFC 200, BFC 217, BFC 218, BFC 219, DPR 101, ECO 201, ECO 202, MGT 160, MGT 225, MGT 265, MGT 270, PSY 101, PSY 145, RES 122, RES 123, RES 124, RES 232, SEC 131, SEC 236.

## Business Administration

Though subject to variance among colleges and universities, the following curriculum reflects consensus among most schools insofar as a recommended program for business transfer students is concerned.

### First Year

#### First Semester

ENG 101 Composition	3
MGT 111 Introduction to Business Organization	3
Mathematics elective <sup>1</sup>	3
Science elective	3-4
SPE 101 Fundamentals of Speech Communication	3
	<u>15-16</u>

#### Second Semester

ACC 101 Principles of Accounting Theory I	3
DPR 101 Introduction to Data Processing	3
ENG 102 Composition	3
Mathematics elective <sup>1</sup>	3-4
Science elective	3-4
	<u>15-17</u>

### Second Year

#### First Semester

ACC 102 Principles of Accounting Theory II	3
ACC 211 Business Law I	3
ECO 201 Principles of Economics I	3
Humanities elective	3
Social Science elective	3
	<u>15</u>

#### Second Semester

ACC 203 Introductory Cost Accounting	3
ECO 202 Principles of Economics II	3
Humanities elective	3
MGT 225 Applied General Statistics	3
ACC 212 Business Law II or Social Science elective <sup>2</sup>	3
	<u>15</u>

<sup>1</sup>Elective to be selected from MTH 103, MTH 124 or MTH 134.

<sup>2</sup>ACC 212 specifically recommended for accounting majors. Social Science electives should be selected from PSY 101, PSY 145 or SOC 101.



## Child Development

Child Development is a two-year career program leading to an associate in applied science degree. The curriculum is designed to provide students with the requisite skills and theoretical knowledge to work in a variety of child care facilities; preschool and daycare centers, public school classrooms (as aides), special education programs and related settings in the expanding area of child-related professions.

### First Year

#### First Semester

CCA 101 Introduction to Child Development Careers	3
CCA 102 Child Development I	3
ENG 101 Composition	3
Humanities elective	3
PSY 101 Introduction to Psychology	3
	<u>15</u>

#### Second Semester

CCA 103 Child Development II	3
EDU 211 Educational Psychology	3
Elective <sup>1</sup>	3
ENG 102 Composition	3
SOC 101 Introduction to Sociology	3
	<u>15</u>

### Second Year

#### First Semester

CCA 209 Language Arts for the Young Child	3
CCA 214 Principles of Preschool Education <sup>2</sup> or CCA 218 Assisting the Severely Handicapped	4
CCA 215 Children's Laboratory	2
CCA 225 Mental Health in Child Development	3
Elective <sup>1</sup>	3
HSC 220 Health, Nutrition and Safety	3
	<u>18</u>

#### Second Semester

CCA 210 Creative Activities for Young Children	3
CCA 219 Psychology of Exceptional Children or CCA 221 Workshop in Early Childhood Education	3
CCA 220 Child Development Practicum Internship	6
CCA 252 Child-Family-Community	3
Elective <sup>1</sup>	1
	<u>16</u>

<sup>1</sup>Electives may include courses useful in child development such as art, music, speech, physical education, etc.

<sup>2</sup>Students interested in preschool teaching will take CCA 214 and CCA 221. Students interested in work with exceptional children will take CCA 218 and CCA 219.

## Criminal Justice

Criminal Justice is a two-year career program leading to an associate in applied science degree. It is designed to serve the needs of men and women in criminal justice organizations at the local, state and federal levels, and to prepare others to enter this service. Opportunities include positions in crime prevention, probation, correction, court records, communications, and general police and security work. Options are available for those wishing to continue in any of these special areas or for those who plan to earn a baccalaureate degree at a four-year college or university.

Certificate options are available in Criminal Justice and in Industrial and Retail Security.

Students earning an associate in applied science degree in criminal justice are required to complete a total of 60 semester hours of work. Courses must satisfy both the college and the program's minimum requirements.

### Required Core Courses:

CRJ 101 Introduction to Criminal Justice <sup>1</sup>	3
CRJ 104 Introduction to Corrections	3
CRJ 201 Criminal Law I <sup>1</sup>	3
CRJ 202 Criminal Law II	3
CRJ 205 Juvenile Delinquency	3
CRJ 209 Police Public-Community Relations	3
CRJ 210 Introduction to Criminology <sup>1</sup>	3

### Required General Education Courses:

Electives <sup>2</sup>	12
English <sup>3</sup>	3
English elective	3
Humanities elective	3
PSC 201 Contemporary American Politics or PSC 202 Suburban, Urban and State Politics	3
PSY 101 Introduction to Psychology	3
PSY 217 Adolescent Psychology	3
SOC 101 Introduction to Sociology	3
SOC 205 Social Problems	3
SPE 101 Fundamentals of Speech Communication	3

Specialized Study Areas: Depending on the student's career needs, he may choose courses from the following specialized study areas.

### Basic Law Enforcement

CRJ 105 Criminal Courts of the U.S.	3
CRJ 110 Police Operations	3
CRJ 116 Introduction to Forensics	3
CRJ 211 Criminal Investigation	3
CRJ 216 Investigative Process	3

### Advanced Law Enforcement

CRJ 105 Criminal Courts of the U.S.	3
CRJ 208 Police Supervision	3
CRJ 212 Traffic Administration	3
CRJ 213 Crime Prevention	3
CRJ 216 Investigative Process	3
CRJ 220 Police Administration	3
CRJ 226 Case Management	3

### Corrections

CRJ 105 Criminal Courts of the U.S.	3
CRJ 210 Introduction to Criminology	3
CRJ 215 Alternatives to Confinement	3

### Industrial Security

CRJ 213 Crime Prevention	3
CRJ 250 Industrial Security Administration	3
CRJ 252 Industrial Fire Protection, Disaster Control	3
CRJ 253 Safety Management	3

<sup>1</sup>Students may take CRJ 203, CRJ 213, or CRJ 215, with approval of coordinator.

<sup>2</sup>In determining electives, the student should consult with the coordinator.

<sup>3</sup>Students may take ENG 100 or ENG 101, depending upon English assessment.

## Data Processing Technology

The Data Processing career program is a technical curriculum to train students for various positions in the field of data processing. The student will take courses in mathematics, business, data processing, and general education. Graduates of the program may find employment as computer programmers, systems analysts, and computer operators.

### First Year \_\_\_\_\_

<b>First Semester</b>	
DPR 101 Introduction to Data Processing _____	3
DPR 106 Computer Logic and Programming Technology _____	3
ENG 101 Composition _____	3
MTH 102 Intermediate Algebra _____	4
Social Science elective _____	3
	<u>16</u>

<b>Second Semester</b>	
ACC 101 Principles of Accounting Theory I _____	3
DPR 108 Computer Programming—COBOL _____	5
DPR 203 Systems Analysis and Design I _____	3
ENG 103 Report Writing _____	3
MGT 111 Introduction to Business Organization _____	3
	<u>17</u>

### Second Year \_\_\_\_\_

<b>First Semester</b>	
ACC 102 Principles of Accounting Theory II _____	3
DPR 110 Computer Programming—Basic Assembler _____	5
DPR 204 Advanced Systems Analysis and Design _____	3
Humanities elective _____	3
	<u>14</u>

<b>Second Semester</b>	
DPR 202 Programming Systems _____	3
DPR 208 Computer Programming—Advanced COBOL or _____	
DPR 210 Computer Programming—Advanced Assembler _____	4
DPR 230 Internship and/or Case Study _____	3
Data Processing elective <sup>1</sup> _____	3-4
ECO 200 Introduction to Economics _____	3
	<u>16-17</u>

<sup>1</sup>Elective: ACC 203, DPR 140, DPR 142, DPR 150, DPR 208, DPR 210, DPR 240, or DPR 250.

## Dental Hygiene

Dental Hygiene is a two-year career program, leading to an associate in applied science degree in dental hygiene. The program is designed to train the hygienist and educate the person. Pre-admission requirements include high school graduation with a minimum of high school mathematics, chemistry and biological science. Candidates must score satisfactorily on the National Dental Hygiene aptitude test and have a personal interview with a member of the dental hygiene faculty. Graduates, after passing state board examinations and achieving licensure, are qualified for private practice in dental offices, hospitals, health agencies, government, and the armed services.

### First Year \_\_\_\_\_

<b>First Semester</b>	
BIO 160 Human Anatomy _____	4
CHM 100 Chemistry for the Health Sciences _____	4
DHY 100 Pre-Clinic and Orientation _____	4
DHY 161 Dental Anatomy _____	3
DHY 111 Dental Radiology _____	3
	<u>18</u>

<b>Second Semester</b>	
BIO 130 Microbiology _____	4
BIO 161 Human Physiology _____	4
DHY 101 Clinical Dental Hygiene I _____	5
DHY 160 Introductory Nutrition _____	1
DHY 190 Oral Pathology _____	3
DHY 199 Introductory Periodontology _____	1
	<u>18</u>

### Summer Session \_\_\_\_\_

DHY 102 Field Experience in Dental Assisting _____	1
Humanities elective _____	3
	<u>4</u>



**Second Year** \_\_\_\_\_

**First Semester**

DHY 100 Advanced Periodontology	1
DHY 220 Community Dentistry I	3
DHY 240 Dental Pharmacology and Anaesthesia	1
DHY 250 Clinical Dental Hygiene II	4
DHY 260 Advanced Nutrition	2
DHY 280 Dental Materials and Dental Assisting	3
ENG 101 Composition	3
	<hr/> 17

**Second Semester**

DHY 201 Seminar	2
DHY 221 Community Dentistry II	3
DHY 251 Clinical Dental Hygiene III	4
PSY 101 Introduction to Psychology	3
SOC 101 Introduction to Sociology	3
SPE 101 Fundamentals of Speech Communication	3
	<hr/> 18

**Dietetic Technician**

Dietetic Technician is a two-year career program leading to an associate degree in applied science. This program with its major emphasis on nutritional care prepares a student for employment in a hospital, nursing home or in community feeding programs under the direct or general supervision of registered dietitians. Graduates are eligible to join the American Dietetic Association.

**First Year** \_\_\_\_\_

**First Semester**

BIO 135 Introduction to Human Anatomy and Physiology or	
BIO 160 Human Anatomy	4
DIT 100 Introduction to the Dietetic Technician Program	3
DIT 101 Basic Nutrition	3
English elective <sup>1</sup>	3
FSM 114 Food Standards and Sanitation	3
	<hr/> 16

**Second Semester**

BIO 136 Introduction to Human Disease (3) or	
BIO 161 Human Physiology (4)	3-4
DIT 102 Advanced Nutrition	3
DIT 110 Principles of Food Preparation	3
DIT 150 Dietetic Clinical Laboratory I	3
PSY 101 Introduction to Psychology	3
	<hr/> 15-16

**Second Year** \_\_\_\_\_

**First Semester**

DIT 200 Dietetic Clinical Laboratory II	4
DIT 201 Nutritional Services in Institutions	3
EDU 211 Educational Psychology	3
FSM 212 Food Service Supervision	4
SOC 101 Introduction to Sociology	3
	<hr/> 17

**Second Semester**

DIT 202 Nutrition Care Seminar	2
DIT 203 Dietetic Seminar	1
DIT 250 Dietetic Clinical Laboratory III	4
English elective <sup>1</sup>	3
Humanities elective <sup>2</sup>	3
SPE 101 Fundamentals of Speech Communication	3
	<hr/> 16

<sup>1</sup>Students may elect ENG 100, ENG 101, ENG 102, or ENG 103 depending on their English assessment and the advice of a student development faculty member.  
<sup>2</sup>PHI 180 recommended.

<sup>1</sup>Placement into this course is contingent upon previous experience and consent of instructor.

## Electronics Technology

Electronics Technology is a two-year technical program leading to an associate in applied science degree. It is designed to prepare students for the field of electronics and associated industries. The curriculum offers courses in electronics, circuit analysis, mathematics, physics, and general education, with laboratory emphasis placed on equipment familiarization and use.

Graduates may find employment as electronic engineering technicians, industrial technicians, electronic/electrical draftsmen, customer engineers, technical writers, and research laboratory technicians.

### First Year

<b>First Semester</b>	
ELT 101 Circuits I	4
ELT 105 Electro-Mechanical Drafting	3
ELT 110 Introductory Electronics	2
ENG 101 Composition	3
MTH 106 Mathematics I	5
	17

### Second Semester

ELT 102 Circuits II	4
ELT 111 Electronics I, Resistive	3
ELT 210 Computer Programming	3
Humanities elective <sup>1</sup>	3
MTH 107 Mathematics II	5
	18

### Second Year

#### First Semester

ELT 103 Circuits III, Networks	4
ELT 203 Electronics II, Pulse	4
MTH 206 Mathematics III	3
PHY 101 Technical Physics I	4
Social Science elective <sup>2</sup>	3
	18

#### Second Semester

Electronics elective <sup>3</sup>	4
ELT 204 Electronics III, Advanced Electronics	4
ENG 103 Report Writing	3
PHY 102 Technical Physics II	4
Social Science elective <sup>2</sup>	3
	18

<sup>1</sup>Any 3 credit hour course in the humanities area will meet this requirement.

<sup>2</sup>Social Science electives: ANT 201, ECO 201, GEG 101, HST 111, HST 112, HST 141, PSC 201, PSY 101, PSY 145, SOC 101.

<sup>3</sup>Electronics elective: ELT 205, ELT 206, ELT 207, ELT 215.

## Engineering

A student completing the following engineering transfer program at Harper College would be eligible, on a subject matter basis, for junior standing in any engineering school in Illinois to which he transfers. The student would receive credit toward graduation in these subject matter areas and would be expected to complete graduation requirements within two-and-one-half additional years of study. A large number of students enrolling in engineering schools throughout the country as freshmen commonly take four-and-one-half years to complete the requirements for a degree. Thus the transfer student completing this program is not placed at any comparative disadvantage.

If a student starts his study at Harper College, he is encouraged to complete two years of study, preferably completing all courses outlined in this typical pre-engineering program, before seeking transfer to an engineering school. In certain curricula there are courses at the sophomore level which are prerequisite for further studies. Prerequisites required for junior standing may be offered during a summer period at the four-year institution, or special permission may be given to enroll simultaneously in two courses not ordinarily taken concurrently.

### First Year

#### First Semester

CHM 121 General Chemistry I <sup>1</sup>	4
EGR 100 Introduction to Engineering and Technology	1
EGR 120 Engineering Graphics I	3
ENG 101 Composition	3
MTH 105 Analytic Geometry	4
Social Science elective	3
	18

<b>Second Semester</b>	
CHM 122 General Chemistry II <sup>1</sup>	4
EGR 121 Engineering Graphics II	3
EGR 150 Analytical Mechanics (Statics)	3
ENG 102 Composition	3
MTH 201 Calculus I	5
	<hr/> 18

<b>Second Year</b>	
<b>First Semester</b>	
Humanities elective	3
MTH 202 Calculus II	5
PHY 201 General Physics I	4
Social Science elective	3
	<hr/> 15

<b>Second Semester</b>	
EGR 211 Analytical Mechanics (Dynamics)	3
Humanities elective	3
MTH 212 Differential Equations	3
PHY 202 General Physics II	4
Technical elective <sup>2</sup>	3
	<hr/> 16

<sup>1</sup>CHM 131 and CHM 132 may be substituted where required for specialized curricula offered at four-year institutions.

<sup>2</sup>Technical elective selected from the following: EGR 212, EGR 215, MTH 165, MTH 203, MTH 208, MTH 215, and PHY 203. PHY 203 is required in many engineering curricula.



## Executive Secretarial Development

Executive Secretarial Development is a two-year career program leading to an associate in applied science degree. The curriculum is designed to give the student experience in office practices, secretarial duties, and functions of office administration.

Graduates may be employed in any of a variety of organizations, including manufacturing firms, government agencies, schools and colleges, insurance companies, banks, and hospitals.

### First Year

#### First Semester

ENG 101 Composition	3
Mathematics elective <sup>1</sup>	3
MGT 111 Introduction to Business Organization	3
SEC 098 Review Shorthand <sup>2,3</sup> (2) or	
SEC 125 Elementary Shorthand <sup>2,3</sup> (4)	2-4
SEC 099 Typewriting Review <sup>1</sup> (1) or	
SEC 121 Elementary Typing <sup>1</sup> (2)	1-2

12-15

#### Second Semester

ENG 130 Business Writing I	3
PSY 101 Introduction to Psychology	3
SEC 122 Intermediate Typing <sup>1</sup>	2
SEC 126 Intermediate Shorthand <sup>1,2</sup>	3
SEC 131 Business Machines	2
SEC 236 Secretarial Procedures <sup>4</sup>	3

16

### Second Year

#### First Semester

ACC 099 Business Recordkeeping or	
ACC 101 Principles of Accounting Theory I	3
SEC 221 Advanced Typing <sup>1</sup>	2
SEC 225 Dictation and Transcription <sup>2,3</sup>	3
SEC 230 Executive Machine Transcription	2
SEC 237 Secretarial Seminar and Internship I <sup>5</sup>	3
SPE 101 Fundamentals of Speech Communication	3

16

#### Second Semester

ACC 211 Business Law I	3
DPR 101 Introduction to Data Processing	3
ECO 200 Introduction to Economics	3
Humanities elective	3
SEC 130 Automatic Word Processing Equipment I or	
SEC 135 Automatic Word Processing Equipment II	1
SEC 238 Secretarial Seminar and Internship II <sup>5</sup>	3

16

<sup>1</sup>While students may take any mathematics course offered depending upon their test scores and the advice of a student development faculty member, MGT 150 is recommended.

<sup>2</sup>Placement into SEC 098, SEC 099, SEC 121, SEC 122, SEC 125, SEC 126, SEC 140, SEC 221, AND SEC 225 contingent upon previous training and consent of instructor.

<sup>3</sup>Students will take ENG 101 concurrently with their first shorthand course.

<sup>4</sup>SEC 236 must be taken the semester prior to entering SEC 237.

<sup>5</sup>Enrollment restricted to students in the second year of the program with the consent of the instructor.

## Fashion Design

Fashion Design is a two-year career program leading to an associate in applied science degree. The program is designed to train students in apparel design, flat pattern design, draping, fashion illustrating, and in professional design room practices of tailoring. Facilities will simulate the professional atmosphere of the fashion industry.

Graduates may find employment as couture fashion designers, mass production fashion designers, flat pattern makers, fashion illustrators and fashion coordinators.

Students interested in business related careers in fashion such as fashion merchandising, buying promotion, advertising, retailing, or window display, may elect the Fashion Merchandising option available in the sophomore year.

Close cooperation between the college and the fashion industry helps to ensure the type of training the fashion industry demands. Trips to manufacturers are included.

<b>First Year</b>	
<b>First Semester</b>	
English <sup>1</sup>	3
FAS 101 Flat Pattern Design and Draping I	3
FAS 103 Apparel Design and Construction I	3
FAS 105 Fashion Design Illustration I	1
FAS 107 Textiles I	2
FAS 110 Costume History	2
Social Science elective	3
	<hr/> 17
<b>Second Semester</b>	
English <sup>1</sup>	3
FAS 102 Flat Pattern Design and Draping II	4
FAS 104 Apparel Design and Construction II	4
FAS 106 Fashion Design Illustration II	1
FAS 108 Textiles II	2
FAS 109 Fashion Arts and Design	2
	<hr/> 16

<b>Second Year</b>	
<b>First Semester</b>	
<b>(Design)</b>	
FAS 201 Advanced Flat Pattern Design and Draping I	4
FAS 203 Advanced Diversified Apparel Design I	4
FAS 205 Tailoring Techniques I	2
FAS 209 Advanced Fashion Illustration I	1
MKT 106 Merchandising of Furnishings and Softline Goods <sup>3</sup>	3
Social Science elective	3
	<hr/> 17

<b>First Semester</b>	
<b>(Merchandising option)</b>	
FAS 229 Promotion of Fashion	3
FAS 233 Fashion Seminar and Internship <sup>2</sup>	4
Humanities elective <sup>4</sup>	3
MKT 106 Merchandising of Furnishings and Softline Goods <sup>3</sup>	3
MKT 140 Salesmanship <sup>3</sup>	3
	<hr/> 16

<b>Second Year</b>	
<b>Second Semester</b>	
<b>(Design)</b>	
FAS 202 Advanced Flat Pattern Design and Draping II	4
FAS 204 Advanced Diversified Apparel Design II	4
FAS 206 Tailoring Techniques II	2
FAS 210 Advanced Fashion Illustration II	1
FAS 212 Design Communication	2
Humanities elective <sup>4</sup>	3
	<hr/> 16

<b>Second Semester</b>	
<b>(Merchandising option)</b>	
FAS 230 Contemporary Living	3
FAS 240 Communication	3
MKT 250 Retailing <sup>3</sup>	3
MKT 251 Retail Merchandise Management <sup>3</sup>	3
Social Science elective <sup>5</sup>	3
	<hr/> 15

<sup>1</sup>Students may elect ENG 100, ENG 101 or ENG 102, depending on their test scores and advice of a student development faculty member.

<sup>2</sup>FAS 233 may be taken either fall or spring, depending on the availability of internship stations as determined by the coordinator. Scheduling of the electives may be adjusted accordingly.

<sup>3</sup>Special sections of these courses may be set aside for fashion students.

<sup>4</sup>ART 105 is recommended.

<sup>5</sup>HST 210, PSY 101, or SOC 101 are recommended.

## Fire Science Technology

Fire Science Technology is a two-year career program leading to an associate in applied science degree. This curriculum offers a broad education in the principles and practical applications of fire protection. It provides specialized training for in-service fire personnel and students who wish to enter the profession. Attractive career opportunities are available with industrial firms, governmental agencies, insurance companies, rating bureaus, municipal fire departments, fire training organizations, and fire equipment manufacturers.

### First Year

#### First Semester

ENG 101 Composition	3
FIS 112 Fire Alarm and Extinguishing Systems	3
FIS 132 Hazardous Materials I	3
Mathematics elective <sup>1</sup>	3
PSY 101 Introduction to Psychology	3
	<hr/> 15

#### Second Semester

ENG 103 Report Writing	3
FIS 101 Municipal Fire Administration I	3
FIS 122 Fire Inspection Principles	3
FIS 133 Hazardous Materials II	3
SPE 101 Fundamentals of Speech Communication	3
	<hr/> 15

### Second Year

#### First Semester

CHM 100 Chemistry for the Health Sciences <sup>2</sup>	4
FIS 201 Municipal Fire Administration II	3
FIS 222 Fire Inspection Applications	3
FIS 242 Fire Hydraulics	3
Social Science elective <sup>3</sup>	3
	<hr/> 16

#### Second Semester

FIS 245 Fire Causes and Investigation	3
FIS 252 Automatic Sprinkler Systems	3
FIS 262 Water Supply Analysis	3
Humanities elective <sup>3</sup>	3
Physical Science elective <sup>2</sup>	3
	<hr/> 15

<sup>1</sup>Students may elect any mathematics course, MTH 096 or higher, depending upon their test scores and advice of a student development faculty member.

<sup>2</sup>CHM 121 may be substituted if prerequisite is filled.

<sup>3</sup>Electives must be selected upon the advice of a student development faculty member or the coordinator.

## Food Service Management

Food Service Management is a two-year career program leading to an associate in applied science degree. Emphasis is placed on the techniques and technology of the food service industry from a management point of view. Graduates will be qualified to assume positions as production supervisors, management trainees, and small unit managers. One-year certificate programs are offered in Baking and Cooking.

### First Year

<b>First Semester</b>	
English	3
FSM 111 Introduction to Food Service	2
FSM 112 Quantity Food Production or	
FSM 113 Quantity Food Service	4
FSM 114 Food Standards and Sanitation	3
MGT 150 Business Math	3
	<u>15</u>

### Second Semester

<b>Second Semester</b>	
ACC 099 Business Recordkeeping or	
ACC 101 Principles of Accounting Theory I	3
English	3
MGT 111 Introduction to Business Organization or	
Food Service Management elective <sup>2</sup>	3-4
FSM 112 Quantity Food Production or	
FSM 113 Quantity Food Service	4
FSM 115 Menu Planning	2
	<u>15-16</u>

<b>Second Year</b>	
<b>First Semester</b>	
ENG 130 Business Writing I	3
FSM 211 Purchasing and Storage	3
FSM 212 Food Service Supervision	4
PSY 101 Introduction to Psychology	3
Social Science elective	3
	<u>16</u>

### Second Semester

<b>Second Semester</b>	
FSM 213 Seminar and Internship	4
FSM 214 Cost Control	3
FSM 215 Restaurant Layout and Equipment or	
Food Service Management elective <sup>2</sup>	3-4
Humanities elective	3
SPE 101 Fundamentals of Speech Communication	3
	<u>16-17</u>

<sup>1</sup>Students may elect ENG 100, ENG 101 or ENG 102, depending on their test scores and the advice of a student development faculty member.

<sup>2</sup>Food Service Management electives: FSM 130 or FSM 210.

## Health Education

The successful completion of the health education transfer program will enable the student to obtain an associate degree and to transfer with junior status to most four-year colleges and universities. To insure satisfactory transfer, the student is advised to investigate the institution to which the student plans to transfer for specific general education requirements.

### First Year

#### First Semester

BIO 110 Principles of Biology	4
ENG 101 Composition	3
PED 203 Health	2
Physical Education activity	1
Social Science elective	3
SPE 101 Fundamentals of Speech Communication	3
	16

#### Second Semester

BIO 140 General Zoology	4
ENG 102 Composition	3
Mathematics elective	3
PED 201 First Aid	2
PED 205 Drugs in Our Culture	2
Physical Education activity	1
	15

### Second Year

#### First Semester

BIO 160 Human Anatomy	4
Elective	3
PED 207 Human Sexuality	2
PED 270 Community Health	2
PHI 180 Medical Ethics	3
Social Science elective	3
	17

#### Second Semester

BIO 103 Man and Environment	3
BIO 161 Human Physiology	4
DIT 101 Basic Nutrition	3
EDU 211 Educational Psychology	3
Humanities elective	3
	16

## Horticulture

Horticulture is a two-year program leading to an associate in applied science degree. This program prepares students for employment with nursery and garden centers, lawn and tree care companies, landscapers, greenhouse and plant propagating operations, landscape maintenance firms and horticultural equipment dealers.

### First Year

#### First Semester

BIO 120 General Botany	4
PKM 100 Introduction to Park Management	1
PKM 110 Soil Science	4
PKM140 Grounds Equipment and Shop Operation	4
PED 201 First Aid	2
	15

#### Second Semester

Elective <sup>1</sup>	3
PKM 101 Ornamental Plants	4
PKM 102 Plant Diseases and Pests	4
PKM 111 Basic Horticultural Skills	4
	15

#### Summer Session<sup>2</sup>

PKM 150 Park Management Internship	5
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### Second Year

#### First Semester

English <sup>3</sup>	3
PKM 210 Drainage and Irrigation	3
PKM 212 Turfgrass Science	4
PKM 214 Principles of Park Design and Construction	4
Social Science elective	3
	17

#### Second Semester

English <sup>3</sup>	3
Humanities elective	3
PKM 220 Arboriculture or PKM 240 Grounds Equipment Power Units	4
PKM 230 Contracts, Specifications, Estimating	3
Social Science elective	3
	16

<sup>1</sup>To be selected from PKM 242, MGT 111, MGT 150, or MGT 154.

<sup>2</sup>Recommended elective but not required.

<sup>3</sup>Students will take ENG 100, ENG 101 or ENG 102, depending upon their English assessment and the advice of the coordinator.



## Interior Design

Interior Design is a two-year career program leading to an associate in applied science degree. The curriculum is designed to prepare students for residential designer/sales positions in the retail home furnishings field.

### First Year

#### First Semester

ART 121 Design I	3
English <sup>2</sup>	3
IND 101 Basic Interior Design I	5
IND 103 Furniture History	3
	14

#### Second Semester

ENG 130 Business Writing I	3
FNA 112 History of Art II	3
IND 102 Basic Interior Design II	5
PSY 101 Introduction to Psychology	3
SPE 101 Fundamentals of Speech Communication	3
	17

### Second Year

#### First Semester

FNA 113 History of Art III	3
IND 201 Advanced Interior Design I	6
JNM 133 Feature Writing (3) or JNM 134 Media Adjunct (4)	3-4
SOC 101 Introduction to Sociology	3
	15-16

#### Second Semester

Elective	3
IND 202 Advanced Interior Design II	6
MKT 106 Merchandising of Furnishings and Softline Goods	3
MKT 140 Salesmanship	3
	15

## Journalism<sup>1</sup>

Journalism is a two-year career program leading to an associate in applied science degree. The curriculum provides intensive study and practical training in contemporary journalism, including historic, sociologic and realistic situations. Graduates of the program are prepared for positions in newspapers; radio and television newsrooms; wire services; public relations and advertising agencies; and business, industrial, and consumer magazines.

### First Year

#### First Semester

ENG 101 Composition	3
HST 111 The American Experience to 1877	3
JNM 130 Fundamentals of Journalism	3
Science elective	3-4
SPE 101 Fundamentals of Speech Communication	3
	15-16

#### Second Semester

HST 112 The American Experience Since 1877	3
Humanities elective	3
JNM 131 News Reporting and Writing	3
JNM 133 Feature Writing	3
JNM 134 Media Adjuncts	4
	16

### Second Year

#### First Semester

JNM 234 Mass Communication	3
JNM 235 Copy Reading and News Editing	4
JNM 236 Radio and Television News	4
PSC 201 Contemporary American Politics	3
	14

#### Second Semester

ECO 200 Introduction to Economics or	
ECO 201 Principles of Economics	3
Electives <sup>2</sup>	5-6
JNM 237 Externship Study	5
PSC 202 Suburban, Urban and State Politics or	
Social Science elective	3
	16-17

<sup>1</sup>Periodic field trips to Chicago required in all semesters.

<sup>2</sup>Students will take ENG 100, ENG 101, or ENG 102, depending on their test scores and the advice of a student development faculty member.

<sup>1</sup>Students must type 40 wpm or take SEC 121.

<sup>2</sup>Courses in communications, humanities, mathematics, science, or social science are recommended.

# Legal Secretary

Legal Secretary is a two-year career program leading to the degree of associate in applied science for those interested in pursuing secretarial careers in law firms, government, law departments of business firms, and banks. The curriculum is designed to give the student experience in legal dictation and transcription, legal office procedures, background in legal terminology, and supervised on-the-job training in a legal office or department.

## First Year \_\_\_\_\_

### First Semester

ENG 101 Composition _____	3
SEC 102 Survey of Law Office Practice _____	2
SEC 122 Intermediate Typing <sup>1</sup> _____	2
SEC 126 Intermediate Shorthand (Manual or Machine) <sup>1</sup> _____	3
SEC 236 Secretarial Procedures <sup>2</sup> _____	3
SPE 101 Fundamentals of Speech Communication _____	3
	<hr/> 16

### Second Semester

ENG 130 Business Writing I _____	3
RES 120 Principles of Real Estate <sup>3</sup> _____	2
SEC 221 Advanced Typing <sup>1</sup> _____	2
SEC 225 Dictation and Transcription (Manual or Machine) <sup>1</sup> _____	3
SEC 230 Executive Machine Transcription _____	2
SEC 234 Legal Office Procedures _____	3
	<hr/> 15

## Second Year \_\_\_\_\_

### First Semester

ACC 099 Business Recordkeeping or ACC 101 Principles of Accounting Theory I _____	3
ACC 211 Business Law I _____	3
PSC 201 Contemporary American Politics _____	3
SEC 130 Automatic Word Processing I or SEC 135 Automatic Word Processing II _____	1
SEC 235 Legal Dictation and Transcription _____	3
SEC 237 Secretarial Seminar and Internship I _____	3
	<hr/> 16

### Second Semester

ACC 212 Business Law II _____	3
Approved electives <sup>4</sup> _____	2-3
ECO 200 Introduction to Economics _____	3
Humanities elective _____	3
SEC 238 Secretarial Seminar and Internship II _____	3
	<hr/> 14-15

<sup>1</sup>Placement in SEC 122, SEC 126, SEC 221 and SEC 225 is contingent upon previous training and consent of instructor.

<sup>2</sup>A special section of this course is offered for legal secretarial students during the fall semester. Students must enroll in this special section before taking SEC 237.

<sup>3</sup>RES 120 is offered each eight weeks. You may decide to take this course during the second half of a semester.

<sup>4</sup>These electives require the approval of the coordinator.

## Legal Technology

Legal Technology is a two-year career program leading to an associate in applied science degree. The program is designed to prepare men and women as technically qualified assistants to a lawyer. Under the supervision of a lawyer, the legal technician may perform such functions as investigation, detail work with regard to probate matters, preparation of tax forms and returns, searching public and court records, office management, library service, bookkeeping, serving and filing legal documents, and preparing legal forms.

### First Year

#### First Semester

ACC 101 Principles of Accounting Theory I	3
ENG 101 Composition	3
LTE 101 Introduction to Legal Technology	3
LTE 103 Litigation	3
SOC 101 Introduction to Sociology	3
	15

#### Second Semester

ENG 130 Business Writing I	3
LTE 102 Fundamentals of Legal Research	3
LTE 105 Family Law	3
LTE 123 Real Property Law	3
PSY 101 Introduction to Psychology	3
	15

### Second Year

#### First Semester

ACC 211 Business Law I	3
Elective <sup>1</sup>	3
LTE 202 Estate Planning	3
LTE 203 Income Taxation I	3
PSC 201 Contemporary American Politics	3
	15

#### Second Semester

ACC 102 Principles of Accounting Theory II or	
LTE 204 Income Taxation	3
ACC 212 Business Law II or	
LTE 210 Corporate and Securities Law	3
Humanities elective <sup>2</sup>	3
LTE 200 Probate	3
LTE 206 Conference Course in Legal Technology <sup>3</sup>	3
	15

<sup>1</sup>LTE 212 is recommended.

<sup>2</sup>PHI 110 is recommended.

<sup>3</sup>Required for persons with no legal experience, persons with legal experience may substitute another Legal Technology course.



## Liberal Arts

The Liberal Arts transfer curriculum lays the foundation for a broad general education. It should be followed by those who wish to become lawyers, historians, philosophers, sociologists, English teachers, social workers, anthropologists and political scientists, and for those who have not chosen their field of specialization but who wish to satisfy the general education requirements of the university to which they will transfer.

Though the general education requirements of universities vary in some details, in general the student can be sure he will meet them if he takes at Harper two semesters of transfer-level English composition, two semesters of laboratory science, four semesters of foreign language, two semesters of mathematics, and a number of courses in the social sciences and humanities. The student can often count each year of successful high school foreign language as one semester of college foreign language, and he may meet the mathematics requirement of some universities by passing their mathematics proficiency test.

<b>First Year</b> .....	
<b>First Semester</b>	
ENG 101 Composition.....	3
Foreign Language elective.....	4
Laboratory science <sup>1</sup> .....	4
Mathematics or elective.....	3
Social Science elective.....	3
	<hr/>
	17

<b>Second Semester</b>	
ENG 102 Composition.....	3
Foreign Language elective.....	4
Laboratory science <sup>1</sup> 4 Mathematics or elective.....	3
Social Science elective.....	3
	<hr/>
	17

<b>Second Year</b> .....	
<b>First Semester</b>	
Electives <sup>2</sup> .....	3-4
English <sup>3</sup> .....	3
Foreign Language <sup>4</sup> .....	3-4
Humanities elective <sup>5</sup> .....	3
Social Science elective.....	3
	<hr/>
	15-17

<b>Second Semester</b>	
Electives <sup>2</sup> .....	3-4
English <sup>3</sup> .....	3
Foreign Language <sup>4</sup> .....	3-4
Humanities elective <sup>5</sup> .....	3
Social Science elective.....	3
	<hr/>
	15-17

<sup>1</sup>Physical or biological science or physics, chemistry, botany, or other lab science.

<sup>2</sup>Another lab science may be added. Electives may be drawn also from anthropology, art, economics, geology, geography, history, music, political science, philosophy, psychology, sociology, and speech.

<sup>3</sup>Advanced English, literature or speech.

<sup>4</sup>Consult a student development faculty member for specific language requirements of the university to which you plan to transfer.

<sup>5</sup>HUM 101 and HUM 102 are recommended. Other humanities areas include art, music, literature, philosophy, fine arts, SPE 107, SPE 111, or SPE 212.

## Marketing Mid-Management (General Marketing Option)

A two-year career program for persons interested in preparing for positions in the dynamic field of marketing. Career objectives of persons completing this program would be in the areas of sales, advertising and sales promotion, marketing management, wholesaling, retailing, or other specialized areas of marketing.

### First Year \_\_\_\_\_

#### First Semester

ENG 101 Composition _____	3
MGT 111 Introduction to Business Organization _____	3
MGT 150 Business Math _____	3
MKT 140 Salesmanship or Marketing elective <sup>1</sup> _____	3
PSY 101 Introduction to Psychology _____	3
	<u>15</u>

#### Second Semester

DPR 101 Introduction to Data Processing _____	3
ENG 130 Business Writing I _____	3
MGT 270 Principles of Management _____	3
MKT 245 Principles of Marketing or Marketing elective <sup>1</sup> _____	3
PSY 145 Psychology in Business and Industry _____	3
	<u>15</u>

### Second Year \_\_\_\_\_

#### First Semester

ACC 099 Business Recordkeeping or Accounting Theory I _____	3
ECO 200 Introduction to Economics _____	3
MKT 281 Marketing Internship I <sup>2</sup> _____	3
Marketing elective <sup>1</sup> _____	3
SPE 101 Fundamentals of Speech Communication _____	3
	<u>15</u>

#### Second Semester

ACC 102 Principles of Accounting Theory II or Marketing elective <sup>1</sup> _____	3
ACC 211 Business Law I _____	3
Business elective _____	3
Humanities elective _____	3
MKT 282 Marketing Internship II <sup>2</sup> _____	3
	<u>15</u>

<sup>1</sup>Electives: MKT 106, MKT 109, MKT 140, MKT 141, MKT 215, MKT 216, MKT 217, MKT 240, MKT 245, MKT 246, MKT 247, MKT 250, MAT 125.

<sup>2</sup>Part-time students who are unable to participate in the internship phase of the program due to their present employment position should substitute approved marketing electives. The consent of the coordinator is required, and the coordinator should be contacted to assist in determining when to make this substitution.

## Marketing Mid-Management (Supermarket Management Option)

Supermarket Management is a two-year career occupational curriculum consisting of 64 credit hours and leads to the award of an associate in applied science degree. The curriculum is designed to provide training and experience that can lead to managerial positions in the industry. The cooperative method of education is employed whereby the student alternates between terms of full-time attendance at school and full-time work experience during the course of the program.

This method is illustrated by the school term/  
work term patterns below.

### Curriculum Patterns

School Semester	Pattern No. 1 (Summer Start)	Pattern No. 2 (Fall Start)
<b>First Year</b>		
Summer	School Term	Work Term
Fall	School Term	School Term
Spring	Work Term	School Term
Summer	School Term	Work Term
<b>Second Year</b>		
Fall	Work Term	School Term
Spring	School Term	Work Term
Summer	Work Term	School Term

### Course Work<sup>1</sup>

Course work taken under the Supermarket Management option is comparable to that taken under the General Marketing option described on the preceding page, insofar as the general education and the general business courses are concerned. To support the Supermarket Management option, the following specialized courses have been developed in cooperation with representatives of the supermarket industry:

- MKT 109 — The Retail Food Distribution Industry
- MKT 215 — Supermarket Operations
- MKT 216 — Supermarket Merchandising

<sup>1</sup>Specific details as to the timing and sequence of particular courses will be determined through consultation with the coordinator and a student development faculty member.

## Material Management

Material Management is a two-year career program leading to an associate in applied science degree. The program is designed to provide in-service education for those persons working directly in or in fields allied to material management and physical distribution. Additionally, the program may provide pre-service training for those who may seek or be transferred into jobs within these fields.

<b>First Year</b>		
<b>First Semester</b>		
ACC 101 Principles of Accounting Theory I		3
DPR 101 Introduction to Data Processing		3
ENG 101 Composition		3
MGT 111 Introduction to Business Organization		3
MAT 101 Fundamentals of Material Management		3
		<hr/> 15
<b>Second Semester</b>		
ACC 102 Principles of Accounting Theory II		3
English elective		3
MGT 270 Principles of Management		3
Material Management elective <sup>1</sup>		3
PSY 145 Psychology in Business and Industry		3
		<hr/> 15

<b>Second Year</b>	
<b>First Semester</b>	
ACC 211 Business Law I	3
ECO 200 Introduction to Economics	3
MKT 245 Principles of Marketing	3
Material Management electives <sup>1</sup>	6
	<hr/>
	15
<b>Second Semester</b>	
Humanities elective	3
MAT 228 Finance for Material Managers	3
Material Management electives <sup>1</sup>	9
	<hr/>
	15

<sup>1</sup>Electives are to be selected from the following list of courses, with approval of the coordinator or a student development faculty member:

<b>Electives: Group I (select four courses)</b>	
MAT 120 Production Control Concepts	3
MAT 121 Principles of Physical Distribution	3
MAT 122 Inventory Control for Material Managers	3
MAT 123 Traffic and Transportation	3
MAT 124 Material Handling and Packaging	3
MAT 125 Purchasing	3
<b>Electives: Group II (select two courses)</b>	
MAT 220 Advanced Production Control	3
MAT 221 Distribution Center Operations	3
MAT 223 Transportation Law	3
MAT 224 Advanced Material Handling and Warehousing	3
MAT 225 Practice of Regulatory Agencies	3
MAT 226 Material Requirements Planning (MRP)	3
MAT 259 Advanced Purchasing	3
MAT 280 Material Management Policy	3
MGT 160 Principles of Supervision	3
MGT 225 Applied General Statistics	3
MGT 274 Industrial Management	3
DPR 203 Systems Analysis and Design I	3
MET 108 Manufacturing Processes and Materials	3

# Mechanical Engineering Technology

Mechanical Engineering Technology is a two-year technical program leading to an associate in applied science degree. The program is designed to train students in the fields of mechanical design and production technology.

The mechanical engineering option includes courses in design, drafting, mathematics, mechanics, materials, and general education. The production engineering option consists of courses in quality control, production control, process planning, automation, numerical control, general education, and other related areas of study.

Graduates of these programs could accept positions such as mechanical designers, mechanical draftsmen, machine designers, mechanical engineering technicians, quality control technicians, production and/or inventory controllers, expeditors, tool design technicians, junior process or methods engineers, technical salesmen, etc.

Graduates of these programs may continue their education either by taking additional courses or, if they so desire, by pursuing a bachelor of science in technology degree with a major in fields such as industrial or manufacturing technology.

## First Year

### First Semester

#### (Both options)

EGR 100 Introduction to Engineering and Technology	1
ENG 100 Composition or	
ENG 101 Composition	3
MTH 106 Mathematics I	5
MET 102 Technical Drafting	3
MET 105 Basic Machine Shop	3
NMC 101 Introduction to Numerical Control	2
	<hr/> 17

### Second Semester

#### (Mechanical Engineering option)

ENG 103 Report Writing	3
MTH 107 Mathematics II	5
MET 103 Descriptive Geometry	3
MET 104 Statics	3
MET 108 Manufacturing Processes and Materials	3
	<hr/> 17

### Second Semester

#### (Production Engineering option)

ENG 103 Report Writing	3
MTH 107 Mathematics II	5
MET 103 Descriptive Geometry	3
MET 108 Manufacturing Processes and Materials	3
NMC 105 Part Programming I	3
	<hr/> 17

## Second Year

### First Semester

#### (Mechanical Engineering option)

MET 201 Mechanisms	4
MET 202 Advanced Technical Drafting	3
MET 204 Strength of Materials	3
MET 206 Metallurgy and Heat Treatment	2
Social Science elective	3
	<hr/> 15

### First Semester

#### (Production Engineering option)

MET 111 Quality Control	3
MET 206 Metallurgy and Heat Treatment	2
MET 211 Process Planning and Tool Design	4
NMC 215 Part Programming II	3
Social Science elective	3
	<hr/> 15

### Second Semester

#### (Mechanical Engineering option)

Humanities elective	3
MET 207 Machine Design	4
MET 209 Applied Digital Control	3
Social Science elective	3
Technical elective <sup>1</sup>	3
	<hr/> 16

### Second Semester

#### (Production Engineering option)

Humanities elective	3
MAT 120 Production Control Concepts	3
MET 209 Applied Digital Control	3
Social Science elective	3
	<hr/> 12

<sup>1</sup>Technical elective should be chosen from ELT 215, MET 110, MET 111, MET 205, PHY 101.



## Medical Office Assistant

Medical Office Assistant is a two-year career program leading to an associate in applied science degree for persons interested in becoming medical assistants or medical secretaries in a doctor's office, clinic, or hospital. The curriculum is designed to give the student training in order to perform a variety of administrative and clinical tasks to facilitate the work of the doctor.

### First Year \_\_\_\_\_

#### First Semester

BIO 135 Introduction to Human Anatomy and Physiology or	
BIO 160 Human Anatomy <sup>1</sup>	4
ENG 101 Composition	3
HSC 112 Medical Terminology	2
SEC 101 MOA/MT Orientation Seminar	2
SEC 122 Intermediate Typing <sup>2</sup>	2
SEC 240 Medical Transcription & Typing I <sup>3</sup> or	
SEC 126 Intermediate Shorthand <sup>4</sup>	3
	<u>16</u>

#### Second Semester

BIO 136 Introduction to Human Disease (3) or	
BIO 161 Human Physiology <sup>1</sup> (4)	3-4
ENG 130 Business Writing I	3
SEC 221 Advanced Typing	2
SEC 240 Medical Transcription & Typing I <sup>3</sup> or	
SEC 242 Medical Transcription & Typing II	3
PED 201 First Aid	2
PSY 101 Introduction to Psychology	3
	<u>16-17</u>

### Second Year \_\_\_\_\_

#### First Semester

ACC 099 Business Recordkeeping	3
DPR 101 Introduction to Data Processing	3
HSC 211 Clinical Procedures I	4
Humanities elective	3
SEC 241 Medical Office Procedures	4
	<u>17</u>

#### Second Semester

HSC 212 Clinical Procedures II	3
HSC 213 Medical Law and Ethics	2
MGT 267 Office and Administrative Management	3
SEC 239 MOA Seminar and Externship	3
Social Science elective <sup>4</sup>	3
	<u>14</u>

<sup>1</sup>Students may take BIO 135 and BIO 136 or BIO 160 and BIO 161.

<sup>2</sup>Students may be placed into more advanced courses depending upon previous training and consent of instructor.

<sup>3</sup>Students may take either SEC 240 and SEC 242, or may take SEC 126 and SEC 240.

<sup>4</sup>Recommended electives are ECO 115 or ECO 200.

# Music<sup>1</sup>

The curriculum at most schools of music is a classical-traditional program requiring a minimum of four full years of academic work leading to the bachelor of music, bachelor of arts, or bachelor of science degree in music. A music student should be able to perform proficiently on at least one instrument (voice is categorized as an instrument), and should have a basic working knowledge and proficiency at the keyboard. All music programs require credit hours in both applied and ensemble music.

The music curriculum at Harper College is designed to provide the student with a program equivalent to the first two years of most four-year college programs, with emphasis in music education, musicology, composition, applied music, and theory and literature. A student who successfully completes the courses suggested in this curriculum guide will have met all requirements for an associate in arts degree.

## First Year \_\_\_\_\_

### First Semester

Applied Music elective <sup>2</sup> _____	2-4
ENG 101 Composition _____	3
Group Performance <sup>3</sup> _____	1
MUS 111 Theory of Music I _____	3
MUS 115 Aural Skills I _____	1
MUS 120 Introduction to Music Literature _____	3
MUS 165 Class Piano _____	2
	15-17

### Second Semester

Group Performance <sup>3</sup> _____	1
Instrumental or Vocal Techniques _____	2
ENG 102 Composition _____	3
Applied Music elective <sup>2</sup> _____	2-4
MUS 112 Theory of Music II _____	3
MUS 116 Aural Skills II _____	1
Science or Mathematics elective _____	3-5
	15-19

## Second Year \_\_\_\_\_

### First Semester

Applied Music elective <sup>2</sup> _____	2-4
Elective _____	2
Group Performance <sup>3</sup> _____	1
MUS 211 Theory of Music III _____	3
MUS 215 Aural Skills III _____	1
Science or Mathematics elective _____	3-5
Social Science _____	3
	15-19

### Second Semester

Applied Music elective <sup>2</sup> _____	2-4
Elective _____	2
Group Performance <sup>3</sup> _____	1
Instrumental or Vocal Techniques _____	2
MUS 212 Theory of Music IV _____	3
MUS 216 Aural Skills IV _____	1
MUS 223 Instrumental Literature or MUS 224 Keyboard and Vocal Literature _____	3
Social Science elective _____	3
	17-19

<sup>1</sup>All majors in music must demonstrate minimum proficiency on the piano and are advised to take MUS 100 as part of their elective credit.

<sup>2</sup>To be elected from courses numbered MUS 180 and MUS 280.

<sup>3</sup>To be elected from MUS 130, MUS 136, MUS 140, MUS 145, and MUS 150.

## Nursing (Practical and Associate Degree)

The Nursing Program is designed to include sufficient and appropriate content to enable students to receive a certificate in practical nursing at the completion of the first year level and sufficient and appropriate content to enable students to receive an associate degree in nursing at the completion of the two-year sequence.

The program is open to qualified men and women who are interested in nursing as a career. Specific requirements for admission include: high school grade average of "C" or higher or GED equivalency and/or college grade point average of 2.0 ("C") or higher; one unit of high school biology or its equivalent; ACT test; Psychological Corporation Admissions Test for Schools of Nursing or Practical Nursing; satisfactory health and personal interview with the nursing faculty.

Licensed Practical Nurses are eligible for admission directly into the second level after successful completion with a minimum "C" grade of first level support courses (BIO 160 and BIO 161; PSY 101 and PSY 216). A grade of "C" or better in BIO 160 and BIO 161 is required for all students entering second level.

Graduates, after passing the LPN or RN licensure examinations, are qualified for positions in a variety of hospital and specialized care settings.

One unit of high school chemistry with a minimum grade of "C" is required for candidates for the associate degree. If the course has been completed more than five years prior to intended entrance, candidates must repeat chemistry. Applicants who have had a college chemistry course will be evaluated individually.

First Year	
First Semester	
BIO 135 Introduction to Human Anatomy and Physiology or	
BIO 160 Human Anatomy <sup>1</sup>	4
NUR 101 Nursing Fundamentals	9
NUR 102 Nursing Survey I	1
PSY 101 Introduction to Psychology	3
	<u>17</u>

Second Semester	
BIO 136 Introduction to Human Disease (3) or	
BIO 161 Human Physiology <sup>1</sup> (4)	3-4
NUR 102 Nursing Care of Hospitalized Patients	9
PSY 216 Child Psychology	3
	<u>15-16</u>

Summer Semester	
NUR 104 Nursing Field Experience <sup>2</sup>	4

Second Year	
First Semester	
BIO 130 Microbiology	4
ENG 101 Composition	3
NUR 201 Advanced Nursing I	8
NUR 203 Nursing Survey II	1
	<u>16</u>

Second Semester	
ENG 102 Composition	3
Humanities elective	3
NUR 202 Advanced Nursing II	8
SOC 101 Introduction to Sociology	3
	<u>17</u>

<sup>1</sup>Practical Nursing students may take BIO 135 or BIO 160 and BIO 136 or BIO 161. All Associate Degree Nursing students may take BIO 160 and BIO 161.

<sup>2</sup>Required for students electing to earn a certificate in Practical Nursing. It is not required for the student who proceeds to the second level of study.

## Park and Grounds Operation Management

Park and Grounds Operation Management is a two-year program leading to an associate in applied science degree. This program prepares the student to function as a park operations supervisor or grounds maintenance supervisor in public parks, high density housing complexes, cemetery-memorial parks, golf courses, industrial-office parks, and educational parks.

### First Year

#### First Semester

BIO 120 General Botany	4
PKM 100 Introduction to Park Management	1
PKM 110 Soil Science	4
PKM 140 Grounds Equipment and Shop Operation	4
PED 201 First Aid	2
	15

#### Second Semester

PKM 101 Ornamental Plants	4
PKM 102 Plant Diseases and Pests	4
PKM 111 Basic Horticultural Skills	4
PKM 121 Facilities Management	3
	15

### Summer Session<sup>1</sup>

PKM 150 Park Management Internship	5
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### Second Year

#### First Semester

English <sup>2</sup>	3
PKM 210 Drainage and Irrigation	3
PKM 212 Turfgrass Science	4
PKM 214 Principles of Park Design and Construction	4
Social Science elective	3
	17

#### Second Semester

English <sup>2</sup>	3
Humanities elective	3
PKM 220 Arboriculture	4
PKM 230 Contracts, Specifications, Estimating	3
PKM 250 Park Management Seminar	1
Social Science elective	3
	17

<sup>1</sup>Recommended elective but not required.

<sup>2</sup>Students will take ENG 100, ENG 101, ENG 102, or ENG 130, depending upon their English assessment and the advice of the coordinator.

## Physical Education<sup>1</sup>

The successful completion of the physical education transfer program will enable the student to obtain an associate in science degree and to transfer with junior status to most four-year colleges and universities. To ensure satisfactory transfer, the student is advised to investigate the institution to which he or she plans to transfer for specific general education requirements.

### First Year

#### First Semester

BIO 110 Principles of Biology	4
ENG 101 Composition	3
PED 200 Introduction to Physical Education	2
PED 203 Health	2
PED 222 Football Techniques or PED 224 Basketball Techniques	2
SPE 101 Fundamentals of Speech Communication	3
	16

#### Second Semester

Elective <sup>2</sup>	3
ENG 102 Composition Mathematics or Science elective <sup>3</sup>	4
PED 201 First Aid	2
PED 204 Selected Physical Education Activities	2
PED 220 Track and Field Techniques	2
Physical Education elective	1
	17

### Second Year

#### First Semester

BIO 160 Human Anatomy	4
Humanities elective	3
PED 210 Sports Officiating	2
Physical Education elective	1
PSY 101 Introduction to Psychology	3
Social Science elective	3
	16

#### Second Semester

BIO 161 Human Physiology	4
Humanities elective	3
PED 226 Baseball Techniques	2
PED 228 Aquatics	2
Science elective	4
	15

<sup>1</sup>The following physical education courses can, in addition to the "100" level courses, serve to satisfy the 3 credit hour physical education teacher certification requirements for the State of Illinois: PED 201, PED 203, PED 204.

<sup>2</sup>Elective: HST 111, HST 112, or PSC 201.

<sup>3</sup>Completion of mathematics elective is contingent on requirements of four-year college or university to which student is transferring.

## Public Administration

Public Administration is a two-year program leading to an associate in applied science degree. The program is designed to provide mid-level government employees, in state, local, or federal agencies, with knowledge, skills and values useful in the management of people and programs.

The program seeks to serve mid-career people whose duties and responsibilities have been changed by promotion to managerial or staff positions. Pre-service students planning to continue their education at a four-year college or university toward a professional degree in public affairs or administration will be uniquely prepared to enter government service by taking this program.

### First Year

#### First Semester

DPR 101 Introduction to Data Processing	3
ENG 101 Composition	3
PSY 101 Introduction to Psychology	3
PAD 101 Introduction to Municipal and Governmental Management	3
SOC 101 Introduction to Sociology	3
	<u>15</u>

#### Second Semester

ACC 101 Principles of Accounting Theory I	3
ENG 103 Report Writing	3
Humanities elective	3
PSC 202 Suburban, Urban and State Politics	3
PAD 201 Governmental Management	3
	<u>15</u>

### Second Year

#### First Semester

Elective <sup>1</sup>	3
PAD 202 Organization. Behavior	3
PAD 210 Public Finance and Budget Process	3
SOC 215 Introductory Social Psychology	3
SPE 101 Fundamentals of Speech Communication	3
	<u>15</u>

#### Second Semester

Electives <sup>1</sup>	6
PAD 203 Management Process	3
PAD 212 Public Personnel Management	3
PAD 214 Planning in the Public Agency	3
	<u>15</u>

<sup>1</sup>Electives: PAD 215, PAD 220, PAD 222.

## Real Estate

A two-year program in professional development for those men and women who desire to excel as real estate salespersons or wish to expand their career opportunities to include managing or owning a real estate business. Career objectives might also include appraising, banking, savings and loan, title company, mortgage brokerage, estate counseling and others.

### First Year

#### First Semester

ATE 209 Building Construction Principles for Realtors	3
ENG 101 Composition	3
MGT 111 Introduction to Business Organization	3
PSY 101 Introduction to Psychology	3
RES 120 Principles of Real Estate	2
SPE 115 Interviewing	1
	<hr/> 15

#### Second Semester

ACC 101 Principles of Accounting Theory I	3
ENG 130 Business Writing I	3
PSY 145 Psychology in Business and Industry	3
RES 121 Advanced Principles, Marketing and Brokerage	3
RES 123 Real Estate Law	3
	<hr/> 15

### Second Year

#### First Semester

DPR 101 Introduction to Data Processing	3
ECO 200 Introduction to Economics	3
MKT 245 Principles of Marketing	3
RES 122 Real Estate Appraisal I	3
RES 124 Real Estate Finance	3
	<hr/> 15

#### Second Semester

ECO 210 Money and Banking	3
Elective	3
Humanities elective <sup>1</sup>	3
MKT 140 Salesmanship or RES or Business elective	3
RES 233 Real Estate Problems Seminar	3
	<hr/> 15

<sup>1</sup>PHI 110 or PHI 115 recommended.

## Recreation

The successful completion of the recreation transfer program will enable the student to obtain an associate in arts degree and to transfer with junior status to most four-year colleges and universities. To ensure satisfactory transfer, the student is advised to investigate the institution to which he or she plans to transfer for specific general education requirements.

### First Year

#### First Semester

BIO 101 Biology Survey (3) or BIO 110 Principles of Biology (4)	3-4
ENG 101 Composition	3
Humanities elective	3
REC 200 Leisure: Its Uses and Resources	2
REC 202 Foundations for Recreation and Park Services	2
SPE 101 Fundamentals of Speech Communication	3
	<hr/> 16-17

#### Second Semester

Elective <sup>1</sup>	3
ENG 102 Composition	3
Humanities elective	3
PED 201 First Aid	2
REC 206 Principles of Camping Management	3
Science elective	3
	<hr/> 17

### Second Year

#### First Semester

PED 204 Selected Physical Education Activities	2
PSY 101 Introduction to Psychology	3
REC 208 Outdoor Recreation Planning	2
REC 210 Performing Arts As Leisure Opportunities	2
Science elective	3
Social Science elective	3
	<hr/> 15

#### Second Semester

Mathematics or Science elective <sup>2</sup>	3-4
PED 202 Physical Education for Preschool and Elementary Children	2
REC 204 Introduction to Therapeutic Recreation	2
REC 214 Basic Field Experience	2
Science elective	3
Social Science elective	3
	<hr/> 15-16

<sup>1</sup>Elective: HST 111, HST 112, or PSC 201.

<sup>2</sup>Completion of mathematics elective is contingent on requirements of four-year college or university to which student is transferring.

# Refrigeration and Air Conditioning Technology

Refrigeration and Air Conditioning Technology is a two-year technical program leading to an associate in applied science degree. The courses in the curriculum are theory and service oriented. Theory courses deal with energy conversions. Service courses are strongly related to a "hands on" philosophy. Emphasis is placed upon operating and servicing equipment.

Graduates from this program can be employed as engineering laboratory assistants, equipment salesmen, heating and refrigeration servicemen, estimators and system designers, and stationary engineers.

<b>First Year<sup>1</sup></b>	
<b>First Semester</b>	
English elective <sup>2</sup>	3
PSY 101 Introduction to Psychology	3
RAC 101 Refrigeration Fundamentals	3
RAC 103 Heating Principles	3
RAC 105 Heating and Cooling Controls	4
	<u>16</u>
<b>Second Semester</b>	
English elective <sup>2</sup>	3
MET 101 Elements of Drafting <sup>3</sup>	3
RAC 102 Refrigeration Systems	4
RAC 104 Residential Comfort Systems	4
	<u>14</u>

<b>Second Year<sup>1</sup></b>	
<b>First Semester</b>	
Humanities elective <sup>4</sup>	3
RAC 201 Refrigeration System Design I	4
RAC 203 Air Conditioning Principles	4
Social Science elective	3
	<u>14</u>
<b>Second Semester</b>	
Electives <sup>5</sup>	6
RAC 202 Refrigeration System Design II	4
RAC 204 Air Distribution	3
RAC 208 Pneumatic Controls	3
	<u>16</u>

<sup>1</sup>RAC 290 may be substituted for some of the listed RAC courses, with approval of coordinator.

<sup>2</sup>Students may take ENG 100 or ENG 101 the first semester depending upon their test scores and the advice of a student development faculty member; ENG 102, ENG 103, or ENG 130 are suggested second semester electives.

<sup>3</sup>Students will enroll in sections of MET 101 designed for RAC students.

<sup>4</sup>Suggested humanities elective: ART 122 or PHI 110.

<sup>5</sup>ATE 211, CHM 110, ENG 103, MGT 111, MGT 154, MGT 160, MKT 140, MTH 095, MTH 102, or MTH 106.

## Science and Mathematics

The following program is typical of the first two years of a bachelor's degree program in physical science, mathematics, or computer science.

Special care should be taken in selecting the laboratory science courses appropriate to the student's career plans. The student's program should be designed so that course sequences are completed at Harper before transfer.

Chemistry and Chemical Engineering majors should elect CHM 131-132 and CHM 204-205, while Physics majors should aim at MTH 201-202 and PHY 201-202 and 203. Mathematics majors should complete the sequence of MTH 105-201, 202 and 203 or 212, as should computer science majors who should also elect MTH 215. Mathematics courses numbered MTH 104 or below usually may not be used for credit other than as electives in these programs.

Some transfer institutions do not require foreign languages in mathematics and science programs. Thus, students may wish to defer their language program until the second year, when transfer plans are known.

**First Year**\_\_\_\_\_

**First Semester**

ENG 101 Composition_____	3
Foreign Language elective_____	4
Mathematics elective_____	3-5
Laboratory Science elective_____	4-5
	<hr/>
	14-17

**Second Semester**

ENG 102 Composition_____	3
Foreign Language elective_____	4
Mathematics elective_____	3-5
Laboratory Science elective_____	4-5
	<hr/>
	14-17

**Second Year**\_\_\_\_\_

**First Semester**

Elective_____	3-4
Mathematics elective_____	3-5
Laboratory Science elective_____	4-5
Social Science elective_____	3
	<hr/>
	13-17

**Second Semester**

Elective_____	3-4
Mathematics elective_____	4-5
Laboratory Science elective_____	4-5
Social Science elective_____	3
	<hr/>
	14-17

## Secretarial Career

See: Executive Secretarial Development  
Legal Secretary  
Medical Office Assistant



## Supervisory and Administrative Management

Supervisory and Administrative Management is a two-year career program designed to assist students in a wide variety of business occupations. The associate degree curriculum is structured to meet the needs of individuals interested in gaining or improving management skills. The program not only develops abilities to organize, coordinate, and evaluate the functions of a unit, department, or branch of an organization either in an industrial or administrative management capacity, but it also provides the fundamental management skills needed by the successful owner-manager of a business.

### First Year

#### First Semester

ACC 101 Principles of Accounting Theory I	3
ENG 101 Composition	3
MGT 111 Introduction to Business Organization	3
MGT 160 Principles of Supervision	3
PSY 101 Introduction to Psychology	3
	<hr/> 15

#### Second Semester

ACC 102 Principles of Accounting Theory II	3
DPR 101 Introduction to Data Processing	3
English elective <sup>1</sup>	3
MGT 270 Principles of Management	3
PSY 145 Psychology in Business and Industry	3
	<hr/> 15

### Second Year

#### First Semester

ACC 211 Business Law I	3
ECO 200 Introduction to Economics	3
MGT electives <sup>2</sup>	6
MKT 245 Principles of Marketing	3
	<hr/> 15

#### Second Semester

Humanities elective	3
MGT electives <sup>2</sup>	6
MGT 218 Introduction to Finance	3
MGT 291 Problems in Management and Supervision	3
	<hr/> 15

<sup>1</sup>To be selected from a "100" level course or above.

<sup>2</sup>These electives require approval of the coordinator or a student development faculty member.







## Certificate Programs

A certificate program is a sequence of courses in a specialized academic and/or technical area requiring approximately two to three years of part-time or one year of full-time course work. There are currently 54 programs of this type at the college. Completion of the course work required for a specific program with a grade point average of 2.0 (C) or higher entitles the student to a certificate of achievement in that field of specialization.

Courses in certificate programs are offered in the evening as well as during the day to permit part-time evening students to meet their particular training needs and to reach an obtainable goal within a reasonable period of time. All courses creditable toward a certificate are also applicable toward an associate degree.

## Accounting Aide

Accounting Aide is a certificate program for persons interested in pursuing careers as junior accountants in business, industry and government. Despite the increasing use of data processing in accounting work, there is an acute shortage of persons with the training and basic intellect needed to be successful in accounting.

ACC 101 Principles of Accounting Theory I	3
ACC 102 Principles of Accounting Theory II	3
ACC 155 Tax and Payroll Accounting	4
ACC 201 Intermediate Accounting I	3
ACC 202 Intermediate Accounting II	3
ACC 203 Introductory Cost Accounting	3
	<hr/>
	19

## Accounting Clerk

The Accounting Clerk certificate curriculum provides the student with the courses needed for an entry level position in such areas as accounts payable, accounts receivable, and inventory accounting.

ACC 099 Business Recordkeeping	3
MGT 150 Business Math	3
Typing elective <sup>1</sup>	2
	<hr/>
	8

<sup>1</sup>The student may select courses from SEC 121, SEC 122, or SEC 221 depending upon previous training and consent of the instructor.

## Accounting—Payroll

The certificate curriculum in payroll accounting will provide the student with the courses needed for an entry level position in this particular area. The certificate could be earned in one, or no more than two, semesters.

ACC 155 Tax and Payroll Accounting	4
MGT 150 Business Math	3
Typing elective <sup>1</sup>	2
	<hr/>
	9

<sup>1</sup>The student may select courses from SEC 121, SEC 122, or SEC 221 depending upon previous training and consent of the instructor.

## Air Conditioning

See: Refrigeration and Air Conditioning

## Architectural Technology

Architectural Technology is a technical program leading to a certificate upon completion of any of the following course offerings totaling 15 credit hours, providing the combination has approval of a student development faculty member. The curriculum emphasis is on architecture in the related areas of construction, drafting, computer programming, estimating, and specifications.

ATE 101 Introduction to Architectural Tech. I	4
ATE 102 Introduction to Architectural Tech. II	4
ATE 103 Building Materials Technology I	4
ATE 104 Building Materials Technology II	4
ATE 105 Computer Math for Architectural Tech. I	3
ATE 106 Computer Math for Architectural Tech. II	3
ATE 201 Comprehensive Building Project I	4
ATE 202 Comprehensive Building Project II	4
ATE 203 Construction Problems I	4
ATE 204 Construction Problems II	4
ATE 205 Computer Graphics and Optimization	3
ATE 206 Computer Applications in Architecture	3
ATE 207 Behavior of Architectural Materials I	3
ATE 208 Behavior of Architectural Materials II	3

## Baking

The Baking certificate program is a one-year trade oriented course planned to prepare students for entrance into the food service and baking industry. Graduates may be able to secure positions as qualified bakers and baker's helpers in institutional, retail, and commercial bakeries.

<b>First Semester</b>	
FSM 090 Basic Quantity Baking	10
FSM 111 Introduction to Food Service	2
FSM 114 Food Standards and Sanitation	3
	15

## Second Semester

FSM 091 Advanced Quantity Baking	10
FSM 115 Menu Planning	2
Elective	3
	15

## Banking, Finance and Credit

A one-year program leading to a certificate in Banking, Finance and Credit emphasizing either the banking or the savings and loan industry. The program is designed for those currently employed in, or seeking employment in banks or savings and loan associations. The curriculum emphasizes developing competencies necessary for supervisory and public contact positions in the finance field. Students may apply for this entire program toward the two-year associate degree in Banking, Finance and Credit.

### First Semester

#### (Banking option)

BFC 101 Principles of Financial Institution Operations	3
BFC 115 Savings Account Administration	3
ENG 101 Composition	3
MGT 111 Introduction to Business Organization	3
MGT 150 Business Math	3
	15

### First Semester

#### (Savings and Loan option)

BFC 101 Principles of Financial Institution Operations	3
BFC 115 Savings Account Administration	3
ENG 101 Composition	3
MGT 111 Introduction to Business Organization	3
MGT 150 Business Math	3
	15

### Second Semester

#### (Banking option)

ACC 101 Principles of Accounting Theory I	3
ACC 211 Business Law I	3
Banking elective'	3
ECO 115 Consumer Economics	3
SPE 101 Fundamentals of Speech Communication	3
SPE 115 Interviewing	1
	16

(Continued on next page.)

**Second Semester  
(Savings and Loan option)**

ACC 101 Principles of Accounting Theory I	3
ECO 115 Consumer Economics	3
RES 120 Principles of Real Estate	2
Savings and Loan elective <sup>1</sup>	3
SPE 101 Fundamentals of Speech Communication	3
SPE 115 Interviewing	1
	<hr/> 15

<sup>1</sup>See the associate degree program in Banking, Finance and Credit for approved banking electives.  
<sup>2</sup>See the associate degree program in Banking, Finance and Credit for approved savings and loan electives.

**Banking, Finance and Credit**

A one-semester program leading to a certificate in Banking, Finance and Credit emphasizing either the banking or the savings and loan industry. The program is designed for those currently employed in or seeking employment in banks or savings and loan associations. The curriculum emphasizes developing competencies required for entry level positions in the field of finance. Students may later apply this entire program toward a one-year certificate and the two-year associate degree in Banking, Finance and Credit.

BFC 101 Principles of Financial Institution Operations	3
BFC 115 Savings Account Administration	3
ENG 101 Composition	3
MGT 111 Introduction to Business Organization	3
MGT 150 Business Math	3
	<hr/> 15

**Brokers License Certification**

This certificate program will provide the minimum number of hours and mandatory courses to complete the education requirements for application to take the State of Illinois Real Estate Brokers test.

RES 108 Brokers Licensure Preparation I	2
RES 109 Brokers Licensure Preparation II	2
RES 120 Principles of Real Estate	2
	<hr/> 6

**Building Codes and Enforcement**

The Building Codes and Enforcement certificate program, which totals 24 credit hours, is designed to provide specialized education for those interested in entry level positions in this field as well as for those currently employed in building code enforcement.

The Building Codes and Enforcement certificate will satisfy college credit requirements for entry level positions in the building code enforcement field.

BCE 101 Basic Construction for Building Codes	3
BCE 102 Basic Code Enforcement Techniques	3
BCE 103 Plumbing and Electrical Codes	3
BCE 104 Basic Mechanical and Energy Conservation Codes	3
BCE 201 BOCA Basic Building Codes	3
ENG 103 Report Writing	3
FIS 115 Construction Design and Fire Safety	3
SPE 101 Fundamentals of Speech Communication	3

**Certified Professional Secretary**

The Certified Professional Secretary program is a certificate program specifically designed for individuals with a high degree of secretarial skill and business experience who are currently employed as secretaries and wish to raise their level of professionalism and/or qualify for promotion into executive secretarial, administrative assistant, or managerial types of positions within a company.

This program emphasizes advanced secretarial and business training in order to provide the secretary with a deeper and broader understanding of the dynamics of the business world and the vital role performed by the secretary in the ever increasing demands of business.

SEC 260 Environmental Relationships in Business	1
SEC 261 Business Law and Public Policy	1
SEC 262 Economics and Management	1
SEC 263 Financial Analysis and the Mathematics of Business	1
SEC 264 Communications, Work Flow, and Decision Making	1
SEC 265 Advanced Office Procedures	1
	<hr/> 6

## Child Development

The Child Development certificate program, totaling 15 credit hours, emphasizes theoretical and practical aspects of early childhood education. The Child Development certificate will satisfy preliminary college credit requirements for employment in child development and early childhood education centers for normal and handicapped children.

### Required:

CCA 102 Child Development I	3
CCA 103 Child Development II	3

**Electives:** Select any 9 credit hours from the following courses:

CCA 101 Introduction to Child Development Careers	3
CCA 209 Language Arts for the Young Child	3
CCA 210 Creative Activities for Young Children	3
CCA 214 Principles of Preschool Education	4
CCA 215 Children's Laboratory	2
CCA 218 Assisting the Severely Handicapped	4
CCA 219 Psychology of Exceptional Children	3
CCA 220 Child Development Practicum Internship	6
CCA 221 Workshop in Early Childhood Education	3
CCA 225 Mental Health in Child Development	3
CCA 230 Movement and Rhythms for the Young Child	3
CCA 252 Child-Family-Community	3
CCA 253 Administration of Early Childhood Programs	3
HSC 220 Health, Nutrition and Safety	3

## Cooking

The Cooking certificate program is a one-year trade oriented course planned to prepare students for entrance into the food service industry. Graduates may be able to secure positions as head cooks, assistant cooks, specialty cooks or chefs' assistants.

## First Semester

FSM 095 Basic Quantity Cooking	10
FSM 111 Introduction to Food Service	2
FSM 114 Food Standards and Sanitation	3
	15

## Second Semester

FSM 096 Advanced Quantity Cooking	10
FSM 115 Menu Planning	2
Elective	3
	15

## Criminal Justice

This certificate program is designed to provide specialized education for those currently employed, or other interested persons, who wish to obtain a certificate indicating completion of the courses as a group. Any combination of 15 credit hours may be selected from the courses listed below, providing the combination has coordinator approval. These courses must be taken at Harper College.

CRJ 101 Introduction to Criminal Justice	3
CRJ 105 Criminal Courts of the U.S.	3
CRJ 110 Police Operations	3
CRJ 201 Criminal Law I	3
CRJ 202 Criminal Law II	3
CRJ 203 Law and Society	3
CRJ 205 Juvenile Delinquency	3
CRJ 207 Vice and Drug Control	3
CRJ 208 Police Supervision	3
CRJ 209 Police Public-Community Relations	3
CRJ 210 Introduction to Criminology	3
CRJ 212 Traffic Administration	3
CRJ 215 Alternatives to Confinement	3
CRJ 216 Investigative Process	3
CRJ 220 Police Administration	3
CRJ 226 Case Management	3

## Data Processing—Clerical

This is a two-semester certificate program which includes the study of introduction to data processing, keypunching and verifying, business machines operations, and general clerical subjects. Graduates may find employment as keypunch operators, verifier operators, or other clerical positions in data processing installations in business, industry, and government.

### First Semester

ACC 101 Principles of Accounting Theory I	3
DPR 101 Introduction to Data Processing	3
DPR 103 Keypunching and Verifying <sup>1</sup>	3
ENG 101 Composition <sup>2</sup>	3
MGT 150 Business Math	3
	15

### Second Semester

Business or Data Processing elective	3-5
Elective	2-3
ENG 130 Business Writing I	3
SEC 131 Business Machines	2
SOC 101 Introduction to Sociology	3
	13-16

<sup>1</sup>Entry into DPR 103 requires successful completion of a typing course.

<sup>2</sup>Students not qualifying for ENG 101 may take ENG 100.

## Data Processing—Computer Operator

This is a two-semester certificate program which includes the study of introduction to data processing, computer logic and programming technology, programming systems, an internship at an industrial training station, and general clerical subjects. Graduates may find employment as computer operators, tape librarians, peripheral equipment handlers, or other clerical positions in data processing installations in business, industry, and government.

### First Semester

DPR 101 Introduction to Data Processing	3
DPR 106 Computer Logic and Programming Technology	3
DPR 135 Computer Operator (DOS)	3
ENG 101 Composition	3
MGT 111 Introduction to Business Organization	3
	15

### Second Semester

DPR 137 Internship/Computer Operator Field Project	3
DPR 202 Programming Systems	3
ENG 103 Report Writing	3
MGT 150 Business Math	3
	12

## Data Processing—Technical

Data Processing—Technical is a certificate program designed to either familiarize the student with, or to upgrade his knowledge of, the field of data processing. Contingent upon the particular sequence of courses taken, the student may be able to upgrade his current position or enter the data processing field in a variety of positions. Any combination of 15 credit hours may be selected from the courses listed below, providing the appropriate prerequisites have been satisfied.

DPR 101 Introduction to Data Processing	3
DPR 106 Computer Logic and Programming Technology	3
DPR 108 Computer Programming—COBOL	5
DPR 110 Computer Programming—Basic Assembler Language	5
DPR 135 Computer Operator (DOS)	3
DPR 140 Report Program Generator (RPG Programming)	3
DPR 142 PL/I Programming Language	3
DPR 150 Business FORTRAN	3
DPR 202 Programming Systems	3
DPR 203 Systems Analysis and Design I	3
DPR 204 Advanced Systems Analysis and Design	3
DPR 208 Computer Programming—	



Advanced COBOL	4
DPR 210 Computer Programming— Advanced Assembler Language	4
DPR 212 Programming for the Minicomputer	3
DPR 240 Advanced RPG II	3
DPR 250 Data Processing Math and Computer Statistics	4

## Electronics

Any combination of 16 credit hours may be selected from the courses listed below, providing the combination has approval of a student development faculty member.

ELT 101 Circuits I	4
ELT 102 Circuits II	4
ELT 103 Circuits III	4
ELT 105 Electro-Mechanical Drafting	3
ELT 110 introductory Electronics	2
ELT 111 Electronics I, Resistive	3
ELT 203 Electronics II, Pulse	4
ELT 204 Electronics III, Advanced Electronics	4
ELT 205 Electronic Instrumentation	4
ELT 206 Electronic Computers	4
ELT 207 UHF Communications and Reception	4
ELT 210 Computer Programming	3
ELT 215 Electrical Controls and Motors	4
MTH 106 Mathematics I	5
MTH 107 Mathematics II	5
MTH 206 Mathematics III	5

## Fashion Design

Any combination of 15 credit hours may be selected from the courses listed below, providing the combination has coordinator approval.

FAS 101 Flat Pattern Design and Draping I	3
FAS 102 Flat Pattern Design and Draping II	4
FAS 103 Apparel Design and Construction I	3
FAS 104 Apparel Design and Construction II	4
FAS 105 Fashion Design Illustration I	1
FAS 106 Fashion Design Illustration II	1

FAS 107 Textiles I	2
FAS 108 Textiles II	2
FAS 109 Fashion Arts and Design	2
FAS 110 Costume History	2
FAS 201 Advanced Flat Pattern Design and Draping I	4
FAS 202 Advanced Flat Pattern Design and Draping II	4
FAS 203 Advanced Diversified Apparel Design I	4
FAS 204 Advanced Diversified Apparel Design II	4
FAS 205 Tailoring Techniques I	2
FAS 206 Tailoring Techniques II	2
FAS 209 Advanced Fashion Illustration I	1
FAS 210 Advanced Fashion Illustration II	1
FAS 212 Design Communication	2

## Fire Science Technology

The Fire Science certificate program is designed to upgrade people currently employed in the fire science field and to enable them to seek more responsible positions within that field by furthering their knowledge in special areas of fire science.

**Electives:** Select at least 6 credit hours from the following courses:

ENG 100 Composition	3
ENG 101 Composition	3
ENG 103 Report Writing	3
SOC 101 Introduction to Sociology	3

**Electives:** Select at least 9 credit hours from the following courses, providing the combination has approval of a student development faculty member:

FIS 101 Municipal Fire Administration I	3
FIS 112 Fire Alarm and Extinguishing Systems	3
FIS 115 Construction Design and Fire Safety	3
FIS 122 Fire Inspection Principles	3
FIS 132 Hazardous Materials I	3
FIS 133 Hazardous Materials II	3
FIS 201 Municipal Fire Administration II	3

(Continued on next page.)

FIS 222 Fire Inspection Applications_____	3
FIS 242 Fire Hydraulics_____	3
FIS 245 Fire Causes and Investigation_____	3
FIS 252 Automatic Sprinkler Systems_____	3
FIS 262 Water Supply Analysis_____	3
HSC 110 Emergency Medical Technician Training_____	5

## Food Service Management\_\_\_\_\_

The Food Service Management certificate program is designed for people presently employed in the food service industry to enable them to upgrade their management skills or to assume more responsible positions. A minimum of 15 credit hours may be selected from the courses listed below.

FSM 111 Introduction to Food Service_____	2
FSM 114 Food Standards and Sanitation_____	3
FSM 115 Menu Planning_____	2
FSM 130 Hospitality Law and Risk Management_____	4
FSM 210 Hospitality Facility Maintenance_____	3
FSM 211 Purchasing and Storage_____	3
FSM 212 Food Service Supervision_____	4
FSM 214 Cost Control_____	3
FSM 215 Restaurant Layout and Equipment_____	3

## Horticulture\_\_\_\_\_

A 16 credit hour program designed for students wishing to acquire basic knowledge and techniques in the ornamental horticulture field for personal or vocational use is the primary purpose of this program. The technical training will benefit those students who are currently employed or contemplating employment in any of several ornamental horticulture occupations.

### Required:

BIO 120 General Botany_____	4
PKM 110 Soil Science_____	4
PKM 111 Basic Horticultural Skills_____	4

### Elective: Select one course

PKM 101 Ornamental Plants_____	4
PKM 102 Plant Diseases and Pests_____	4

## Industrial and Retail Security\_\_\_\_\_

This certificate program is designed to provide a specialized group of courses for those presently employed and for those who may wish to have a better knowledge of this employment area when seeking employment in the security field. To qualify for the certificate, students must take a total of 15 credit hours at Harper College.

### Required:

CRJ 250 Industrial Security Administration_____	3
CRJ 252 Industrial Fire Protection, Disaster Control_____	3
CRJ 253 Safety Management_____	3

### Electives:<sup>1</sup>

CRJ 110 Police Operations_____	3
CRJ 201 Criminal Law I_____	3
CRJ 202 Criminal Law II_____	3
CRJ 213 Crime Prevention_____	3
CRJ 216 Investigative Process_____	3
CRJ 226 Case Management_____	3

<sup>1</sup>Students having special needs should see the coordinator.

## Industrial Sales Management and Development\_\_\_\_\_

The program is designed to provide in-service and pre-service training and development for industrial sales and sales management personnel representing manufacturers, service marketers, wholesalers or other marketing middlemen. Through the selection of courses this program can satisfy both the career needs of individuals seeking to develop and expand their selling and account servicing skills and individuals preparing for sales management responsibilities. This certificate program would be especially appropriate for individuals who are entering the professional sales field without a formal sales or marketing education.

Program requirements are satisfied by completing 6 hours from Group I and 9 hours from Group II for a total minimum of 15 credit hours. To achieve an individual program designed to complement the student's industrial and education background, the selection of courses should be made in consultation with the coordinator.

### Electives: Group I (select at least two courses<sup>1</sup>)

MKT 140 Salesmanship_____	3
MKT 141 Sales Management_____	3
MKT 240 Advanced Sales Skills_____	3
MKT 247 Consumer Buying Behavior_____	3

**Electives:** Group II (select at least three courses<sup>1</sup>)

ACC 211 Business Law I	3
MGT 111 Introduction to Business Organization	3
MGT 160 Principles of Supervision	3
MKT 141 Sales Management	3
MKT 240 Advanced Sales Skills	3
MKT 245 Principles of Marketing	3
MKT 246 Industrial Marketing	3
MKT 247 Consumer Buying Behavior	3
MAT 125 Purchasing	3

<sup>1</sup>Students must satisfy prerequisites for each course selected.

### Legal Secretary

The Legal Secretary certificate is designed for persons who possess a high degree of office secretarial skill and are interested in pursuing secretarial careers in law firms, government, or law departments of business firms. This is a 25 or 26 credit hour program in which 14 credit hours are required and 11 to 12 credit hours are electives.

**Required:**

SEC 221 Advanced Typing <sup>1</sup>	2
SEC 225 Dictation and Transcription <sup>1</sup>	3
SEC 234 Legal Office Procedures	3
SEC 235 Legal Dictation and Transcription <sup>1</sup>	3
SEC 236 Secretarial Procedures	3

**Electives:** Select any four of the following courses with the advice of the coordinator.

ACC 101 Principles of Accounting Theory I	3
ACC 211 Business Law I	3
ACC 212 Business Law II	3
ECO 200 Introduction to Economics	3
MGT 111 Introduction to Business Organization	3
MGT 267 Office and Administrative Management	3
RES 120 Principles of Real Estate	2

<sup>1</sup>Placement into courses contingent upon previous training.

### Legal Technology

The certificate program is designed for those who are currently employed or employable in the legal field or those who, due to experiential backgrounds, could benefit most from these specialty options. The various choices available allow the student to develop special interests and skills. All students are required to take LTE 101, Introduction to Legal Technology, and then a minimum of five other courses from those listed below, provided the combination has approval of the coordinator or a student development faculty member.

ACC 211 Business Law I	3
ACC 212 Business Law II	3
CRJ 105 Criminal Courts of the U.S.	3
CRJ 201 Criminal Law I	3
CRJ 202 Criminal Law II	3
IDS 290 Independent Study	3
LTE 102 Fundamentals of Legal Research	3
LTE 103 Litigation	3
LTE 105 Family Law	3
LTE 123 Real Property Law	3
LTE 200 Probate	3
LTE 201 Tort and Insurance Law	3
LTE 202 Estate Planning	3
LTE 203 Income Taxation I	3
LTE 204 Income Taxation II	3
LTE 206 Conference Course in Legal Technology	3
LTE 210 Corporate and Securities Law	3
LTE 212 Law Office Systems	3
LTE 220 Community Law	3
RES 124 Real Estate Finance	3

### Certificate Specialties Available

Corporate Law	Criminal Law	Family Law
ACC 212 Elective	CRJ 105	Elective
LTE 101	CRJ 201	LTE 101
LTE 204	CRJ 202	LTE 103
LTE 206	Elective	LTE 105
LTE 210	LTE 101	LTE 200
	LTE 206	LTE 202

General Practice Elective <sup>1</sup>	Litigation Elective
LTE 101	LTE 101
LTE 103	LTE 103
LTE 123	LTE 105
LTE 200	LTE 201
LTE 202	LTE 206

(Continued on next page.)

<b>Real Estate</b>	<b>Tax Law</b>
ACC 211	Elective
Elective	LTE 101
LTE 101	LTE 200
LTE 123	LTE 202
LTE 206	LTE 203
RES 124	LTE 204

<sup>1</sup>Elective: CRJ 201, LTE 201, LTE 212, LTE 220.

## Machinist

The Machinist certificate program allows for those interested or presently engaged in metalworking to develop knowledge and skills to assume responsible positions in the field.

MET 102 Technical Drafting	3
MET 105 Basic Machine Shop	3
MET 110 Basic Welding	3
MET 205 Advanced Machine Shop	3
Technical electives <sup>1</sup>	3-5
	15-17

<sup>1</sup>Technical electives may be chosen from any of the following: MET 108, MET 202, MET 210, MTH 106.

## Material Management

The Material Management certificate program is designed to provide in-service education for those persons working directly in, or in fields related to, material management and physical distribution. This particular curriculum format is especially suitable for those who may be in the field and are seeking to fill in knowledge or skill "gaps" in their total preparation. Additionally, the program may provide pre-service training for those who may seek or be transferred into jobs within these fields.

### Required:

MAT 101 Fundamentals of Material Management	3
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### Electives: Group I (select at least four courses)

MAT 120 Production Control Concepts	3
MAT 121 Principles of Physical Distribution	3
MAT 122 Inventory Control for Material Managers	3
MAT 123 Traffic and Transportation	3
MAT 124 Material Handling and Packaging	3
MAT 125 Purchasing	3

### Electives: Group II (select one course)

DPR 203 Systems Analysis and Design I	3
MGT 225 Applied General Statistics	3
MGT 270 Principles of Management	3
MAT 220 Advanced Production Control	3
MAT 221 Distribution Center Operations	3
MAT 223 Transportation Law	3
MAT 224 Advanced Material Handling and Warehousing	3
MAT 225 Practice of Regulatory Agencies	3
MAT 226 Material Requirements Planning (MRP)	3
MAT 228 Finance for Material Managers	3
MAT 259 Advanced Purchasing	3
MAT 280 Material Management Policy	3

## Mechanical Drafting

The Mechanical Drafting certificate program has been developed in conjunction with the area industries to prepare students for challenging careers in drafting. The program may be completed in one semester of day school or two semesters of evening school.

MET 102 Technical Drafting	3
MET 202 Advanced Technical Drafting	3
MTH 106 Mathematics I	5
Technical electives <sup>1</sup>	4-6
	15-17

<sup>1</sup>Electives to be chosen from MET 104, MET 105, and MET 201.

## Mechanical Technician

The Mechanical Technician certificate program, developed in conjunction with area industries, prepares students for employment as industrial technicians, lab technicians, shop technicians, or engineering assistants. The program may be completed in one semester of day school or two semesters of evening school.

MET 102 Technical Drafting	3
MET 105 Basic Machine Shop	3
MTH 106 Mathematics I	5
Technical electives <sup>1</sup>	4-6
	15-17

<sup>1</sup>Electives may be chosen from MET 110, MET 205, MET 209, NMC 101, with approval of coordinator.

## Medical Transcriptionist\_\_\_\_\_

Medical Transcriptionist is a certificate program designed for persons interested in pursuing skills necessary to become medical transcriptionists.

### First Semester

BIO 135 Introduction to Human Anatomy and Physiology or	
BIO 160 Human Anatomy <sup>2</sup>	4
ENG 101 Composition	3
HSC 112 Medical Terminology	2
SEC 101 MOA/MT Orientation Seminar	2
SEC 122 Intermediate Typing <sup>1</sup>	2
SEC 240 Medical Transcription & Typing I	3
	<hr/> 16

### Second Semester

BIO 136 Introduction to Human Disease (3) or	
BIO 161 Human Physiology <sup>2</sup> (4)	3-4
HSC 213 Medical Law & Ethics	2
PSY 101 Introduction to Psychology	3
SEC 130 Automatic Word Processing Equipment I	1
SEC 221 Advanced Typing	2
SEC 242 Medical Transcription & Typing II	3
	<hr/> 14-15

<sup>1</sup>The student will be placed into more advanced courses depending upon previous training and consent of the instructor.

<sup>2</sup>Students may take BIO 135 and BIO 136 or BIO 160 and BIO 161.

## Numerical Control Technician\_\_\_\_\_

The Numerical Control Technician's certificate program allows for in-depth course work in numerical control. Such courses should provide an individual with the necessary background to assume a responsible position in this area.

MET 105 Basic Machine Shop	3
MET 209 Applied Digital Control	3
NMC 101 Introduction to Numerical Control	2
NMC 105 Part Programming I	2
Technical electives <sup>1</sup>	4-6
	<hr/> 15-17

<sup>1</sup>Technical electives may be chosen from: ELT 110, MET 205, MTH 106, NMC 215, NMC 220.

## Operating Room Technician\_\_\_\_\_

The Operating Room Technician certificate program is one full year in length, two semesters and an eight-week summer session. It prepares students to function as members of the surgical team under the supervision of qualified professional nurses in hospital areas concerned with the principles and practice of surgical asepsis as applied to the surgical patient before, during, and following surgery.

Students who wish to enter this program must make application for full-time status. Applications for admission will be processed beginning October 1 of the year preceding the fall term the student intends to begin.

Requirements for admission include: fulfillment of the general admissions requirements of Harper College, high school graduate or equivalent, successful completion with a minimum "C" grade in biology at the high school or college level, satisfactory results on the ACT test, satisfactory health and personal interview with the coordinator.

Upon successful completion of the program the students will be eligible to take the National Certification Examination of the Association of Operating Room Technicians.

### First Semester

BIO 135 Introduction to Human Anatomy and Physiology or	
BIO 160 Human Anatomy	4
HSC 112 Medical Terminology	2
ORT 191 Operating Room Techniques I	6
ORT 111 Clinical Hospital Practicum I	5
	<hr/> 17

### Second Semester

BIO 136 Introduction to Human Disease (3) or	
BIO 161 Human Physiology (4)	3-4
ORT 102 Operating Room Techniques II	6
ORT 112 Clinical Hospital Practicum II	6
PSY 101 Introduction to Psychology	3
	<hr/> 18-19

### Summer Session

ORT 103 Operating Room Techniques III	2
ORT 113 Clinical Hospital Practicum III	7
	<hr/> 9

## Park and Grounds Operation Management

This certificate program is designed to provide technical training for students who are currently employed or contemplating employment in the many facets of park and ground maintenance operations. These courses can also be taken by students wishing to acquire techniques and knowledge in this area for personal or vocational use. Any combination of 16 credit hours may be selected from courses listed below, providing the combination has coordinator approval.

BIO 120 General Botany	4
PKM 100 Introduction to Park Management	1
PKM 101 Ornamental Plants	4
PKM 102 Plant Diseases and Pests	4
PKM 110 Soil Science	4
PKM 111 Basic Horticultural Skills	4
PKM 140 Grounds Equipment and Shop Operation	4
PKM 210 Drainage and Irrigation	3
PKM 212 Turfgrass Science	4
PKM 214 Principles of Park Design and Construction	4
PKM 220 Arboriculture	4
PKM 230 Contracts, Specifications, Estimating	3
PKM 240 Grounds Equipment Power Units	4
PKM 241 Management of Ice Rink Facilities	3
PKM 242 Golf Course Management	4
PKM 245 Management of Aquatic Facilities	4

## Production Engineering Technician

The Production Engineering Technician certificate program allows for in-depth course work in the technical aspects of manufacturing, quality control, and production planning. Such a program should provide an individual with the necessary background to assume a responsible position in these areas. Any combination of at least 15 credit hours may be selected from the courses listed below, provided that the combination has the prior approval of the coordinator.

MAT 120 Production Control	3
MTH 106 Mathematics I	5
MET 102 Technical Drafting	3
MET 105 Basic Machine Shop	3
MET 108 Manufacturing Processes and Materials	3

MET 111 Quality Control	3
MET 211 Process Planning and Tool Design	4
NMC 101 Introduction to Numerical Control	2
NMC 105 Part Programming I	3
NMC 201 Numerical Controlled Machining	3
NMC 215 Part Programming II	3
NMC 220 Special Problems	3

## Production Welding

The Production Welding certificate program allows for those interested or presently working in a welding occupation to prepare for work and/or a more responsible position in the field. This certificate is not to be confused with the American Welding Society or local industrial welding certifications.

MET 102 Technical Drafting	3
MET 105 Basic Machine Shop	3
MET 110 Basic Welding	3
MET 210 Advanced Welding	3
Technical electives'	3-5
	15-17

'Technical electives may be chosen from MET 108, MET 205, MET 206.

## Public Administration

The Public Administration certificate program is designed for people employed in government service who wish to upgrade their management skills or to assume more responsible positions. To qualify for the certificate, the student must take a total of 15 credit hours at Harper College.

### Required:

PAD 201 Governmental Management	3
PAD 202 Organization Behavior	3

**Electives:** Select any 9 credit hours from the following courses:

PAD 101 Introduction to Municipal and Governmental Management	3
PAD 203 Management Process	3
PAD 210 Public Finance and Budget Process	3
PAD 212 Public Personnel Management	3
PAD 214 Planning in the Public Agency	3

## Real Estate

A certificate program of professional development for those presently engaged in the real estate business and an opportunity to explore the field for those who are not. A total of 17 credit hours is required for this program. Any of the required courses in the sequence can be applied toward meeting the educational requirements of the Illinois Real Estate Licensure Laws.

### Required:

RES 120 Principles of Real Estate	2
RES 121 Advanced Principles, Marketing and Brokerage	3
RES 122 Real Estate Appraisal I	3
RES 123 Real Estate Law	3
RES 124 Real Estate Finance	3

### Elective: Select one course

ATE 209 Building Construction Principles for Realtors	3
RES 230 Property Management Methods	3
RES 232 Real Estate Appraisal II	3
RES 233 Real Estate Problems Seminar	3

## Refrigeration and Air Conditioning Certificates

The following Refrigeration and Air Conditioning certificate programs are designed to prepare the students for servicing refrigeration and heating equipment or selling environmental equipment to contractors and/or servicemen.

### Heating Service

RAC 103 Heating Principles	3
RAC 105 Heating and Cooling Controls	4
	<u>7</u>

### Refrigeration Service

RAC 101 Refrigeration Fundamentals	3
RAC 102 Refrigeration Systems	4
RAC 105 Heating and Cooling Controls	4
	<u>11</u>

## Refrigeration and Air Conditioning

### Required:

MET 101 Elements of Drafting	3
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**Electives:** Select any 14 credit hours from the following courses, provided the combination has coordinator approval:

RAC 101 Refrigeration Fundamentals	3
RAC 102 Refrigeration Systems	4
RAC 103 Heating Principles	3
RAC 104 Residential Comfort Systems	4
RAC 105 Heating and Cooling Controls	4
RAC 201 Refrigeration System Design I	4
RAC 202 Refrigeration System Design II	4
RAC 203 Air Conditioning Principles	4
RAC 204 Air Distribution	3
RAC 208 Pneumatic Controls	3
RAC 290 Independent Study	3

### Residential Comfort Systems

RAC 101 Refrigeration Fundamentals	3
RAC 103 Heating Principles	3
RAC 104 Residential Comfort Systems	4
RAC 105 Heating and Cooling Controls	4
	<u>14</u>

## Retail Merchandising

The Retail Merchandising certificate program is designed for individuals with career interests in the retail management field. It is especially appropriate for those individuals employed in retailing who are seeking skills and knowledge which may prepare them for career advancement. To complete the certificate program, an individual would need to take 14 credit hours as outlined below.

### Required:

FAS 212 Design Communication	2
MKT 106 Merchandising for Furnishings and Softline Goods or	
MKT 250 Retailing	3
MKT 251 Retail Merchandise Management	3

**Electives:** Select at least 6 credit hours from the following courses:

ACC 099 Business Recordkeeping or	
ACC 101 Principles of Accounting Theory I	3
MGT 111 Introduction to Business Organization	3
MGT 154 Small Business Management	3
MGT 160 Principles of Supervision	3

(Continued on next page.)

MKT 106 Merchandising of Furnishings and Softline Goods.....	3
MKT 245 Principles of Marketing.....	3
MKT 250 Retailing.....	3

## Secretarial and General Office Certificates

The following certificate programs are designed specifically for individuals without any formal office training or for persons currently in the work force who want to acquire additional knowledge and skills for specific office positions. Credit hours received for one certificate may be applied toward any other certificate or degree program in Secretarial Science.

### Certified Professional Secretary

See: Certified Professional Secretary

### Clerical<sup>1</sup>

ENG 100 Composition or ENG 101 Composition.....	3
SEC 099 Typewriting Review (1) or SEC 121 Elementary Typing (2) or SEC 122 Intermediate Typing (2).....	1-2
SEC 131 Business Machines.....	2
	6-7

<sup>1</sup>Placement into courses contingent upon previous training.

### Clerk-Typist<sup>1</sup>

SEC 099 Typewriting Review (1) or SEC 121 Elementary Typing (2).....	1-2
SEC 122 Intermediate Typing.....	2
SEC 221 Advanced Typing.....	2
	5-6

<sup>1</sup>Placement into courses contingent upon previous training.

### Legal Secretary

See: Legal Secretary

## General Office Assistant<sup>1</sup>

A combination of 28 credit hours may be selected from the following courses, with approval of the coordinator or a student development faculty member:

ACC 099 Business Recordkeeping.....	3
DPR 101 Introduction to Data Processing.....	3
ENG 100 Composition or ENG 101 Composition.....	3
ENG 130 Business Writing I.....	3
MGT 111 Introduction to Business Organization.....	3
MGT 150 Business Math.....	3
SEC 099 Typewriting Review.....	1
SEC 121 Elementary Typing.....	2
SEC 122 Intermediate Typing.....	2
SEC 130 Automatic Word Processing Equipment I.....	1
SEC 131 Business Machines.....	2
SEC 135 Automatic Word Processing Equipment II.....	1
SEC 221 Advanced Typing.....	2
SEC 236 Secretarial Procedures.....	3
SPE 101 Fundamentals of Speech Communication.....	3

<sup>1</sup>Placement into courses contingent upon previous training.

## Secretarial<sup>1</sup>

A combination of 15 credit hours is required for the Secretarial certificate with approval of the coordinator or student development faculty member.

### Required:

SEC 221 Advanced Typing.....	2
SEC 225 Dictation and Transcription (3) or SEC 230 Executive Machine Transcription (2).....	2-3
SEC 236 Secretarial Procedures.....	3

**Electives:** Select at least 8 credit hours from the following courses:

ENG 130 Business Writing I.....	3
SEC 122 Intermediate Typing.....	2
SEC 126 Intermediate Shorthand.....	3
SEC 130 Automatic Word Processing Equipment I.....	1
SEC 131 Business Machines.....	2
SEC 135 Automatic Word Processing Equipment II.....	1



SEC 171 Word Processing Dictation and Transcription	2
SEC 225 Dictation and Transcription	2
SEC 230 Executive Machine Transcription	2

'Placement into courses contingent upon previous training.

### Stenographer<sup>1</sup>

SEC 098 Review Shorthand (2) or SEC 125 Elementary Shorthand (4) or SEC 140 Elementary Machine Shorthand (4)	2-4
SEC 126 Intermediate Shorthand	3
SEC 225 Dictation and Transcription	3
	8-10

'Placement into courses contingent upon previous training.

### Supermarket Management

The Supermarket Management certificate program has been designed by the college and representatives of the supermarket industry for those students with an interest in careers in the fast growing and important supermarket industry. Specifically, the program has been designed to provide training and experience that could lead to managerial positions in the industry.

**Required:**

MKT 109 The Retail Food Distribution Industry	2
MKT 215 Supermarket Operations	3
MKT 216 Supermarket Merchandising	3

**Electives:** Select at least 9 credit hours from the following courses:

ACC 101 Principles of Accounting Theory I	3
ACC 102 Principles of Accounting Theory II	3
ACC 211 Business Law I	3
DPR 101 Introduction to Data Processing	3
ECO 115 Consumer Economics	3
ECO 200 Introduction to Economics	3
ENG 130 Business Writing I	3

MGT 111 Introduction to Business Organization	3
MGT 150 Business Math	3
MGT 270 Principles of Management	3
PSY 145 Psychology in Business and Industry	

### Supervisory and Administrative Management

Supervisory and Administrative Management is a certificate program requiring completion of 18 credit hours.

**Required:**

MGT 160 Principles of Supervision	3
MGT 270 Principles of Management	3
MGT 291 Problems of Management and Supervision <sup>1</sup>	3

**Electives:** Select at least 9 credit hours from the following courses:

ACC 099 Business Recordkeeping	3
ACC 101 Principles of Accounting Theory I	3
MGT 154 Small Business Management	3
MGT 167 Records Management	3
MGT 168 OSHA Standards and Compliance Procedures	3
MGT 265 Personnel Management	3
MGT 267 Office and Administrative Management	3
MGT 275 Labor-Management Relations	3
PSY 145 Psychology in Business and Industry	3

<sup>1</sup>MGT 291 should be the last course taken in completing this sequence.

### Vending Machine Repair

A certificate program designed to develop entry level job skills in the repair of vending machines. Major emphasis is on actual experience working on vending machine equipment.

ELT 121 Automatic Vending Machine Repair I	2
ELT 122 Automatic Vending Machine Repair II	2
ELT 123 Automatic Vending Machine Repair III	2

## Word Processing\_\_\_\_\_

The Word Processing certificate program prepares individuals for careers in word processing with specific training in procedures, equipment and personnel. The program is designed to provide a broad general knowledge in word processing in order to give the student the widest range of employment options.

### First Semester

DPR 101 Introduction to Data Processing_____	3
ENG 130 Business Writing I_____	3
SEC 130 Automatic Word Processing Equipment I or	
SEC 135 Automatic Word Processing Equipment II_____	1
SEC 170 Introduction to Word Processing_____	2
SEC 171 Word Processing Dictation and Transcription Techniques_____	2
SEC 221 Advanced Typing_____	2
SEC 236 Secretarial Procedures_____	3
	<u>16</u>

### Second Semester

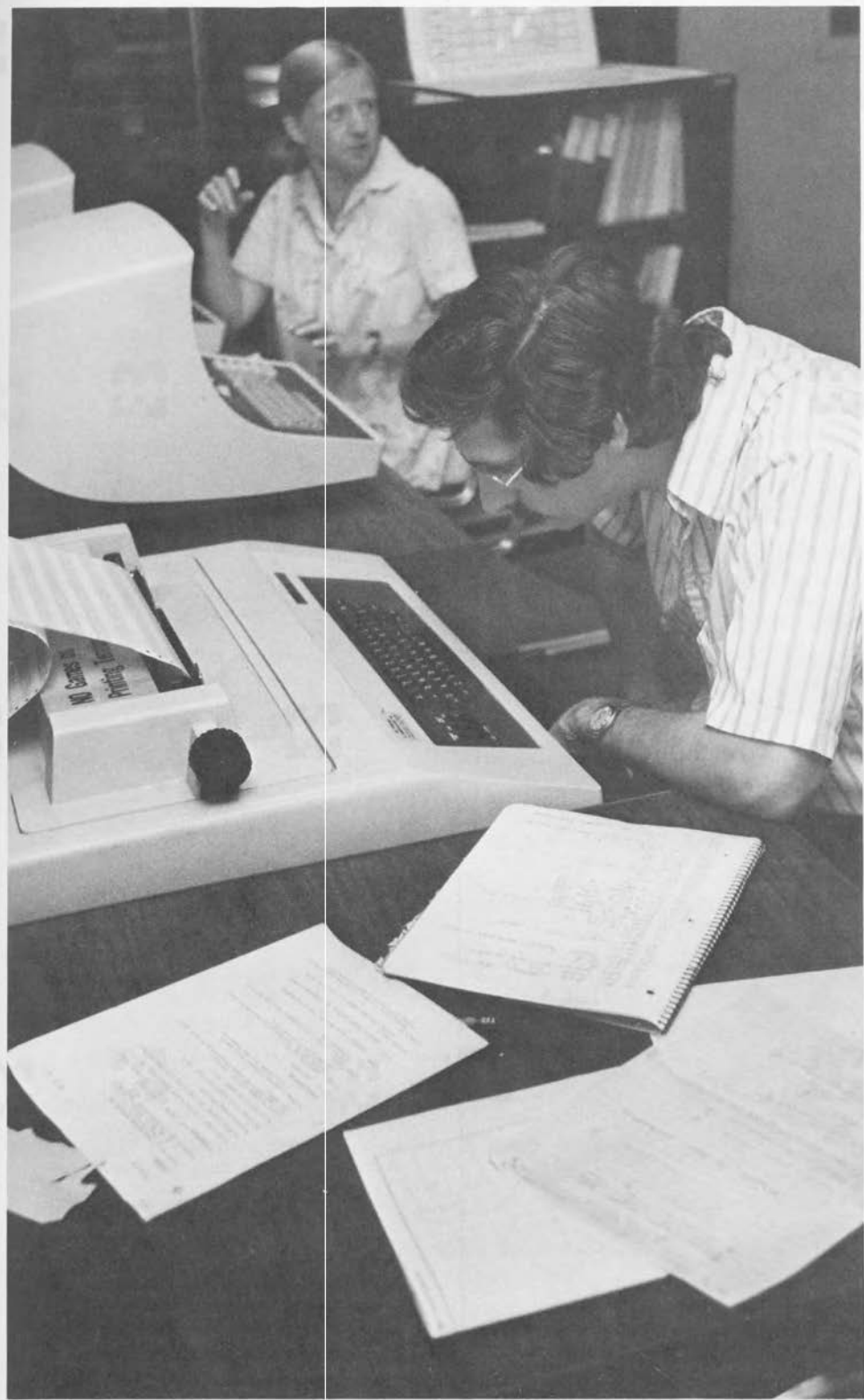
Electives <sup>1</sup> _____	5
MGT 160 Principles of Supervision_____	3
SEC 130 Automatic Word Processing Equipment I or	
SEC 135 Automatic Word Processing Equipment II_____	1
SEC 230 Executive Machine Transcription_____	2
SEC 272 Principles of Word Processing Management_____	3
	<u>14</u>

<sup>1</sup>Electives: ENG 103, MGT 167, MGT 267, PSY 145, SEC 122, SEC 234, SEC 237, SEC 240, SPE 101.

## Word Processing Operator\_\_\_\_\_

This program is designed for the individual with good typing skills who is interested in entering the field of word processing as a word processing operator.

SEC 122 Intermediate Typing_____	2
SEC 130 Automatic Word Processing Equipment I or	
SEC 135 Automatic Word Processing Equipment II_____	1
SEC 170 Introduction to Word Processing_____	2
SEC 171 Word Processing Dictation and Transcription_____	2
	<u>7</u>





# Course Descriptions

Course Numbering System

Courses Offered at Harper College



## Course Numbering System

In general, courses numbered below 100 are not intended for transfer credit. These courses may be counted toward the A.A.S. degree, but not the A.A. or A.S. degrees.

Courses numbered 100 or above may be expected to fulfill transfer requirements. In some cases the courses designed primarily for vocational programs may not be acceptable in transfer to all four-year institutions. Students should see a student development faculty member for clarification on the transferability of these courses.

Courses numbered 200 and above are intended for the sophomore level.

### Sample Course Listing

ACC 211 Business Law I (3-0) 3 hrs.

The diagram illustrates the components of the course code 'ACC 211 Business Law I (3-0) 3 hrs.':

- ACC**: course prefix
- 211**: course number
- Business Law I**: course title
- (3-0)**: hours of lecture per week (3) and hours of lab per week (0)
- 3 hrs.**: semester hours of credit

## Accounting

**ACC 099 Business Recordkeeping (3-0) 3 hrs.**  
Standard bookkeeping procedures for small firms, both business and professional. Journalizing, posting, and preparing trial balances and financial statements. Procedures for handling petty cash and bank deposits and withdrawals.

**ACC 101 Principles of Accounting Theory I (3-0) 3 hrs.**

Presents course material in the following sequential order with emphasis on the basic structure of accounting, accounting for a merchandise enterprise, receivables, payables, inventories, deferrals and accruals, intangible assets, accounting systems, and payroll systems.

**ACC 102 Principles of Accounting Theory II (3-0) 3 hrs.**

Presents course material in the following sequential order with emphasis on partnerships, corporations, branch accounting, cost accounting (job order and process cost), standard cost, individual income taxes, cost-volume-profit relationships, statement of changes in financial condition, and financial statement analysis.

Prerequisite: ACC 101.

**ACC 155 Tax and Payroll Accounting (4-0) 4 hrs.**

Explanation of the federal tax structure and instruction in the application of tax principles to specific problems. Also, the preparation of payroll records including tax returns for old age benefits and employment insurance.

**ACC 201 Intermediate Accounting I (3-0) 3 hrs.**

Problem-solving course in accounting principles begun in ACC 101 and ACC 102. Accounting and reporting process, accounting theory, inventories, tangible and intangible fixed assets. Prerequisite: ACC 102.

**ACC 202 Intermediate Accounting II (3-0) 3 hrs.**

Accounting for corporations including capital stock, retained earnings, bonds payable, income statement and balance sheet analysis, pensions and leases, fund flow analysis, consignments, and installment sales. Prerequisite: ACC 201.

**ACC 203 Introductory Cost Accounting (3-0) 3 hrs.**

Includes an examination of the nature of costs and the use of relevant accounting data for purposes of improved decision making. Topics covered are product costs (process, job order, and standard), overhead variance, by-product

costs, joint-product cost, and direct and variable costing.

Prerequisite: ACC 102.

**ACC 211 Business Law I (3-0) 3 hrs.**

History of the source of law, civil and criminal wrongs, law of contracts, agency, employment, property, and related topics. Problems and case material are used.

**ACC 212 Business Law II (3-0) 3 hrs.**

Business organizational concepts, commercial transactions, basic legal concepts of commercial paper, sales, secured transactions, creditors' rights and related topics. Problems and case materials are used.

Prerequisite: ACC 211.

## Air Conditioning

See: Refrigeration and Air Conditioning

## Anthropology

**ANT 101 Introduction to Anthropology (3-0) 3 hrs.**

Addresses such central questions as "What does it mean to be human?" and "How did we get to be the way we are?". Among the topics to be examined will be human, physical and cultural evolution, the origin of culture, language, religion, kinship, economics, and the impact of contemporary life on the world's populations.

**ANT 102 Cultural Anthropology (3-0) 3 hrs.**

Describes and analyzes how people throughout the world define and resolve the problems of life that are found everywhere. Some of the specific topics studied will be religion, social structure, law, "the unknown," economics, and the formation of behavior within particular groups.

**ANT 203 American Indians (3-0) 3 hrs.**

Designed to acquaint the student with our American heritage. There are detailed studies of various American Indian groups, both before and after the arrival of the Europeans. The religion, social organization, art work, and relationship to the natural environment of the native American is viewed as offering solutions for some of the problems that confront the Western world of today.

**ANT 204 Archeology & Physical Anthropology 3 hrs.**

Describes 20 million years of human development and evolution, through viewing the fossil record and other sources of archeological information. The rise and development of modern civilization is studied, as are the archeological methods of scientists who examine culture change through the long prehistorical growth of mankind.

## Architectural Technology

**ATE 101 Introduction to Architectural Technology I (1-6) 4 hrs.**

Pragmatic fundamentals of architecture consisting of general technical procedures, drafting and sketching, working drawing outline, mechanical and electrical services, estimating format, specification format, and computer relationships.

**ATE 102 Introduction to Architectural Technology II (1-6) 4 hrs.**

Orthographic, oblique, perspective projections, cross-referencing, indexing, specifications, cost control budgeting; development of working drawings and specifications.

Prerequisite: ATE 101 or consent of instructor.

**ATE 103 Building Materials Technology I (2-4) 4 hrs.**

Typical brick bearing walls and their methods of bonding; wood floor, wall, and ceiling construction based on balloon and platform framing.

**ATE 104 Building Materials Technology II (2-4) 4 hrs.**

Typical column, beam, girder, and cladding assemblies based on bolted and welded construction techniques.

Prerequisite: ATE 103 or consent of instructor.

**ATE 105 Computer Mathematics for Architectural Technologies I (3-0) 3 hrs.**

Basic algebra and an introduction to trigonometry; introduction to FORTRAN IV, application to architectural area and volume computations for gross floor and exterior wall designs.

**ATE 106 Computer Mathematics for Architectural Technologies II (3-0) 3 hrs.**

Algebra, trigonometry, and analytic geometry related to computer techniques applicable to architectural building materials, SYMAT planning, critical path, and building geometry.

Prerequisite: ATE 105 or consent of instructor.

**ATE 201 Comprehensive Building Project I (0-8) 4 hrs.**

Architecture as a profession emphasizing computer technology for building project, finish materials, zoning and building ordinance formats, auto specifications, mechanical and electrical equipment coordination, site utilities, working drawings, shop drawing format, and building optimization in estimating.

Prerequisite: ATE 102.

**ATE 202 Comprehensive Building Project II (0-8) 4 hrs.**

Analysis of zoning and building code requirements applicable to developing and completing building project, architectural

practice, construction scheduling, itemized cost estimates, contingency provisions, general condition, and architect-engineer-contractor fee schedule.

Prerequisite: ATE 201.

**ATE 203 Construction Problems I (2-4) 4 hrs.**  
Detailing; investigation and analysis of fire resistivity of materials, construction type, Underwriters Laboratories hourly ratings, fireproofing, sprinkling, and insurance requirements.

Prerequisite: ATE 104.

**ATE 204 Construction Problems II (2-4) 4 hrs.**  
Detailing of stairs; glazing; sealants; millwork; suspended ceiling systems; doors, windows; ceramic tile; roofing; investigation of bronze, aluminum, stainless steel, interior terrazzo, granite, and marble.

Prerequisite: ATE 203.

**ATE 205 Computer Graphics and Optimization (3-0) 3 hrs.**

Basic principles of differential and integral calculus for computer applications related to graphics, zoning ordinances, and building codes.

Prerequisite: ATE 106.

**ATE 206 Computer Applications in Architecture (3-0) 3 hrs.**

Special problems emphasizing actual job conditions using total computer techniques for building specifications, perspectives, working drawings, and optimization programs in estimating.

Prerequisite: ATE 205.

**ATE 207 Behavior of Architectural Materials I (3-0) 3 hrs.**

Strength of materials with physics integrated. Major concepts in scientific thought, interpretation of physical measurement, and structural development of matter in its various forms applicable to building construction.

Prerequisite: ATE 104.

**ATE 208 Behavior of Architectural Materials II (3-0) 3 hrs.**

Continues ATE 207. Interactions of matter interpreted through concepts of force, motion and energy, visible and invisible electromagnetic spectrum, and nature of electric fields and forces; Hooke's Law; elasticity, shear and moment diagrams.

Prerequisite: ATE 207.

**ATE 209 Building Construction Principles for Realtors (3-0) 3 hrs.**

Fundamental aspects of building such as legal descriptions, surveys, foundations, masonry and frame walls, roofing, insulation, interior finishes, painting, heating, ventilating, air conditioning,

plumbing, and electrical. A building plan and specifications will be part of the test material from which the class will receive instruction in plan reading. The fundamentals of cost estimating will be covered.

**ATE 210 Cost Estimating (3-0) 3 hrs.**

Introduces methods of preparing estimates for various types of building contracts. Covers order of magnitude, scope, fast track, guaranteed maximum, guaranteed maximum of cost saving contingency, and lump sum contract.

Prerequisite: ATE 203 or consent of instructor.

**ATE 211 Solar Energy Architecture (3-0) 3 hrs.**

Surveys fundamentals of solar energy for low temperature applications, covering history of solar energy, sun power, climatic data, energy conservation, heat loss calculations, state of solar art, solar calculations, systems, and costs.

## Art

**ART 100 Art Seminar (1-0) 1 hr.**

Problems relating to the artist and art student. Required of all majors. May be repeated up to two hours credit in sequent semesters.

**ART 105 Introduction to Arts (3-0) 3 hrs.**

Introduction to the study of visual arts with an emphasis on the following aspects: building the student's awareness of aesthetic concepts, theory and criticism. Developing sensitivity to works of art and acquainting the student with vocabulary applicable to describe visual situations. Required of all art majors.

**ART 110 Drawing I (0-6) 3 hrs.**

Studio course emphasizing the design elements and principles as applied to visual imagery.

**ART 111 Drawing II (0-6) 3 hrs.**

Studio course emphasizing the interaction between design abilities, image, and content.

Prerequisite: ART 110 or consent of instructor.

**ART 121 Design I (0-6) 3 hrs.**

Studio course emphasizing the use of design elements and principles as applied to concepts of second dimension.

**ART 122 Design II (0-6) 3 hrs.**

Studio course emphasizing the use of design elements and principles as applied to concepts of the third dimension.

Prerequisite: ART 121 or consent of instructor.

**ART 201 Drawing Studio (0-6) 3 hrs.**

Studio course emphasizing drawing as visual idea. May be repeated up to six hours credit.

Prerequisite: ART 111 or consent of instructor.



**ART 206 Printmaking Studio (0-4) 2 hrs.**

Emphasis on traditional and contemporary methods of graphic reproduction of visual ideas pertaining to the fine arts. May be repeated up to six hours credit.

Prerequisite: ART 111, ART 121, or consent of instructor.

**ART 225 Figure Drawing Studio (0-6) 3 hrs.**

Studio course with primary emphasis on drawing the human figure in action and from still poses. Rapid sketching, long poses, memory work. Studio and lecture. May be repeated up to six hours credit.

Prerequisite: ART 111 or consent of instructor.

**ART 236 Composition (0-4) 2 hrs.**

Pictorial composition in line, value, pattern, and color. Studio and lecture. May be repeated up to six hours credit.

Prerequisite: ART 111 and ART 121.

**ART 261 Painting Studio (0-4) 2 hrs.**

Studio course with primary emphasis on the relationship between painting and visual ideas. May be repeated up to six hours credit.

Prerequisite: ART 111, ART 121, or consent of instructor.

**ART 291 Ceramics Studio (0-4) 2 hrs.**

Studio course with the primary emphasis on the exploration of ceramic media as related to the expression of visual ideas. May be repeated up to six hours of credit.

Prerequisite: ART 122 or consent of instructor.

**ART 296 Sculpture Studio (0-4) 2 hrs.**

Studio course with primary emphasis on the exploration of sculptural media as related to visual ideas. May be repeated up to six hours credit.

Prerequisite: ART 122 or consent of instructor.

**Astronomy****AST 101 Introductory Astronomy (3-0) 3 hrs.**

Gives a descriptive account of the universe, galaxies, stars, comets, meteors, the solar system, and their compositions, origins, evolutions and motions.

Recommended corequisite: Concurrent enrollment in AST 111.

**AST 111 Introductory Astronomy Lab (0-2) 1 hr.**

Complements and illustrates concepts developed in AST 101, including telescope work and star charting.

Prerequisite: Successful completion of or concurrent enrollment in AST 101.

**Banking, Finance and Credit****BFC 101 Principles of Financial Institution Operations (3-0) 3 hrs.**

Surveys the internal operations of a bank and of a savings and loan association. Emphasizes the general principles of operations applicable to institutions of all sizes. Provides a sound foundation for newcomers to the industry regardless of age or prior academic experience.

**BFC 102 Commercial Law (3-0) 3 hrs.**

Provides a general knowledge of and prepares the banker to act in accordance with legal principles pertaining to business and to banking. Topics include contracts, commercial paper, bank deposits and collections, sales, titles agency, the Statute of Frauds, and the Uniform Commercial Code.

**BFC 110 Principles of Insurance (3-0) 3 hrs.**

Surveys the concepts of risk management for individuals and companies. Analyzes the various types of life, health, real property and liability insurance and the rights and obligations of the policy owner and the life insurance company.

**BFC 115 Savings Account Administration 3 hrs.**

Provides information about one of the primary functions of a bank or a savings and loan association — soliciting and maintaining savings accounts. Includes the contractual nature of savings accounts, ownership of accounts, insurance coverage, creditor actions and loans secured by savings accounts.

**BFC 117 Marketing for Financial Institutions (3-0) 3 hrs.**

Provides an overview of the essentials of public relations and marketing for financial institutions. Includes the goals, development, implementation and evaluation of internal and external public relations and marketing plans.

**BFC 200 Investments of Financial Institutions (3-0) 3 hrs.**

Describes the concepts of investment and liquidity management for banks and savings associations. Analyzes topics such as cash flow, reserve requirement calculations, the risk factor and portfolio management.

Prerequisite: BFC 101.

**BFC 211 Accounting for Financial Institutions (3-0) 3 hrs.**

Basic accounting procedures, techniques and systems used in banks, savings and loans, and other financial institutions. Emphasis on the components of the Statement of Condition, and Income Statement.

Prerequisite: ACC 101, BFC 101 and consent of coordinator.

**BFC 212 Home Mortgage Lending (3-0)** 3 hrs.  
Emphasizes the role of the mortgage loan officer seeking to develop a sound mortgage portfolio. The mortgage market is described, followed by the acquisition of a mortgage portfolio, mortgage plans and procedures, mortgage loan processing and servicing, and finally the obligations of the mortgage loan officer in overall portfolio management.  
Recommended prerequisite: ACC 211.

**BFC 213 Trust Functions and Services (3-0)** 3 hrs.  
Introduction to trust operations. Presents the duties of, and services rendered by, institutions engaging in trust business, differentiating between the business and legal aspects of trust functions. Intended for all bankers and not limited to only those specializing in trust functions and services.

**BFC 215 Analyzing Financial Statements (3-0)** 3 hrs.  
Characteristics of financial statements and financial statement analysis. Emphasis is on the income statement, balance sheet, and sources and uses of funds statement. Effects of reserves, inventory valuations, depreciation, depletion, amortization, subsidiaries, and affiliates. Cash flow, reported earnings, and taxable earnings. Interpretation of the financial data by means of per-share figures and ratio analysis.  
Prerequisite: ACC 102. (ACC 211 is recommended.)

**BFC 216 Bank Auditing and Internal Control (3-0)** 3 hrs.  
Principles, standards, techniques, and professionalism in bank auditing. External audits and the role of the external auditor. Internal control, audit procedures, and the role of the internal auditor. Audits by directors, trust department audits, EDP audits, other audits. Customer confirmations.  
Prerequisite: ACC 101. (MGT 111 is recommended.)

**BFC 217 Uniform Commercial Code (3-0)** 3 hrs.  
The Uniform Commercial Code and related uniform acts and their impact on common documents. Instruments considered include negotiable instruments, non-negotiable instruments, and quasi-negotiable instruments. Topics include formal requirements form and content, interpretation, delivery, negotiation, endorsement, presentment, notice of dishonor and protest, acceptance and certification, and discharge.  
Prerequisite: ACC 211.

**BFC 218 Credit Administration (3-0)** 3 hrs.  
Emphasis is on the identification and examination of factors influencing and

determining institutional loan policy. Topics include methods of credit investigation and analysis, credit operation techniques, case problems in credit administration, and standard and unconventional types of loans.

**BFC 219 Consumer Credit (3-0)** 3 hrs.  
Techniques of installment lending. Emphasis is on establishing credit, obtaining and checking information, servicing the loan, and collecting the amounts due. Other topics are inventory financing, special loan programs, business development and advertising, and public relations in installment lending.

**BFC 220 Bank Management (3-0)** 3 hrs.  
Presents new trends in the philosophy and practice of bank management. The study and application of the principles presented provide new, as well as experienced, bankers with a working knowledge of bank management techniques. Since the case study is well established as an effective management learning technique, this course incorporates the use of case problems.  
Prerequisite: BFC 215, and ECO 200 or ECO 201. (MGT 160 and MGT 270 are recommended.)

**BFC 229 Commercial Lending (3-0)** 3 hrs.  
Exposes the student to practical lending situations. Emphasis is on the application of the case method to credit analysis and practical loan situations. Techniques of lending to specific industries are examined, including loans to minority enterprises. Curriculum includes secured and unsecured loans, sources and documentation of credit information, installment and term lending, slow loans and workouts.  
Prerequisite: BFC 215. (ACC 211 is recommended.)

## Biology

**BIO 101 Biology Survey (3-0)** 3 hrs.  
Surveys the science of biology, emphasizing chemical and physical properties of living things; overview of plant and animal kingdoms; systems of control; growth; differentiation; reproduction; genetics; ecology and evolution.

**BIO 103 Man and Environment (3-0)** 3 hrs.  
Survey and analysis of man's role as an environmental modifier. Ecological, social-cultural, economic and political influences on environment are considered. The historical and current pollution problems and other environmental disruptions are analyzed and evaluated. Possible remedial courses of action are discussed and evaluated.

**BIO 110 Principles of Biology (3-3)** 4 hrs.  
Studies and emphasizes cell structure and function by exploring the various patterns that

have evolved within cells for carrying out important life functions. This includes cell ultrastructure, cell surface-volume relationships, cellular metabolism and energetics, mitosis and meiosis, genetics, DNA, RNA and protein synthesis, gene action, population genetics, development and environment.

Prerequisite: High school biology with "C" or better, BIO 101, or consent of instructor.

**BIO 120 General Botany (3-3) 4 hrs.**

Surveys the plant kingdom emphasizing ecological relationships, plants and their growth, structure, physiology, and reproduction.

Prerequisite: High school biology with "C" or better, BIO 101, or consent of instructor.

**BIO 122 Heredity, Evolution, and Culture (3-0) 3 hrs.**

Examines life and the evolutionary record with emphasis on man and the gene pool. Factors such as social and environmental entities and the problems of the 20th century are considered.

**BIO 130 Microbiology (2-4) 4 hrs.**

Examines characteristics and importance of micro-organisms, emphasis on identification, anatomy and physiology, control, relationship to health and disease, and economic importance.

Prerequisite: High school biology with "C" or better, BIO 101 or BIO 110 or consent of instructor. College chemistry or equivalent is desirable.

**BIO 135 Introduction to Human Anatomy and Physiology (4-0) 4 hrs.**

Surveys the human body, with emphasis on basic physical and chemical concepts, anatomy, physiology, and embryology. Designed to meet the needs of students in certain allied health career programs.

**BIO 136 Introduction to Human Disease (3-0) 3 hrs.**

**Human Disease (3-0)**

**Human Disease (3-0)**

Surveys the nature of human diseases, with emphasis on the functional disturbances within the body systems. Designed to meet the needs of students in certain allied health career programs.

Prerequisite: BIO 135, BIO 160 or consent of instructor.

**BIO 140 General Zoology (3-3) 4 hrs.**

Surveys the animal kingdom based on theory of organic evolution, including morphology, histology, physiology, taxonomy, parasitology, embryology, and ecology.

Prerequisite: High school biology with "C" or better, BIO 101, or consent of instructor.

**BIO 150 Field Biology (2-4) 4 hrs.**

Emphasizes field and laboratory work with local soils, flora, fauna, their collection, identification

and ecological relationships. Assists students in acquiring basic working knowledge in field work. Field work or field trips every class day, weather permitting.

Prerequisite: BIO 120, BIO 140, or consent of instructor.

**BIO 160 Human Anatomy (3-2) 4 hrs.**

Introduces the anatomy of the human body, the following systems studies either regionally or systemically: integumentary, skeletal, articular, muscular, circulatory, lymphatic, nervous, respiratory, digestive, excretory, endocrine and reproductive. Includes some introductory histology. Specially designed for students in health careers, biology, and physical education. Prerequisite: Academic average of "C" or better or consent of instructor.

**BIO 161 Human Physiology (3-2) 4 hrs.**

Emphasizes physiological principles at the molecular, cellular, tissue, organ, and system level, as they pertain to the human organism. The following systems are studied in detail: skeletal, muscular, circulatory, nervous, digestive, respiratory, urinary, reproductive, and endocrine. In this course, special applications will be made to meet the needs of students in health careers, biology, and physical education. Prerequisite: BIO 160.

## Building Codes and Enforcement

**BCE 101 Basic Construction for Building Codes (3-0) 3 hrs.**

Introduces materials used in building construction, their growth or manufacture, preparation and application. Emphasizes frame and masonry construction types, working drawings and structural details for code compliance.

**BCE 102 Basic Code Enforcement 3 hrs.**

**BCE 102 Basic Code Enforcement Techniques (3-0) 3 hrs.**

Introduces building inspection principles. Focuses on codes based on performance, plan review, permit issuance process, municipal zoning enforcement, inspection of single family dwellings, and inspection report writing. Prerequisite: ENG 103 or consent of instructor.

**BCE 103 Plumbing and Electrical Codes (3-0) 3 hrs.**

Introduces basic theory and code requirements for plumbing and electrical systems and their installation. Concentrates on procedures, practices, and layouts and code inspection problems for residential installations up to and including six unit dwellings.

**BCE 104 Basic Mechanical and Energy 3 hrs.**  
Conservation Codes (3-0)

Introduces the theory and code requirements for mechanical and energy conservation systems. Also covers procedures, layouts and safety principles for heating, cooling and ventilation systems. Will use actual code inspection problems for residential installations.

**BCE 201 BOCA Basic Building 3 hrs.**  
Codes (3-0)

Introduces principles and analysis of the BOCA basic building code, organization and arrangement of the BOCA basic building code with its regulations to construction of buildings and structures and the installation of fixtures and equipment.

## Chemistry

**CHM 100 Chemistry for the Health 4 hrs.**  
Sciences (3-3)

Introduces basic concepts of inorganic, organic, and biochemistry. Emphasizes chemical principles applied to biological systems. Laboratory exercises apply theory to biological and consumer products. Especially designed for students in allied health sciences. Meets the prerequisite of the Nursing program.

**CHM 110 Fundamentals of 4 hrs.**  
Chemistry (3-3)

Introduces concepts of chemistry. Emphasizes the composition of matter, the periodic table, the chemistry of solutions, and chemical calculations. For students whose preparation does not permit enrollment in CHM 121 and CHM 131.

Prerequisite: Credit or concurrent enrollment in a "100" series mathematics course or equivalent.

**CHM 121 General Chemistry I (3-3) 4 hrs.**

Studies principles of atomic structure, bonding, stoichiometry, states of matter, and kinetic theory. Provides laboratory experience in volumetric, gravimetric, gas analytical methods, and in molecular weight determinations.

Prerequisite: Two semesters of high school chemistry or CHM 110. Credit or registration in MTH 102 or equivalent.

**CHM 122 General Chemistry II (3-3) 4 hrs.**

Continues CHM 121. Principles of chemical kinetics, equilibria, thermo-chemistry, redox, descriptive chemistry of metals and non-metals, and an introduction to organic chemistry. Laboratory includes the theory and practice of qualitative analysis.

Prerequisite: CHM 121.

**CHM 131 College Chemistry I (3-6) 5 hrs.**

Studies principles of chemistry including molecular, atomic, nuclear, and electronic

theories of matter and their relations to the periodic table. Quantitatively treats oxidation-reduction, chemical thermodynamics, bonding, behavior of gases, kinetics, equilibrium and solutions. Emphasizes interpretation of laboratory data. Primarily for students in chemistry, chemical engineering, or physical sciences.

Prerequisite: Two semesters of high school chemistry with at least a "B" average or at least a "B" in CHM 110. Credit or registration in MTH 103 or equivalent.

**CHM 132 College Chemistry II (3-6) 5 hrs.**

Continues CHM 131. Primarily for students in chemistry, chemical engineering or physical science curricula. Laboratory includes qualitative analysis.

Prerequisite: CHM 131.

**CHM 201 Basic Organic 4 hrs.**  
Chemistry (3-3)

Survey of organic chemistry covering nomenclature, structure, reactions and synthesis of the major classes of organic compounds including hydrocarbons, alcohols, aldehydes, ketones, carboxylic acids, and amines. The laboratory includes experiments in distillation, crystallization, chromatography, extraction, synthesis, and analysis.

Prerequisite: CHM 122 or consent of instructor.

**CHM 204 Organic Chemistry I (3-6) 5 hrs.**

Application of modern theories of electronic structures to the study of chemical and physical properties of organic compounds. Laboratory includes syntheses, qualitative organic analyses, IR and visible spectrophotometry, gas chromatography, thin-layer chromatography, polarimetry, and refractometry.

Prerequisite: CHM 122 or CHM 132.

**CHM 205 Organic Chemistry II (3-6) 5 hrs.**

Continues CHM 204.

Prerequisite: CHM 204.

**CHM 210 Quantitative Analysis (3-6) 5 hrs.**

Chemical methods applied in quantitative analysis, formation and properties of precipitates, theory of neutralization, basic procedures in gravimetric analysis, titrimetry.

Prerequisite: CHM 122 or CHM 132.

## Child Development

**CCA 101 Introduction to Child 3 hrs.**  
Development Careers (3-0)

Introduction to history and application of child development principles in child care professions. Organization, structure, and cooperation of child development centers. Review of career opportunities.

<p><b>CCA 102 Child Development I (3-0)</b>      3 hrs. Research and theory related to child development from conception through preschool years. Professional application of principles and theory to programming for individual children and for children in groups. Field observations and discussion of professional practice.</p>	<p>child service center. Student will fulfill class assignments while observing. Prerequisite: Third semester standing. Corequisite: CCA 214 or CCA 218.</p>
<p><b>CCA 103 Child Development II (3-0)</b>      3 hrs. In-depth study of human growth and development age nine through maturity. Major developmental processes of each stage: physical, social, emotional and intellectual. Relevance of theoretical knowledge to career in human development.</p>	<p><b>CCA 218 Assisting the Severely Handicapped (3-2)</b>      4 hrs. Acquaints the child development career worker with the growth and development of the severely handicapped child. Varieties of handicaps will be observed and defined. Lecture and actual participation in training methods. The child's needs in the community will be taught. Prerequisite: PSY 101 or concurrent enrollment. Corequisite: CCA 215.</p>
<p><b>CCA 111 First Three Years of Life (3-0)</b>      3 hrs. Examines the theories and research related to infants and toddlers in the first three years of life, with a focus on methods of care given in both home based and school based infant programs. Observing various types of infant programs will be one aspect of the course.</p>	<p><b>CCA 219 Psychology of Exceptional Children (3-0)</b>      3 hrs. Designed for parents and for teachers responsible for programming for exceptional children individually and in groups. Classification of exceptional children. Reviews special needs and specialized educational approaches for exceptional children. Prerequisite: PSY 101.</p>
<p><b>CCA 209 Language Arts for the Young Child (3-0)</b>      3 hrs. Techniques and methods for development of language skills in the young child. Included are techniques for stimulating discussion and improving vocabulary and speech in the child. A survey and critical analysis of prose and verse for children and techniques of story telling are included. The use of records for children will be taught.</p>	<p><b>CCA 220 Child Development Practicum Internship (3-15)</b>      6 hrs. Places the student as a participant in a child care center. The student will utilize, under supervision, the skills and techniques which have been learned in specialized methods courses. In addition to field work, the student will meet each week for conferences, reports, reports of supplementary reading, and discussion of problems. Prerequisite: Fourth semester standing or consent of coordinator.</p>
<p><b>CCA 210 Creative Activities for Young Children (3-0)</b>      3 hrs. Acquaints the student with the variety of creative art materials and methods appropriate for use in programs for young children. Includes firsthand experience with materials as well as opportunity for participation in use of these materials with children in the group situation. The place of art experience in the curriculum and the meaning of these experiences in the individual development of the child are stressed.</p>	<p><b>CCA 221 Workshop in Early Childhood Education (3-0)</b>      3 hrs. Suggestions for experiences suitable for the preschool and early primary child. The course will be directed to new media, construction of teacher-made materials, and trends and issues in preschool education.</p>
<p><b>CCA 214 Principles of Preschool Education (4-0)</b>      4 hrs. Theory and practice of early childhood education in nursery school, day care centers, and primary grades. The course deals with curriculum, program planning, use of materials and equipment, role of teacher, techniques of classroom management, and meeting the needs of individual children in the group situation. Corequisite: CCA 215.</p>	<p><b>CCA 225 Mental Health in Child Development (3-0)</b>      3 hrs. Self-analysis. Personal characteristics and their effects on adult-child interaction. Problems of discipline; aggression, passivity, over-activity of young children and adult coping strategies. Available referral resources in the community for children and families who need help. Prerequisite: PSY 101.</p>
<p><b>CCA 215 Children's Laboratory (1-5)</b>      2 hrs. Intensive observation taken in conjunction with CCA 214 or CCA 218. Student will observe children three hours a week in a professional</p>	<p><b>CCA 230 Movement and Rhythms for the Young Child (3-0)</b>      3 hrs. Essential movement for preschool children taught with manufactured and homemade equipment, rhythms on playground and in classroom; and introduction to methods and materials appropriate for use in music programs for young children.</p>

**CCA 252 Child-Family-Community (3-0) 3 hrs.**  
Interrelationship of social groups and institutions within the community and their effect on the child. Effect of ethnic and cultural composition upon family life and individuals. Other topics include alternate family styles, families in crisis, community resources and legal responsibility of teachers with respect to social problems.

**CCA 253 Administration of Early Childhood Programs (3-0) 3 hrs.**  
Establishment and operation of a preschool center; bookkeeping, licensing procedures, building and safety codes, insurance, transportation, interaction with staff, evaluating procedures, utilizing community resources.

## **Criminal Justice**

**CRJ 101 Introduction to Criminal Justice (3-0) 3 hrs.**  
History, role, development, and constitutional aspects of law enforcement and public safety. Review of agencies and functions involved in processes of administration of criminal justice.

**CRJ 104 Introduction to Corrections (3-0) 3 hrs.**  
Provides the student with an integrated knowledge about the system through which the criminal offender is processed. Emphasis will be placed upon the philosophical bases of punishment and treatment techniques in institutional and community-based programs plus parole programs.

**CRJ 105 Criminal Courts of the U.S. (3-0) 3 hrs.**  
Provides the student with a broad body of knowledge concerning the court structures of the United States. The course will examine the historical development of the judicial branch of government, the role of the courts in the criminal justice system, levels of courts, and roles of persons employed in this unit of the Criminal Justice program.

**CRJ 110 Police Operations (3-0) 3 hrs.**  
Administration of police line operations, including patrol, as basic operation of the police function, including investigation, traffic, juvenile, intelligence, and other special operational units. Manpower distribution, analysis of operations, enforcement policy, and operations during civil disorders and disasters.

**CRJ 116 Introduction to Forensics (3-0) 3 hrs.**  
Introduces student to the use of scientific disciplines in crime investigation. Identifies the variety of sources of evidence and the means by which comparative analysis can be made. Introduces student to probability theory. Develops skills in crime scene technology, fingerprinting, photography, and recording.

**CRJ 201 Criminal Law I (3-0) 3 hrs.**  
Principles of administration and criminal law, theory, history, and purpose. Substantive crimes and their punishment, rules of evidence, and general criminal procedures.

**CRJ 202 Criminal Law II (3-0) 3 hrs.**  
Continues CRJ 201. Principles of arrest, search, and seizure; evaluation of evidence and proof including kinds, degrees, admissibility, and competence. Rules of evidence of particular importance of operational level in law enforcement. Courtroom and criminal trial procedures.  
Prerequisite: CRJ 201 or consent of coordinator.

**CRJ 203 Law and Society (3-0) 3 hrs.**  
Focuses on the concept of law and its relationship to crime and the administration of criminal justice in a democratic society. Attention is directed toward the historical background of American law, social norms, criminal law, law and force, morals, justice, freedom, and custom. An examination of the functions of the executive, legislative, and judicial branches of government is made in relationship to law and the administration of criminal justice in present and future societal problems.

**CRJ 205 Juvenile Delinquency (3-0) 3 hrs.**  
Organization, jurisdiction, and functions of juvenile agencies. Juvenile court movement, juvenile detention, processing, and treatment. Statutes and court procedures for juveniles. Problems of juvenile delinquency, theories of causation and prevention programs. Police responsibilities and contacts, current community, state, and federal prevention programs.

**CRJ 207 Vice and Drug Control (3-0) 3 hrs.**  
Historical and sociological development of problems in drug addiction and vice control; fundamental understanding of narcotic addiction and effects of hypnotic drugs; the operation of lotteries, bookmaking and other types of gambling and prostitution as these factors are involved in the daily routine of police work.

**CRJ 208 Police Supervision (3-0) 3 hrs.**  
Focuses on supervisory problems within a police organization, equating sound principles of human relations and supervisory techniques to effective police performance. Course includes the topics of morale and discipline motivation, authority and control, the supervisory process and its responsibilities, principles of communications, professional ethics, and the decision-making process.  
Prerequisite: CRJ 101 and CRJ 102, or consent of coordinator.

<b>CRJ 209 Police Public-Community Relations (3-0)</b> 3 hrs.	resource allocation, performance evaluation, and the investigator's relationships with others influencing the successful completion and prosecution of criminal investigation.
Examines current issues in relationships between the police and the community, with emphasis on distinguishing between the concepts of public and community relations, problem areas of racial minority groups, juveniles, the adult criminal offender, the press, and the prevention of crime.	
<b>CRJ 210 Introduction to Criminology (3-0)</b> 3 hrs.	<b>CRJ 250 Industrial Security Administration (3-0)</b> 3 hrs.
Nature and extent of crime in American society, theories of crime causation, methods of crime control, and treatment of offenders. Prerequisite: SOC 205.	Organization and management of industrial security units including government security; protection of commercial and industrial manpower, facilities, and installations; security and police operations; administrative, legal, and technical problems; specialized programs for factories, railroads, retail stores, insurance firms, credit bureaus, etc.
<b>CRJ 212 Traffic Administration (3-0)</b> 3 hrs.	<b>CRJ 252 Industrial Fire Protection, Disaster Control (3-0)</b> 3 hrs.
History and growth of traffic problems; organization for traffic control, accident investigation, and analysis and interpretation of accidents. Survey of traffic laws including the Illinois Vehicle Code.	Administration of fire and accident prevention programs; development of policy, rules, and regulations; operations for fire and accident control; equipment facilities, inspections, investigations, and records. Special problems and hazards.
<b>CRJ 213 Crime Prevention (3-0)</b> 3 hrs.	<b>CRJ 253 Safety Management (3-0)</b> 3 hrs.
Crime prevention as a specific function of police service requiring inputs from both private and public interests. Explores deterrent reducing programs and introduces contemporary concepts of site-hardening and opportunity reduction. Examines the philosophy and organization structure of crime prevention units, their service targets and potential problem areas.	Principles, responsibility, and procedures of management for controlling operations to provide safety in business and industry. Analysis of accident costs, organization and operation of a safety program, psychological aspects, physical conditions, and radiation hazards.
<b>CRJ 215 Alternatives to Confinement</b> 3 hrs.	<b>CRJ 299 Criminal Justice Practicum (2-5)</b> 3 hrs.
Study of formal and informal alternatives to custodial handling of offenders. Takes systems approach to examine traditional and contemporary offender diversion programs. Theories, objectives and the systematic consequences of change are examined.	Designed to provide students with a broad educational experience through appropriate observation and directed experience in operating segments of the criminal justice system. Students will be assigned to a criminal justice agency in addition to participation in a seminar. Prerequisite: Fourth semester standing or consent of instructor.
<b>CRJ 216 Investigative Process (3-0)</b> 3 hrs.	<b>Data Processing</b>
Studies the art of investigation to reconstruct facts and circumstances of any event. Prepares students to plan and execute investigations commonly performed in civil and criminal work with concentration on obtaining direct evidence through interviewing, interrogation, observation and the use of documents and records.	<b>DPR 101 Introduction to Data Processing (3-0)</b> 3 hrs.
<b>CRJ 220 Police Administration (3-0)</b> 3 hrs.	Covers the history, scope, and significance of data processing including the following areas: mechanical data processing, unit record data processing, and electronic data processing systems and equipment. Included in the section on electronic data processing will be a brief study of a rudimentary programming language where the student will write a series of elementary level case studies using the language.
Introduces basic principles of police administration and management as applied to the police function. Emphasis on organization structure and management processes, identifying the police role in staff functions.	
<b>CRJ 226 Case Management (3-0)</b> 3 hrs.	
Studies the investigative process from a supervisory and managerial perspective. Emphasizes means of assessing case priorities,	

**DPR 103 Keypunching and Verifying (1-4) 3 hrs.**

Development of high level of skill in programming and operating the IBM 029 keypunch and 059 verifier, including speed and accuracy in keypunching and verifying. Operating the IBM 129 keypunch is also included to introduce the student to newer techniques of keypunching.  
Prerequisite: Successful completion of a typing course.

**DPR 106 Computer Logic and Programming Technology (2-2) 3 hrs.**

Familiarizes the student with the necessary tools to design efficiently the steps in a computer program. Includes advanced concepts of the BASIC programming language. Requires the students to code and debug their own sample cases. Also teaches documentation, problem analysis, decision tables, system flow-charting, basic logical programming routines, table utilization and file maintenance.  
Prerequisite: DPR 101 or concurrent enrollment.

**DPR 108 Computer Programming— COBOL (4-4) 5 hrs.**

In-depth study of COBOL. Extensive laboratory experience in writing, testing, debugging, and documenting programs for business applications.  
Prerequisite: DPR 101 and DPR 106 with grade of "C" or better or consent of instructor.

**DPR 110 Computer Programming— Basic Assembler Language (4-4) 5 hrs.**

Program writing, testing, debugging, and documentation using IBM S/360 assembler language. Extensive laboratory experience in planning, writing, and testing programs for typical business applications.  
Prerequisite: DPR 108 with grade of "C" or better or consent of instructor.

**DPR 135 Computer Operator (DOS) (1-4) 3 hrs.**

Covers actual computer operations, giving the student experience handling and setting up disk and tape file runs. He will also learn card reader and printer operations.  
Prerequisite: Concurrent enrollment in DPR 101 and DPR 106 and consent of instructor.

**DPR 137 Internship/Computer Operator Field Project (1-15) 3 hrs.**

Provides students with coordinated computer operations or related experience in a data processing installation. Case studies will be used in the event that training stations are not available.  
Prerequisite: Consent of coordinator.

**DPR 140 Report Program Generator (RPG Programming) (2-2) 3 hrs.**

Experience in writing, testing, debugging, and documenting programs for business applications using a report writing type language (RPG).  
Prerequisite: DPR 101 and DPR 106 with grade of "C" or better or consent of instructor.

**DPR 142 PL/1 Programming Language (2-2) 3 hrs.**

Programming techniques in the PL/1 language will be developed for a wide variety of programs of both a business and a non-business nature.  
Prerequisite: DPR 101 and DPR 106 with grade of "C" or better or consent of instructor.

**DPR 150 Business FORTRAN (2-2) 3 hrs.**

Introduces FORTRAN IV as it is applied to general applications. Includes such programming projects as numerical, non-numerical and business-related uses of FORTRAN. Points out the advantages of FORTRAN over other compiler languages.  
Prerequisite: DPR 101 and MTH 102, or consent of instructor.

**DPR 202 Programming Systems (3-1) 3 hrs.**

Indicates purpose and function of various programming systems such as program compilers, micro and macro generators, utility programs, sort/merges, and job control language.  
Prerequisite: Grade of "C" or better in any of the following: DPR 108, DPR 110, DPR 135, DPR 142, or consent of instructor.

**DPR 203 Systems Analysis and Design I (3-0) 3 hrs.**

Functions and techniques of systems analysis, design, and development. Analysis of information flow, developing, organizing and using management data, establishing system specifications and equipment needs, and implementation of management information systems. Stresses methods and tools used in systems analysis and design.  
Prerequisite: DPR 101 with grade of "C" or better and completion of or concurrent enrollment in ACC 101, or consent of instructor.

**DPR 204 Advanced Systems Analysis and Design (3-0) 3 hrs.**

Continues DPR 203. Advanced concepts in management information systems to extend the student's knowledge of the systems approach to problems in business and industry. Specific data processing systems as they relate to inventory control, production planning, finance, purchasing, and accounting will be presented. Source data automation, data capture equipment, time-sharing systems, and total integrated information systems concepts.  
Prerequisite: DPR 203 with grade of "C" or better or consent of instructor.



**DPR 208 Computer Programming— 4 hrs.**  
**Advanced COBOL (3-2)**

Continues DPR 108. Familiarizes the student with COBOL programming for magnetic tape and magnetic disk using sequential, direct access and indexed sequential access methods under DOS. Overlay techniques and report writer will also be covered.

Prerequisite: DPR 108 with grade of "C" or better or consent of instructor.

**DPR 210 Computer Programming— 4 hrs.**  
**Advanced Assembler Language (3-4)**

Continues DPR 110. Programming magnetic tape, random storage devices, and remote terminal systems. Includes use of IOCS for input-output devices.

Prerequisite: DPR 110 with grade of "C" or better or consent of instructor.

**DPR 212 Programming for the 3 hrs.**  
**Minicomputer (3-0)**

Familiarizes programmers with programming techniques for a minicomputer at the symbolic assembler language level. Emphasis will be placed on implementation of real time communication and control system applications. Lectures will include conceptual methods of implementation with student exercises in writing, testing, and debugging of program modules.

Prerequisite: DPR 101, DPR 106, and DPR 110 or consent of instructor.

**DPR 230 Internship and/or 3 hrs.**  
**Case Study (1-15)**

Application of data processing skills in practical situation. Field project or case study in local data processing installation. Open only to data processing degree candidates.

Prerequisite: Fourth semester standing with a 2.0 or higher G.P.A. and consent of instructor.

**DPR 240 Advanced RPG II (2-2) 3 hrs.**

Provides instruction in advanced concepts of the RPG language. Emphasis is on disk and tape applications involving multiple input and output files, tables, arrays and subroutines.

Prerequisite: DPR 140 with grade of "C" or better or consent of instructor.

**DPR 250 Data Processing and 4 hrs.**  
**Computer Statistics (4-0)**

Concepts of the use and interpretation of quantitative methods for data processing will be stressed. Topics will include classical and inferential statistics, probability concepts, theoretical distributions, correlation and regression analysis. The student will also be introduced to the use of gaming and simulation techniques as well as other elementary linear programming models.

Prerequisite: MTH 102 and ECO 200, or consent of instructor.



## Dental Hygiene

**DHY 100 Pre-Clinic and Orientation (2-6) 4 hrs.**

Introduces the dental and dental hygiene professions and stresses development of a professional attitude. Provides basic exposure to a variety of dental subject matter, including all facets of oral prophylaxis. Applies theory practically in the dental hygiene clinic.  
Prerequisite: Freshman standing in Dental Hygiene.

**DHY 101 Clinical Dental Hygiene I (1-8) 5 hrs.**

Applies theoretical concepts in a clinical setting. Refines clinical skills and emphasizes the preventive aspects of dentistry. The student performs traditional dental hygiene clinical functions.  
Prerequisite: DHY 100 and freshman standing in Dental Hygiene.

**DHY 102 Field Experience in Dental Assisting (0-5) 1 hr.**

Provides the student with experience as a member of the dental health team under the joint supervision of a licensed dentist and a dental hygiene faculty member. The student will participate in various dental office procedures and gain practical knowledge and experience in the field. Students will be assisted in the selection of appropriate office sites by the supervisory faculty member. An individual program consistent with students' interest, experience and needs will be arranged between the student and supervisory faculty member. (NOTE: Offered in summer only.)  
Prerequisite: DHY 100, DHY 101, and freshman standing in Dental Hygiene.

**DHY 111 Dental Radiology (2-2) 3 hrs.**

Theory of X-ray radiation, exposure and protection are pursued in the course. Film placement, intra-oral technique, extra-oral technique, darkroom procedures, film mounting and interpretation are covered in detail both didactically and in a practical application setting.  
Prerequisite: Freshman standing in Dental Hygiene.

**DHY 160 Introductory Nutrition (1-0) 1 hr.**

Study of basic nutrients, their function in the human body and their role in medical/dental health. Students will study basic nutrients and their varying needs through the life cycle.  
Prerequisite: Freshman standing in Dental Hygiene.

**DHY 161 Dental Anatomy (2-3) 3 hrs.**

Studies the development, growth and function of human dentition and supporting structures. Emphasizes oral anatomy and its relationship to the structure of the head and neck. The student learns to recognize, describe and reproduce by drawings and carvings the structure of all

natural tooth forms.

Prerequisite: Freshman standing in Dental Hygiene.

**DHY 190 Oral Pathology (2-2) 3 hrs.**

Studies fundamentals of microscopic and gross pathology and general pathological processes. Specially emphasizes diseases of dental and periodontal tissues and of the supporting oral structures. Correlates clinical manifestations of disease with dental hygiene practice.  
Prerequisite: Freshman standing in Dental Hygiene.

**DHY 199 Introductory Periodontology (1-0) 1 hr.**

Introduces periodontics: the recognition, treatment and prevention of diseases affecting the periodontium. Covers definition, clinical characteristics, radiographic signs, histopathology, etiology, nutritional implications, prognosis, treatment, and patient education. Emphasizes the inflammatory periodontal conditions.  
Prerequisite: Freshman standing in Dental Hygiene.

**DHY 200 Advanced Periodontology (1-0) 1 hr.**

Continues studying periodontal diseases. Emphasizes advanced treatment procedures and patient care.  
Prerequisite: DHY 199 and sophomore standing in Dental Hygiene.

**DHY 201 Seminar (2-0) 2 hrs.**

Practice administration, dental ethics and jurisprudence. Orientation in cost accounting and bookkeeping in dental office. Dental office policies and procedures, application of ethics in everyday practice, legal responsibilities of dentist and dental hygienist, jurisprudence, state dental laws governing the practice of dental hygiene.  
Prerequisite: Sophomore standing in Dental Hygiene.

**DHY 220 Community Dentistry I (2-2) 3 hrs.**

Introduces public health principles. Emphasizes community patterns of dental caries and periodontal diseases; dental delivery systems; third party payments; fluoridation and other preventive measures; and interpretation of dental research. Provides field experiences with geriatrics, handicapped, mentally retarded, and other community groups.  
Prerequisite: Sophomore standing in Dental Hygiene.

**DHY 221 Community Dentistry II (2-2) 3 hrs.**

Introduces principles of dental health education. Emphasizes communication skills and the development of learning strategies, classroom activities and visual aids for classroom and private office use. Provides field experience in

classroom teaching.  
Prerequisite: Sophomore standing in Dental Hygiene.

**DHY 240 Dental Pharmacology and Anaesthesia (1-0) 1 hr.**

Basic dental pharmacopeia, uses of anaesthetics, antibiotics, analgesics, hypnotics, and handling of dental office emergencies.  
Prerequisite: Sophomore standing in Dental Hygiene.

**DHY 250 Clinical Dental Hygiene II (0-12) 4 hrs.**

Continues DHY 101.  
Prerequisite: Sophomore standing in Dental Hygiene.

**DHY 251 Clinical Dental Hygiene III (0-12) 4 hrs.**

Continues DHY 250.  
Prerequisite: Sophomore standing in Dental Hygiene.

**DHY 260 Advanced Nutrition and Dietary Counseling 2 hrs.**

Through observation and practice, knowledge of basic nutrition and dental disease will be correlated with learning theories to develop skills in dietary counseling. Nutritional assessment and management of patient with special needs will be emphasized.  
Prerequisite: DHY 160 and sophomore standing in Dental Hygiene.

**DHY 280 Dental Materials and Dental Assisting (2-2) 3 hrs.**

Introduction to operations performed, treatments given in dental office, chairside assisting, reception, and records. Materials used in restorative dentistry, prosthetic dentistry, and orthodontics, and their manipulation and application in dentistry. Product introduction and orientation.  
Prerequisite: Sophomore standing in Dental Hygiene.

## Dietetic Technician

**DIT 100 Introduction to the Dietetic Technician Program (2-3) 3 hrs.**

Introduces the program including the history of nutrition care services and role of the dietetic technician. Includes dietetic clinical laboratory practice in a local hospital.  
Prerequisite: Freshman standing in program and concurrent enrollment in DIT 101, BIO 135 or BIO 160, FSM 114 and consent of the coordinator.

**DIT 101 Basic Nutrition (3-0) 3 hrs.**

Introduces the principles of human nutrition and their application to the needs of normal individuals of all age groups.

**DIT 102 Advanced Nutrition (3-0) 3 hrs.**  
Studies the nutritional care of a patient through the prescription of modified diets. Emphasis on techniques of diet counseling.

**DIT 110 Principles of Food Preparation (2-2) 3 hrs.**

Introduces the scientific principles of food preparation, menu planning for individuals and families of different socio-economic backgrounds, grocery shopping. Laboratory practice includes adjusting recipes for modified diets, demonstration, and use of equipment.  
Prerequisite: FSM 114 or consent of instructor.

**DIT 150 Dietetic Clinical Laboratory I (1-6) 3 hrs.**

Offers integrated clinical approach to the nutritional care of patients in a community hospital. Provides practice processing diet orders, assisting patients with menu selection, checking meal trays, taking diet histories, making nutrient analyses, and giving diet instructions.  
Prerequisite: DIT 100 and concurrent enrollment in DIT 102, BIO 102 or BIO 161, DIT 110 or consent of instructor.

**DIT 200 Dietetic Clinical Laboratory II (1-9) 4 hrs.**

Offers clinical experience in community agencies that include nutrition as one of their services. Assigned progression can include school lunch, day care centers, retirement centers, home-delivered meals, commercial processors, and hospitals.  
Prerequisite: DIT 150 and consent of instructor.

**DIT 201 Nutritional Services in Institutions (3-0) 3 hrs.**

Surveys institutions, agencies, and organizations that assist the community in meeting nutritional needs of its people. Studies nutritional needs of various age groups under different socio-economic conditions.  
Prerequisite: Sophomore standing in program.

**DIT 202 Nutrition Care Seminar (2-0) 2 hrs.**

Reviews planning, implementing, and evaluating nutrition care given to individuals and groups of people having specific disease conditions, both acute and chronic.  
Prerequisite: DIT 201.

**DIT 203 Dietetic Seminar (1-0) 1 hr.**

Identifies and discusses the employment opportunities in the nutritional care field, roles of the dietetic technician, responsibilities of allied health professionals, and membership in professional organizations.  
Prerequisite: DIT 201.

**DIT 250 Dietetic Clinical Laboratory III (1-9) 4 hrs.**

Offers student assigned clinical laboratory experience in approved community agencies. Provides opportunity to reach entry-level position competence by practicing skills under the supervision of a registered dietitian. Prerequisite: Sophomore standing in program, consent of coordinator, and concurrent enrollment in DIT 202 and DIT 203.

**Economics**

**ECO 115 Consumer Economics (3-0) 3 hrs.**  
Consumer practices with emphasis on buying of investments, shelter, insurance, and basic commodities.

**ECO 200 Introduction to Economics (3-0) 3 hrs.**  
Descriptive rather than a quantitative approach to the study of economics. Major topics cover economic history, the elements of macro-economics, micro-economics, and a comparative look at other economic systems. Specifically designed for students in career-vocational curricula.

**ECO 201 Principles of Economics I (3-0) 3 hrs.**  
Economic problems faced by our society. Examination of resource allocation, national income, and economic development, from a macro-economic approach.

**ECO 202 Principles of Economics II (3-0) 3 hrs.**  
Continues ECO 201. Economic problems faced by the individual and the firm. Examination of market structures, price, and output determination. The micro-economic approach. Prerequisite: ECO 201.

**ECO 210 Money and Banking (3-0) 3 hrs.**  
Stresses the practical aspects of money and banking, and emphasizes the basic monetary theory needed by the banking student to apply his knowledge to his particular job. Historical treatment has been kept to a minimum. Emphasis is placed on such problems as economic stabilization, types of spending, the role of gold, limitations of central bank control, governmental fiscal policy, balance of payments, and foreign exchange, showing their repercussions on the banking industry in affecting yield curves and the structuring of portfolios. Prerequisite: ECO 200 or ECO 201.

**Education**

**EDU 201 Introduction to Education (3-0) 3 hrs.**  
Organization, structure, and operation of schools in the United States, including elementary, secondary, college, and adult education. Evaluation of each student's potential for this occupation.

**EDU 211 Educational Psychology (3-0) 3 hrs.**  
Psychology principles as applied to education. Assessment of attitudes, capacities, interests, and achievements. Educational implications of physical, emotional, and social development. Student, teacher, school, and home as factors in educative process. Prerequisite: PSY 101 or consent of instructor.

**Electronics**

**ELT 101 Circuits I, Resistive Circuit Analysis (3-4) 4 hrs.**  
Resistive circuits with time-varying source voltage. Physics of electricity, plus units, definitions, symbols, and notations for electrical quantities. Circuit properties and their applications to significant circuit configurations. Prerequisite: High school algebra or consent of instructor.

**ELT 102 Circuits II, Single Time Constant Circuits (3-3) 4 hrs.**  
R-C and R-L single time constant circuits. Basic switching, circuitry, circuits with square-wave and step voltages as sources, and sinusoidal voltages as sources. Prerequisite: ELT 101 or consent of instructor.

**ELT 103 Circuits III, Networks (3-4) 4 hrs.**  
Networks that will not reduce to simple single time constant circuits. Only steady-state solutions considered, enabling use of S-plane in circuit analysis. Prerequisite: ELT 102 or consent of instructor.

**ELT 105 Electro-Mechanical Drafting (1-6) 3 hrs.**  
Drafting fundamentals and techniques with introduction to electronic and mathematical symbols, basic circuitry, electronic devices, and fabrication processes. This background culminates in the design and construction of an individual and a course project.

**ELT 110 Introductory Electronics (0-6) 2 hrs.**  
Laboratory instruments, circuit components, basic measuring techniques, and basic circuits used as building blocks in any electronics system.

**ELT 111 Electronics I, Resistive (2-3) 3 hrs.**  
Resistive circuits involving electronic devices. Volt-ampere characteristics and physics of diodes, transistors, and other semiconductor

devices. The emphasis is upon biasing and the setting of DC levels to make the device function. Prerequisite: ELT 110 or consent of instructor.

**ELT 121 Automatic Vending Machine Repair I (1-3) 2 hrs.**

Introduces skills and knowledge needed to service automatic vending equipment. Emphasizes attitudes for successful job entry and advancement in the industry.

**ELT 122 Automatic Vending Machine Repair II (1-3) 2 hrs.**

Continues ELT 121. Emphasis upon current vending equipment and components. Emphasizes theory, demonstrations, and hands-on work on component parts. Prerequisite: ELT 121 or consent of instructor.

**ELT 123 Automatic Vending Machine Repair III (1-3) 2 hrs.**

Continues ELT 122. Trouble shooting of actual machines and real problems. Emphasizes rapid machine repair and timely service techniques. Covers late model machines and practice. Prerequisite: ELT 122 or consent of instructor.

**ELT 203 Electronics II, Pulse (3-4) 4 hrs.**

Electronic circuits in which electronic devices are operated in a switching mode. Practical circuits such as clippers, clippers, pulse formers, multivibrators, blocking oscillators, logic circuits, and sweep circuits are involved. Prerequisite: ELT 103, ELT 111, or consent of instructor.

**ELT 204 Electronics III, Advanced Electronics (3-4) 4 hrs.**

Electronic circuits in which vacuum tubes and transistors are operated in the linear region of their volt-ampere characteristic such that linear equivalent circuits can be applied in the analysis. Power supplies, amplifiers, feedback circuits, oscillators, modulation systems, and detectors. Prerequisite: ELT 103 or consent of instructor.

**ELT 205 Electronic Instrumentation (3-4) 4 hrs.**

Methods of sensing and controlling physical industrial processes. Components involved are transducers, indicators, recorders, and controllers. Prerequisite: ELT 203 or consent of instructor.

**ELT 206 Electronic Computers (3-4) 4 hrs.**

Principles of digital and analog computers. Operating techniques of digital and analog computers. Prerequisite: ELT 203 or consent of instructor.

**ELT 207 UHF Communications and Reception (3-4) 4 hrs.**

Design techniques in UHF circuits, field theory wave equations, and antennas. Prerequisite: ELT 203 or consent of instructor.

**ELT 210 Computer Programming (3-0) 3 hrs.**

Electronic technology involves the use of the computer as a special tool. This course introduces the basic necessary special tool. Introduces the basics necessary to utilize three computer languages: BASIC, WATFIV and ECAP. Prerequisite: MTH 106 or consent of instructor.

**ELT 215 Electrical Controls and Motors (3-4) 4 hrs.**

Designed to cover topics in the following areas: motor controls, switches (relays, thermostatic, limit, and solenoid), relay logic, AC and universal motors, residential and commercial service entrance, National Electrical Code, safety devices, and shop safety practices. Prerequisite: ELT 110 or consent of instructor.

## Engineering

**EGR 100 Introduction to Engineering and Technology (0-3) 1 hr.**

Laboratory experience course in which the student is introduced to engineering and technological techniques, methods, and design.

**EGR 120 Engineering Graphics I (0-6) 3 hrs.**

Graphical methods in mathematical calculations, including vectors, limit dimensioning, forces, tolerances, and nomography. Basic conceptual design through working drawings, assembly views, intersections, and developments. Corequisite: Concurrent enrollment in EGR 100 or consent of instructor.

**EGR 121 Engineering Graphics II (0-6) 3 hrs.**

Graphical methods in orthogonal projections, developments, topographics, sketching, plotting, charts, and curves. Practical and theoretical analysis of common geometrical magnitudes of points, lines, planes, other surfaces, and pictorials. Prerequisite: EGR 120.

**EGR 122 Graphical Display Systems (0-4) 2 hrs.**

Application of graphical principles applied to modern digital computers. Graphical output on current display devices. Application made to graphical display system. Prerequisite: EGR 120 or consent of instructor.

**EGR 150 Analytical Mechanics (Statics) (3-0) 3 hrs.**

Resultants of force systems; algebraic and graphical conditions of equilibrium of force

systems; analysis of forces acting on members of trusses, frames, etc.; forces due to friction, centroids.

Prerequisite: MTH 105.

**EGR 211 Analytical Mechanics (Dynamics) (3-0) 3 hrs.**

Displacement, velocity, and acceleration of a particle, relation between forces acting on rigid bodies and changes in motion produced, translation, rotation, plane motion, solutions using principles of force, mass and acceleration, work and energy, and impulse and momentum. Prerequisite: EGR 150.

**EGR 212 Mechanics of Deformable Bodies (3-0) 3 hrs.**

Elastic and inelastic relationships between external forces (loads) acting on deformable bodies and stresses and deformations produced, tension and compression members, members subjected to torsion and to bending, buckling (columns), combined stresses, repeated loads (fatigue), energy loads, impact, and influence of properties of materials. Prerequisite: EGR 150.

**EGR 215 Surveying I (2-3) 3 hrs.**

Use of transit and level, reading verniers and angles, linear measurement, extending straight lines, differential and profile leveling, simple transverse survey, computation, and keeping notes.

Prerequisite: MTH 104 or MTH 106.

## English

**CMN 097 Spelling Improvement (1-0) 1 hr.**

Individualized spelling improvement program for the student who needs assistance in developing adequate spelling skills. Carries no transfer credit.

**CMN 098 Vocabulary Development (1-0) 1 hr.**

Individualized vocabulary development program for the student who needs assistance in developing an appropriate vocabulary for college or career. Carries no transfer credit.

**CMN 099 Language Skills (3-0) 3 hrs.**

Individualized program for the student who needs assistance in developing language skills. Carries no transfer credit.

**CMN 100 Basic Sign Language (2-2) 3 hrs.**

Beginning course in the manual communication skills of finger spelling and sign language used by American deaf. Designed for students with no previous experience in sign language.

**CMN 101 Intermediate Sign Language (3-0) 3 hrs.**

Reviews basic sign language vocabulary and finger spelling with emphasis on developing

skills in the simultaneous method; new vocabulary, intensive practice on finger spelling, numbers. Introduces receptive skills, and the translation of English idioms into sign. Prerequisite: CMN 100 or consent of instructor.

**CMN 200 Advanced Sign Language (3-0) 3 hrs.**

Reviews English idioms translated into sign. General overview of sign language idioms and their English counterparts; conversation building with emphasis on clarity, fluidity, accuracy and speed. Introduces the basic principles of interpreting in various settings with intensive practice in reverse interpreting. Prerequisite: CMN 101 or consent of instructor.

**ENG 100 Composition (3-0) 3 hrs.**

Use of clear, correct English in vocational settings designed for students in vocational career programs. Carries no transfer credit. Prerequisite: Placement test.

**ENG 101 Composition (3-0) 3 hrs.**

College composition emphasizing the organization and development of expository prose. Introduction to the critical reading of selected essays.

Prerequisite: Satisfactory score on a placement test or ENG 100.

**ENG 102 Composition (3-0) 3 hrs.**

Continues ENG 101. Reading and writing of various types of prose. Introduces methods used in writing investigative papers.

Prerequisite: ENG 101 or consent of associate dean.

**ENG 103 Report Writing (3-0) 3 hrs.**

Fundamentals of semantics, syntax, and rhetoric as applied to business, industrial, and governmental report writing.

Prerequisite: ENG 101 or consent of associate dean or instructor.

**ENG 130 Business Writing I (3-0) 3 hrs.**

Formal and psychological aspects of business correspondence. Introduction to various kinds of business letters, memoranda, and reports. Improvement of grammar, spelling, and word usage.

**ENG 201 Advanced Composition (3-0) 3 hrs.**

Advanced skills in expository and argumentative writing.

Prerequisite: ENG 102.

**ENG 220 Creative Writing (3-0) 3 hrs.**

Provides guided practice in various types of creative writing. Emphasizes skills common to creative expression including description, plotting, narration, dialogue, and verse.

## English as a Second Language\_\_\_\_\_

**ESL 098 English as a Second Language (2-0)** 2 hrs.

Individualized course in English as a Second Language for people with foreign language backgrounds who want to improve their ability to understand and speak the English language in preparation for regular college courses. Carries no transfer credit.

**ESL 099 English as a Second Language (2-0)** 2 hrs.

Individualized course in English as a Second Language for people with foreign language backgrounds who want to improve their ability to read and write the English language in preparation for regular college courses. Carries no transfer credit.

## Fashion Design\_\_\_\_\_

**FAS 101 Flat Pattern Design and Draping I (1-4)** 3 hrs.

Basic industrial techniques of pattern making combined with best features of draping. Variety of slopers (bodices, skirts, sleeves, etc.) developed. Accuracy and professional standards stressed. Patterns tested in muslin for fit.

Prerequisite: Consent of coordinator.

**FAS 102 Flat Pattern Design and Draping II (2-4)** 4 hrs.

Further development of basic sloper set. Patterns tested in muslin for fit.

Prerequisite: FAS 101 or consent of coordinator.

**FAS 103 Apparel Design and Construction I (1-4)** 3 hrs.

Basic principles of using master sloper set to develop patterns for original designs. Professional design room techniques.

Prerequisite: Consent of coordinator.

**FAS 104 Apparel Design and Construction II (2-4)** 4 hrs.

Development of basic sloper set in patterns. Actual construction of finished garments. Emphasis on styling, fit, and professional finishing.

Prerequisite: FAS 103.

**FAS 105 Fashion Design Illustration I (0-2)** 1 hr.

Basic fashion sketching—front, back, and side views. Relationship of figure and garment. Sketching of original design.

Prerequisite: Consent of coordinator.

**FAS 106 Fashion Design Illustration II (0-2)** 1 hr.

Advanced fashion sketching, fabric rendering. Emphasis on development of individual style.

Basic layout and presentation.

Prerequisite: FAS 105 or consent of coordinator.

**FAS 107 Textiles I (1-2)** 2 hrs.

Studies basic design and color principles in development of creative fabrics. General analysis and identification of fabrics, and employment of various methods such as weaving, printing, and dyeing.

Prerequisite: Consent of coordinator.

**FAS 108 Textiles II (1-2)** 2 hrs.

Continues FAS 107. Contemporary fabrics analyzed and studied.

Prerequisite: FAS 107.

**FAS 109 Fashion Arts and Design (2-0)** 2 hrs.

Focuses on theory and principles of design for fashion. The elements of design and color are covered. Develops the perception and awareness to judge good design and to analyze potential trends. Studies the influence of present day cultural trends on the field of design.

Prerequisite: Consent of coordinator.

**FAS 110 Costume History (2-0)** 2 hrs.

Introduces the elements of design and color in historical perspective. A survey of historical periods of design focusing on costumes.

Examines the influences on these periods of social, political, and economic forces.

Prerequisite: FAS 109 or consent of coordinator.

**FAS 201 Advanced Flat Pattern Design and Draping I (2-4)** 4 hrs.

Continued advanced development of basic sloper set, including coat and suit slopers; basics of grading (sizing). Patterns tested in muslin for fit and accuracy.

Prerequisite: FAS 101 and FAS 102.

**FAS 202 Advanced Flat Pattern Design and Draping II (2-4)** 4 hrs.

Continues FAS 201.

Prerequisite: FAS 201.

**FAS 203 Advanced Diversified Apparel Design I (2-4)** 4 hrs.

Development of patterns for the translation of original designs into completed garments. Visits to manufacturers, and speakers from industry.

Prerequisite: FAS 104.

**FAS 204 Advanced Diversified Apparel Design II (2-4)** 4 hrs.

Continues FAS 203.

Prerequisite: FAS 203.

**FAS 205 Tailoring Techniques I (0-4)** 2 hrs.

Professional assembling procedures, details, and finishes. Particular emphasis on coats and suits.

Prerequisite: Consent of coordinator.

**FAS 206 Tailoring Techniques II (0-4)** 2 hrs.  
Continues FAS 205. Tailoring of original garments.  
Prerequisite: FAS 205.

**FAS 209 Advanced Fashion Illustration I (0-2)** 1 hr.  
Work on a professional studio level—stressing individual approaches—work sketches as well as finished art. Fashion illustration as advertising, publicity, promotion, and display.  
Prerequisite: FAS 106.

**FAS 210 Advanced Fashion Illustration II (0-2)** 1 hr.  
Continues FAS 209. Preparation of professional portfolio.  
Prerequisite: FAS 209.

**FAS 212 Design Communication (2-0)** 2 hrs.  
Communication of design. Determining and interpreting consumer needs and motivations. Exploring the methods and techniques of educating the consumer and promoting good design through advertising, publicity, display, fashion shows, special events, employee development, etc.  
Prerequisite: FAS 110 or consent of coordinator.

**FAS 229 Promotion of Fashion (3-0)** 3 hrs.  
Various techniques and media for methods to sell fashion. Emphasis on advertising: newspapers, magazines, direct mail, catalogs, radio and television. Playing important roles in sales promotion also will include: visual presentation in windows, interior displays and shops; special events, fashion shows and publicity. Analysis of practical creative assignments developed by the students.  
Prerequisite: FAS 102 or consent of coordinator.

**FAS 230 Contemporary Living (3-0)** 3 hrs.  
Understanding of the social, economic, political and psychological forces that influence fashion. The shifting patterns and population profiles will be examined. The student will be involved in the world of fashion through visits to professional, civic, cultural and sports events. The consumer point of view of fashion in contemporary living will be observed by studying characteristics of Chicago and suburban stores. Fashions presented by these stores and those accepted by customers in their life styles of today will also be analyzed.  
Prerequisite: FAS 102 or consent of instructor.

**FAS 233 Fashion Seminar and Internship (1-15)** 4 hrs.  
Provides on-the-job experience and field study in the merchandising, promotion, and design fields as arranged with cooperating firms. Further study will be substituted for work experience when work sites are unavailable.  
Prerequisite: FAS 102 or consent of coordinator.

**FAS 240 Communication** 3 hrs.  
Practice in various forms of business communication, both written and oral, to develop skills needed in presenting material related to fashion. Included will be exercises in learning how to speak effectively on a one-to-one basis, to groups and to salespeople; how to write concise material for advertising copy; how to prepare press releases, business letters, memos and reports; how to prepare fashion show commentary; how to prepare a job resume and to deal with interviewing techniques. This course will also cover grooming, poise and etiquette as further aids to communication. Role playing and other participative projects will be used, including producing of fashion shows illustrative of the talent of the students from the design classes.  
Prerequisite: FAS 229.

## Fine Arts

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**FNA 111 History of Art I (3-0)** 3 hrs.  
History of art from 20,000 B.C. to 1400 A.D. A survey of the outstanding works of art produced by Western civilizations presented inseparably with the cultural backgrounds of civilizations from the prehistoric age to Gothic Italy.  
Recommended for art majors as a sequential course after ART 105.

**FNA 112 History of Art II (3-0)** 3 hrs.  
History of art from 1400 to 1890. A survey of the outstanding works of art produced in the Renaissance tradition presented inseparably with the cultural backgrounds of Western Europe from the Renaissance to Art Nouveau.  
Recommended prerequisite: FNA 111.

**FNA 113 History of Art III (3-0)** 3 hrs.  
History of art from 1900 to the present. An historical critical analysis of the "isms" of modern art both stylistically and ideologically as it relates to our own century.  
Recommended prerequisite: FNA 112.

## Fire Science

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**FIS 101 Municipal Fire Administration I (3-0)** 3 hrs.  
Organization and function for fire protection, personnel management, distribution of equipment, records, and fire safety problems.

**FIS 112 Fire Alarm and Extinguishing Systems (3-0)** 3 hrs.  
The function, classification, and operating principles of fixed extinguishing systems, detection systems, alarm systems, signaling systems and portable extinguishing equipment installed for fire protection and fire prevention purposes.



**FIS 115 Construction Design and Fire Safety (3-0) 3 hrs.**

Development of skills and competencies needed to recognize various types of building construction and materials. Emphasis on how materials react and their effects in fires; materials and techniques that provide a fire-safe environment.

**FIS 122 Fire Inspection Principles (3-0) 3 hrs.**

Fundamentals of fire inspection organization including building construction, standard symbols, inspection maps, and inspection reports.

**FIS 132 Hazardous Materials I (3-0) 3 hrs.**

Review of basic chemistry, storage, handling, laws, standards, and fire fighting practices pertaining to hazardous materials.

**FIS 133 Hazardous Materials II (3-0) 3 hrs.**

Second semester course in hazardous materials covering storage, handling, laws, standards, and fire practices, with emphasis on fire fighting and control at the company officer level.

**FIS 201 Municipal Fire Administration II (3-0) 3 hrs.**

Advanced course including records and fire safety problems, communications and fire alarm systems, legal aspects of fire protection.

**FIS 222 Fire Inspection Applications (3-0) 3 hrs.**

Actual inspection of buildings to locate hazards and present recommendations for correction. Code application to various occupancies. Complete records, including maps, are submitted for each occupancy inspected.

**FIS 242 Fire Hydraulics (3-0) 3 hrs.**

Review of basic mathematics, hydraulic laws and formulas as applied to the fire service, application of formulas and mental calculation to hydraulic problems, water supply problems, underwriter's requirements for pumps.

**FIS 245 Fire Causes and Investigation (3-0) 3 hrs.**

Introduction to arson and incendiarism, arson laws, and types of incendiary fires. Methods of determining fire cause, recognizing and preserving evidence, interviewing and detaining witnesses. Procedures in handling juveniles, court procedure, and giving court testimony are covered.

**FIS 252 Automatic Sprinkler Systems (3-0) 3 hrs.**

Practical analysis of the various types of automatic sprinkler systems, codes governing installation, system devices, and system design.



**FIS 262 Water Supply Analysis (3-0)** 3 hrs.  
Study of municipal water supply requirements, system design, and flow measurements for fire protection.

## **Food Service Management**

**FSM 090 Basic Quantity Baking (0-20)** 10 hrs.  
Basic training in the elements of quantity baking under the guidance of a master baker. Students will be exposed to the theory and "hands on" experience of baking through participation in the production of the college bake shop and discussion sessions.

**FSM 091 Advanced Quantity Baking (0-20)** 10 hrs.  
Continues FSM 090. Emphasis on more advanced techniques of baking including cake decorating, hotel pastry, and display pieces. Prerequisite: FSM 090.

**FSM 095 Basic Quantity Cooking (3-15)** 10 hrs.  
Basic training in the elements of quantity food preparation under the guidance of a master chef. Students will be exposed to the theory and "hands on" experience of food preparation through participating in the production of the food service department and discussion sessions.

**FSM 096 Advanced Quantity Cooking (0-20)** 10 hrs.  
Continues FSM 095. Emphasis on more advanced techniques of food preparation including culinary art and buffet work. Prerequisite: FSM 095.

**FSM 111 Introduction to Food Service (2-0)** 2 hrs.  
History and organization of food service hospitality industry including career opportunities in various food fields, organizational structures of food service establishments, and operational considerations and problems.

**FSM 112 Quantity Food Production (3-3)** 4 hrs.  
Basic training in the theory and practice of quantity food preparation with emphasis placed on actual food preparation in the college kitchens under the guidance of master chefs and bakers.

**FSM 113 Quantity Food Service (4-0)** 4 hrs.  
Theory and practice of food service including practical experience in college cafeterias, dining rooms, and catering service.

**FSM 114 Food Standards and Sanitation (3-0)** 3 hrs.  
Function of food ingredients, evaluation of finished products including convenience food products and uses, food service sanitation standards, and procedures.

**FSM 115 Menu Planning (2-0)** 2 hrs.  
Practical applications of nutrition as related to food service operations. Menu planning theory and methods for all types of food operations and special events; menu planning as a determination of food cost.

**FSM 130 Hospitality Law and Risk Management (4-0)** 4 hrs.  
Surveys our legal system as applied to the hospitality industry. Examines contracts, torts, and various labor laws pertinent to the industry. Analyzes insurance costs, including fire, accident, workmen's compensation, and employee liability, and their effect on various types of facilities.

**FSM 210 Hospitality Facility Maintenance (3-0)** 3 hrs.  
Focuses on the organization, duties and administration of a restaurant and lodging facility maintenance department. Discusses purchasing furniture, carpeting, linens, and supplies. Identifies and evaluates care and maintenance techniques of the areas serviced by a facility maintenance department.

**FSM 211 Purchasing and Storage (3-0)** 3 hrs.  
Standards and identification of quality meats, dairy products, produce, groceries, frozen foods, and supplies. Methods of purchasing, purveyor relations and proper storage techniques, and purchase standards for convenience foods.

**FSM 212 Food Service Supervision (4-0)** 4 hrs.  
Study of the theory and techniques of supervision as related to the food service industry.

**FSM 213 Seminar and Internship (2-15)** 4 hrs.  
Part of the credit for this course will be given for participation in a supervised cooperative work experience program in a college approved training station. Enrollment is restricted to sophomores in the Food Service Management program. Prerequisite: FSM 212 or consent of instructor.

**FSM 214 Cost Control (3-0)** 3 hrs.  
Practical application and theory of various food and beverage cost control systems.

**FSM 215 Restaurant Layout and Equipment (3-0) 3 hrs.**

Maximizing employee productivity through various types of food equipment and proper equipment arrangement. Effects of use of convenience foods on equipment planning.

**French**

**FRN 101 Elementary French I (4-0) 4 hrs.**

Beginning course in the language skills of listening, understanding, speaking, reading, and writing in their logical sequence. Designed for students with no previous experience in French.

**FRN 102 Elementary French II (4-0) 4 hrs.**

Continues FRN 101. Situational conversations in French; reading and writing stressed. Prerequisite: FRN 101, one year in high school French, or consent of instructor.

**FRN 201 Intermediate French (4-0) 4 hrs.**

Conversation with emphasis on pronunciation, intonation, stress, and rhythm. Introduction to composition, reading of short stories, and grammar review. Prerequisite: FRN 102, two years of high school French, or consent of instructor.

**FRN 202 Intermediate French (4-0) 4 hrs.**

Continues FRN 201. Accuracy and speed in reading, study of syntax, and extensive composition. Prerequisite: FRN 201, three years of high school French, or consent of instructor.

**FRN 205 Intensive Oral Practice (3-0) 3 hrs.**

Conversational practice to develop oral facility; specially designed exercises in pronunciation, stress and rhythm. Individual readings of modern French works discussed in class. Written and oral compositions based on readings. Designed to help students bridge the gap between the intermediate and advanced levels. Prerequisite: FRN 202 or equivalent, or consent of instructor.

**FRN 210 Introduction to Modern French Literature (3-0) 3 hrs.**

Reading of selected 20th century masterpieces. Introduction to poetry and "analyse de texte." Oral readings stressing pronunciation and diction. Speaking based on discussions of works read. Writing based on readings and class discussion. Designed to help students bridge the gap between the intermediate and advanced levels. Prerequisite: FRN 202 or equivalent, or consent of instructor.

**Geography**

**GEG 101 World Geography (3-0) 3 hrs.**

Economic, political, and cultural geography of the modern world. Raw materials, industrial resources, and trade connections related to war and peace.

**Geology**

**GEO 101 Physical Geology (3-2) 4 hrs.**

Materials, structure, and sculpture of the earth's surface. One-day field trip required.

**GEO 102 Historical Geology (3-2) 4 hrs.**

Geological history of the earth including principles employed to reconstruct this history. One-day field trip required. Prerequisite: GEO 101, high school earth science, or consent of instructor.

**GEO 201 Rocks and Minerals (3-2) 4 hrs.**

Physical description of minerals and rocks. Introduction to crystallography, economic minerals, natural resources. Field trip required. Prerequisite: GEO 101, CHM 121, or consent of instructor.

**GEO 202 Paleontology (3-2) 4 hrs.**

Fossil record of life, principles of evolution and ecology. One-day field trip required. Prerequisite: GEO 102, BIO 101, BIO 140 or consent of instructor.

## German

**GER 101 Elementary German I (4-0) 4 hrs.**  
Beginning course in the language skills of listening, understanding, speaking, reading, and writing in their logical sequence. Designed for students with no previous experience in German.

**GER 102 Elementary German II (4-0) 4 hrs.**  
Continues GER 101. Situational conversations in German; reading and writing stressed.  
Prerequisite: GER 101, one year of high school German, or consent of instructor.

**GER 201 Intermediate German (4-0) 4 hrs.**  
Conversation, with emphasis on pronunciation, intonation, stress, and rhythm. Introduction to composition, reading of short stories, and grammar review.  
Prerequisite: GER 102, two years of high school German, or consent of instructor.

**GER 202 Intermediate German (4-0) 4 hrs.**  
Continues GER 201. Accuracy and speed in reading, study of syntax, and extensive composition.  
Prerequisite: GER 201, three years of high school German, or consent of instructor.

**GER 205 Intensive Oral Practice (3-0) 3 hrs.**  
Conversational practice to develop oral facility; specially designed exercises for improvement of pronunciation, stress, and rhythm. Individual readings of modern German works discussed in class. Written and oral compositions based on readings. Designed to help students bridge the gap between the intermediate and advanced levels.  
Prerequisite: GER 202 or equivalent, or consent of instructor.

**GER 210 Introduction to Modern German Literature (3-0) 3 hrs.**  
Readings of selected 20th century masterpieces. Introduction to poetry. Oral readings stressing pronunciation and diction. Speaking based on discussions of works read. Writings based on readings and class discussions. Designed to help students bridge the gap between the intermediate and advanced levels.  
Prerequisite: GER 202 or equivalent, or consent of instructor.

## Health Science

**HSC 110 Emergency Medical Technician Training (4-2) 5 hrs.**  
Designed to train emergency medical technicians, covers all emergency care procedures short of those rendered by physicians or by allied medical personnel under direct supervision of a physician. Emphasizes the development of student skills in recognition of symptoms of illnesses and injuries and proper procedures of emergency care. Reliance is heavily placed on demonstration and practice as a teaching method.  
Prerequisite: Consent of instructor.

**HSC 112 Medical Terminology (2-0) 2 hrs.**  
Emphasizes the basic structure of medical words and includes prefixes, suffixes, roots, combining forms, and plurals. Pronunciation, spelling, and definition of medical terms. Emphasis will be on rendering a professional vocabulary required for work in the medical field.

**HSC 211 Clinical Procedures I (2-6) 4 hrs.**  
Introduces examination and treatment room procedures for the medical office assistant. Includes sterilization techniques, principles of medication, and assisting the physician with examinations and minor surgical procedures. Emphasis is placed on demonstration of clinical office skills.  
Prerequisite: Consent of instructor.

**HSC 212 Clinical Procedures II (2-3) 3 hrs.**  
Designed primarily for students in the Medical Office Assistant program. This course will include lectures, discussion, and practice with respect to basic medical laboratory procedures requested by physicians. Additional emphasis will be placed on reports, specimen collections, and specimen handling.  
Prerequisite: Consent of instructor.

**HSC 213 Medical Law and Ethics (2-0) 2 hrs.**  
Acquaints the medical office assistant and medical transcriptionist with the legal and ethical responsibilities of the physician, patient and allied health personnel in medical practice. Emphasis given to professional attitudes and behavior.

**HSC 220 Health, Nutrition and Safety (3-0) 3 hrs.**  
Discusses habits to promote good health. Relationship of nutrition and routine to child's physical well-being. Using snacks and meals to establish good eating habits, planning curriculum to provide a proper balance of active and quiet periods. Developing safe, healthy environments.

## History

### HST 111 The American Experience to 1877 (3-0) 3 hrs.

Survey of the American experience through the pre-revolutionary period, the expansion westward and the Civil War. Special stress is placed upon the social, economic, cultural, political and constitutional development of the United States.

### HST 112 The American Experience Since 1877 (3-0) 3 hrs.

End of Reconstruction to the present, with primary stress on political and economic development. Also includes social, intellectual and cultural phases, expanded role of government in national affairs, and the participation of the United States in international relations.

### HST 141 History of Western Civilization to 1815 (4-0) 4 hrs.

Political, social, cultural, economic, and technological developments from prehistoric times to advent of 1789 French Revolution.

### HST 142 History of Western Civilization Since 1815 (4-0) 4 hrs.

Continues HST 141. Political, social, cultural, economic, and technological developments with emphasis on such socio-political-economic concepts as nationalism and social-Darwinism.

### HST 210 Women: The American Experience (3-0) 3 hrs.

History of the status, roles, and contributions of women in America, and a survey of the attitudes and movements that have affected the lives of women in America.

### HST 214 The Afro-American and the American Experience (3-0) 3 hrs.

In-depth study of American black from African slave trade through slavery, Reconstruction, years of neglect and Civil Rights Revolution in the United States and his contributions to American culture.

### HST 218 Illinois and Local History (3-0) 3 hrs.

Surveys Illinois history from earliest times to the present day. Emphasizes the social and economic development of the Prairie state. Gives special attention to the local setting. Projects in local history will be encouraged.

### HST 243 The Far East in the Modern World (3-0) 3 hrs.

History of East Asia since 1800. The traditional cultures of China and Japan, the Western impact, and the Asian response will be covered.



## Humanities

### HUM 101 The Creative Nature of Man I (3-0) 3 hrs.

Creative personality of Western tradition and the creative process with emphasis upon form, function, influence of the patron, and prevailing attitudes on music, literature, and art of representative periods. Lecture-demonstration, discussion, panels, and field activity.

### HUM 102 The Creative Nature of Man II (3-0) 3 hrs.

Representative points of view regarding life and death in Eastern and Western worlds; problems in developing a coherent philosophy of one's own. Focus upon 20th century issues as reflected in contemporary art, music, and literature.

### HUM 110 Women and Creativity (3-0) 3 hrs.

Explores the nature of female creativeness, focusing on women in the traditionally male arenas of art and literature and on areas in which the female creative impulse manifests itself under other names: the shaping of social attitudes, domestic arts, and religious experiences.

### HUM 115 International & Regional Studies in Humanities 1-4 hrs.

Students travel with faculty to international or regional locations which may vary from year to year to study the humanities. May emphasize the literature, language, philosophy, or humane arts of the locale visited. Presentation by on-site individualized study, lectures, field trips. Classes held on campus prior to and following the off-campus learning experience. Travel expenses are paid for by the student.

**One Credit:** Students must attend all classes and field trips, submit a daily log covering one week of travel and write a personal essay of at least five typewritten pages.

**Two Credits:** Students must attend all classes and field trips, submit a log covering 1-2 weeks of travel, and write a research paper of at least eight typewritten pages, plus bibliography and footnotes.

**Three Credits:** Students must participate in all classes and field trips, submit a log covering three weeks of travel, and write a research paper of at least ten typewritten pages, plus bibliography and footnotes.

**Four Credits:** Students must participate in all classes and field trips, submit a log covering four weeks of travel, and write a research paper of at least twelve typewritten pages, plus bibliography and footnotes.

## Independent Study

### IDS 290 Independent Study 1-4 hrs.

Designed to permit the student to pursue a course of study not typically available under traditional course structure. The student will contract with the appropriate faculty member for the objectives to be accomplished in the course. May be repeated up to a maximum of 4 credit hours.

Prerequisite: Sophomore standing, "C" average, or consent of instructor.

## Interior Design

### IND 101 Basic Interior Design I (2-6) 5 hrs.

Surveys today's customer, elements in design of scale, balance and proportion, functional planning, visual sales presentation techniques, color, product sources, and applied principles of planning.

Prerequisite: Consent of coordinator.

### IND 102 Basic Interior Design II (2-6) 5 hrs.

Continues study and application of color planning, functional room analysis, pattern and texture. Introduces window treatments and accessories.

Prerequisite: IND 101.

### IND 103 Furniture History (3-0) 3 hrs.

Surveys furniture, design motifs, and structures from antiquity to the present. Studies authentic designs and their relationship to contemporary applications and the basis for determining the taste level and quality of reproductions and adaptations on the market today, including current sources.

Corequisite: IND 101 or IND 102.

### IND 201 Advanced Interior Design I (3-6) 6 hrs.

Concentrates on advanced planning and color, mixing styles of furniture, textiles, lighting, client analysis, and sales presentations. Introduces the home furnishings manufacturing field.

Prerequisite: IND 102; IND 103 with grade of "C" or better; and ART 121.

### IND 202 Advanced Interior Design II (3-6) 6 hrs.

Details estimating wallcoverings, flooring, and draperies; construction, blueprint readings, budgeting; advanced portfolio preparation with professional critiques.

Prerequisite: IND 201.

Corequisite: MKT 106 and MKT 140.

## Journalism

### JNM 130 Fundamentals of Journalism (3-0) 3 hrs.

History and current role of the newspaper, emphasizing leads, stories, editorials, features and reviews, copyreading, and makeup.

### JNM 131 News Reporting and Writing (3-0) 3 hrs.

Techniques of gathering and writing news in political, police, social, and civic coverage. . Prerequisite: JNM 130 or consent of coordinator.

### JNM 133 Feature Writing (3-0) 3 hrs.

Stresses specialized newswriting emphasizing human element in the news. Presents techniques, story approaches for individualistic treatment. Examines newspaper and magazine procedures.

### JNM 134 Media Adjuncts (2-4) 4 hrs.

Planning and production work in advertising, public relations, and publications—business, industrial, and consumer magazines.

### JNM 234 Mass Communication (3-0) 3 hrs.

Impact of modern media, subtle and overt, on affairs of men. Influence of political, social, and commercial campaigns and trends on human beings in international, national, regional, and local settings.

### JNM 235 Copy Reading and News Editing (2-4) 4 hrs.

Focuses on preparation of copy for newspaper publication. Incorporates headline writing, copy editing, treatment of story placement, and effective display of typographically pleasing makeup. A newspaper is prepared by the class. Prerequisite: JNM 130 and JNM 131 or consent of coordinator.

### JNM 236 Radio and Television News (3-2) 4 hrs.

Studies reporting and writing of broadcast news. Emphasizes broadcast style in all phases of newswriting and editing. A monthly radio newscast and a television newscast are prepared. Prerequisite: JNM 130 and JNM 131 or consent of coordinator.

### JNM 237 Externship Study (2-15) 5 hrs.

Practical reporting practice and observation in professional one-day-a-week assignments at newspapers, news bureaus, and television and radio newsrooms. Prerequisite: Successful completion of three program semesters and consent of coordinator.

## Legal Technology

### LTE 101 Introduction to Legal Technology (3-0) 3 hrs.

Survey of the functions of law; courts and lawyers in modern society; analysis of the origin, training, and role of the legal technician; professional responsibilities of the lawyer; outline of the fields and specializations within the practice of law; and instruction in legal research and writing upon a review of the sources and works of law. Prerequisite: Consent of coordinator.

### LTE 102 Fundamentals of Legal Research (3-0) 3 hrs.

Orients student to law library and a variety of legal publications, treatises, and other legal writings encountered in day to day practice of law. Emphasizes developing student capability to analyze, interpret and communicate facts, ideas and law through comprehension of legal research techniques. Prerequisite: LTE 101 or consent of coordinator or instructor.

### LTE 103 Litigation (3-0) 3 hrs.

Analysis of civil procedure and instruction in preparation of documents used in lawsuits, covering pre- and post-trial matters, evidentiary problems, and assistance during trials. Prerequisite: LTE 101 or consent of coordinator or instructor.

### LTE 105 Family Law (3-0) 3 hrs.

Examination of domestic relations law with emphasis on marriage, divorce, annulment, separation agreements, adoption, and other legal matters involving the family. Prerequisite: LTE 101 or consent of coordinator or instructor.

### LTE 123 Real Property Law (3-0) 3 hrs.

Provides historical study of common law estates and interests, and statutes. Emphasizes the role of and relationship between the attorney and the paralegal in preparing the more common types of real property transactions and conveyances, such as deeds, contracts, leases; drafting problems involving these various instruments; special research projects related to the subject matter; and a study of the system of recording and search of public documents. Prerequisite: Consent of coordinator or instructor.

### LTE 200 Probate (3-0) 3 hrs.

Survey of principles, history, and sources of probate law; examination of probate court forms and tax returns; and detailed instruction in gathering information and preparing documents for the paralegal assistant's supervising attorney. Prerequisite: Consent of coordinator or instructor.

**LTE 201 Tort and Insurance Law (3-0)** 3 hrs.  
Study of basic tort and insurance law principles; examination of insurance claim procedures and pleading forms used in litigation of various actions.  
Prerequisite: LTE 101 or consent of coordinator or instructor.

**LTE 202 Estate Planning (3-0)** 3 hrs.  
Examination of common forms of wills and trusts; survey of legal principles applicable thereto; and instruction in draftsmanship of documents by the paralegal assistant for the supervising attorney.  
Prerequisite: Consent of coordinator or instructor.

**LTE 203 Income Taxation I (3-0)** 3 hrs.  
Detailed examination of federal and state income taxation as applicable to individuals, and instruction in preparation of returns and forms; survey of administrative and judicial procedures relative thereto.  
Prerequisite: Consent of coordinator or instructor.

**LTE 204 Income Taxation II (3-0)** 3 hrs.  
Detailed examination of federal, state and local taxes with instruction in preparation of corporate, partnership, fiduciary, and other returns and forms.  
Prerequisite: Consent of coordinator or instructor.

**LTE 206 Conference Course in Legal Technology (3-0)** 3 hrs.  
Personalized study designed to provide advanced training in the student's specialty area.  
Prerequisite: Consent of coordinator.

**LTE 210 Corporate and Securities Law (3-0)** 3 hrs.  
Prepares paralegal student to aid in incorporation, corporate record keeping and compliance with administrative regulations. This includes the understanding of statutes, rules, forms and releases pertaining to the principal acts administered by the Securities and Exchange Commission.  
Prerequisite: Consent of coordinator.

**LTE 212 Law Office Systems (3-0)** 3 hrs.  
Study of law office management relying on the systems analysis approach to examine design, method and processes necessary for integrating the paralegal into the hierarchy of the organization of a law office with emphasis on defining functions of the lawyer, paralegal, and legal secretary.  
Prerequisite: Consent of coordinator.

**LTE 220 Community Law (3-0)** 3 hrs.  
Development of skills and competence needed to recognize legal problems and comply with the procedures relating to various government agencies. Emphasis will be on federal housing and landlord-tenant law; mental and civil commitments; welfare laws; labor law; social security law; and consumer protection law.  
Prerequisite: Consent of coordinator.

## Literature

**LIT 105 Poetry (3-0)** 3 hrs.  
Analysis and appreciation of poetry of many periods. Diction, themes, symbols, images, rhythm, and meter.

**LIT 110 Drama and Film (3-0)** 3 hrs.  
Analysis and appreciation of representative plays and films of various eras. Attention to origins and trends. Material read as literature. See SPE 111 for theatrical study of drama and film.

**LIT 115 Fiction (3-0)** 3 hrs.  
Novel and short story. Structural analysis, understanding, and appreciation of various types. Individual sections may concentrate on particular periods of topics, e.g., science fiction, fiction of alienation. Consult registration materials for any given semester.

**LIT 206 World Literature to 1800 (3-0)** 3 hrs.  
Selected works of universal significance contributed by peoples and civilizations from ancient times to 1800.

**LIT 207 World Literature since 1800 (3-0)** 3 hrs.  
Continues LIT 206. Selected works of universal significance contributed by peoples and civilizations from 1800 to the present.

**LIT 216 Science Fiction (3-0)**  
Surveys science fiction short stories and novels. Considers science fiction as popular literature and assesses its unique contribution to the history of ideas.

**LIT 217 Detective and Mystery Fiction (3-0)** 3 hrs.  
Presents detective and mystery fiction from its beginning to the present. Includes long and short works representing the various types of mystery fiction. Examines the literature's contributions to and influences upon contemporary popular fiction.

**LIT 221 American Literature from Colonial Days to Civil War (3-0)** 3 hrs.  
American literature as an expression of American life through early social and political documents, novels, short stories, and poems.



**LIT 222 American Literature from the Civil War to 1914 (3-0) 3 hrs.**

American prose and poetry to the turn of the century, including regional literature, literary journalism, criticism, and social and historical novels. Established criteria for judging American literary output.

**LIT 224 Women in American Literature (3-0) 3 hrs.**

Study of women authors in American literature and the presentation of women in literature by American authors.

**LIT 231 English Literature to 1800 (3-0) 3 hrs.**

Survey of English writers from beginning of English literature to 1780. Reading and interpretation of writers such as Boswell, Chaucer, Congreve, Donne, Dryden, Johnson, Jonson, Malory, Milton, Pope, and Swift.

**LIT 232 English Literature 1800-1914 (3-0) 3 hrs.**

Survey of English writers from Romantic Period to World War I. Reading and interpretation of such writers as Austen, Browning, Byron, Conrad, Dickens, Hardy, Keats, Shaw, Tennyson, and Wordsworth.

**LIT 241 20th Century British and American Literature (3-0) 3 hrs.**

Survey of important writers and writings in British and American literature since World War I.

## Management \_\_\_\_\_

**MGT 111 Introduction to Business Organization (3-0) 3 hrs.**

Nature of business and the environment in which it operates. Forms of business ownership, introduction to operative and facilitating facets of business operation, management, marketing, accounting, statistics, business law, finance, investments, insurance, and labor-management relations.

**MGT 150 Business Math (3-0) 3 hrs.**

Arithmetic as a tool of business. Topics include fractions, decimals and percentages, computations of interest, bank discounts, depreciation, commissions, compound interest, payrolls and taxes, and graph and chart design.

**MGT 154 Small Business Management (3-0) 3 hrs.**

Organization and operation of the small-scale retail, trading, service or manufacturing business. Location, financing, marketing, labor, accounting, and in the case of manufacturing, production, plus related problems of stock control, taxes, and insurance.  
Prerequisite: MGT 111 or consent of instructor.

**MGT 160 Principles of Supervision (3-0) 3 hrs.**

Introduces the responsibilities of the first or second echelon supervisor in either the industrial or administrative environment. Leadership qualities, human relations skills, motivation, communications, training techniques, and problems of the work group are discussed.

**MGT 167 Records Management (3-0) 3 hrs.**

Includes the study and analysis of what records to keep, how to store them, how to find them quickly when needed, and how to apply the criteria for determining their disposition or retention.

**MGT 168 OSHA Standards and Compliance Procedures (3-0) 3 hrs.**

Development of skills and competencies needed in instituting proper occupational safety and health environment in commercial and manufacturing business establishments for compliance with federal OSHA standards.

**MGT 170 Principles of Individual Financial Planning (3-0) 3 hrs.**

Introduces investment principles, methods and opportunities of personal investments. The course deals with the markets, stocks and bonds, investment funds, and insurance with emphasis on starting a personal portfolio.

**MGT 218 Introduction to Finance (3-0) 3 hrs.**

Methods of financing business enterprises and their relationships to personal and company investment policies.  
Prerequisite: ACC 101 and MGT 111.

**MGT 225 Applied General Statistics (3-0) 3 hrs.**

Introduces both descriptive and inductive statistics. Collection of data; frequency distributions and measures of data; frequency distributions and measures of location (mean, median, mode); measures of variation; probability, theoretical distributions including sampling distributions, estimation, tests of hypotheses; correlation, regression analysis and index numbers; and time series.  
Prerequisite: MTH 124.

**MGT 226 Elementary Quantitative Methods (3-0) 3 hrs.**

Introduces quantitative methods as applied to business problems. The standard gamble, the payoff matrix, and problems of uncertainty and risk; formulating and defining business problems for quantitative solutions.

**MGT 265 Personnel Management (3-0) 3 hrs.**

Personnel problems and labor relations. Employment techniques, wages and hours, job evaluation, training, rating, collective bargaining, pensions, and fringe benefits.  
Prerequisite: MGT 270 or consent of instructor.

**MGT 267 Office and Administrative Management (3-0) 3 hrs.**

Application of fundamental management practices to administrative type work both in the "office" and throughout the organization. Planning, organizing, and controlling business services, systems and procedures, office automation, cost reduction, and human relations practices.  
Prerequisite: MGT 270 or consent of instructor.

**MGT 270 Principles of Management (3-0) 3 hrs.**

Presents the theory and major functions of management and describes the role of the manager. Major concepts in organization are developed along with an understanding of the decision-making process and consideration of the human factor in management.  
Prerequisite: MGT 111 or MGT 160.

**MGT 274 Industrial Management (3-0) 3 hrs.**

Introductory course in industrial management stressing operational problems. The characteristics of industrial enterprise, the problems of materials procurement, plant organization and layout, labor relations and personnel policies, efficiency techniques, automation, and production development are considered. Related problems of inventory control, quality control, production control, and budgetary control are included.  
Prerequisite: MGT 270 or consent of instructor.

**MGT 275 Labor-Management Relations (3-0) 3 hrs.**

Deals with the processes and the framework that influence both the day-to-day and the long-run relationships between management and labor. The history of the union movement, collective bargaining, arbitration procedures, labor legislation, union organization, and the characteristics of the labor market are discussed.  
Prerequisite: MGT 270 or consent of instructor. (Prior or concurrent enrollment in ECO 201 recommended.)

**MGT 280 Human Relations in Business (3-0) 3 hrs.**

Emphasizes a managerial and interpersonal relations process approach to problem solving, communication, and group dynamics. Specific treatment is given to managing change, appraisal and reward, solving communication problems, status needs of the work force, understanding individuals, group dynamics, and reducing conflict.  
Prerequisite: MGT 160 or MGT 270.

**MGT 291 Problems in Management and Supervision (3-0) 3 hrs.**

Provides the student with a logical integration of management principles with representative supervisory problems found in business firms. Emphasis is given to decision making. Case problems, simulation, and directed reading.  
Prerequisite: MGT 160 and MGT 270, or consent of the instructor. (Prior or concurrent enrollment in ECO 201 is recommended.)

**Marketing**

**MKT 106 Merchandising of Furnishings and Softline Goods (3-0) 3 hrs.**

Focuses upon retailing of furnishings, apparel and other softline merchandise including the role and qualifications of the buyer and the influence of consumer preference. Includes budgeting by dollars and assortment, pricing strategy, managing assortments, the selection and promotion of merchandise, and the coordination of merchandising functions and processes.

**MKT 109 The Retail Food Distribution Industry (2-0) 2 hrs.**

Studies the mass retail food distribution industry with major emphasis on the supermarket. Topics to be included are history and economic development of retail food distribution, problems and practices in supermarket organization and management, current issues confronting the industry, and the future role of the retail food distribution industry.

**MKT 140 Salesmanship (3-0) 3 hrs.**

General salesmanship involving factors of successful selling of goods or ideas. Buying motives, sales psychology, customer approach, and sales techniques.

**MKT 141 Sales Management (3-0) 3 hrs.**

Focuses on the responsibilities of the sales executive as he plans and evaluates sales activities as well as supervises a sales force. Attention is given to the administrative activities of sales managers at all levels with emphasis directed to the management of sales forces of manufacturers, service marketers, and wholesaling middlemen.  
Prerequisite: MKT 140 or consent of coordinator.

**MKT 215 Supermarket Operations (3-0)**

Operational aspects of the supermarket, including planning, organizing, and controlling the use of capital, personnel, equipment and facilities, work methods, departmental operations, store security, housekeeping, supply control, sanitation safety, scheduling, front-end management, cash control, and customer service.  
Recommended prerequisite: MKT 109.

**MKT 216 Supermarket 3 hrs.****Merchandising (3-0)**

Merchandising techniques as applied to the supermarket, including the store manager's merchandising responsibilities, analysis of profit centers, customer motivation, consumer dynamics, product information, space management in store sales, promotion and displays, inventory control, pricing, advertising, brand management, creative merchandising in specific departments, and increasing departmental as well as store sales and profits. Recommended prerequisite: MKT 109.

**MKT 217 Advertising (3-0) 3 hrs.**

Purposes of advertising, how advertisements are prepared and delivered in media, and how effectiveness of advertising is measured and evaluated in relation to the selling and marketing process.

Prerequisite: MKT 245 or consent of instructor.

**MKT 240 Advanced Sales Skills (3-0) 3 hrs.**

Develops and refines sales skills established in previous course work and/or on-the-job experience. Through role playing and simulated sales presentations, opportunities will be offered to apply specific selling skills to various situations and product categories.

Prerequisite: MKT 140 or consent of coordinator.

**MKT 245 Principles of Marketing (3-0) 3 hrs.**

Principles and methods involved in distribution of goods and services. Role and functions of marketing institutions in business system. Product, price, promotion, and distribution channel policies.

Prerequisite: MGT 111. Prior or concurrent enrollment in ECO 200 or ECO 201 recommended.

**MKT 246 Industrial Marketing (3-0) 3 hrs.**

Provides a comprehensive understanding of industrial marketing by analyzing concepts and techniques in each of the major functional areas of industrial marketing. Topics to be investigated would include market development, product planning, price competition, promotional strategies, customer relations and marketing logistics.

Prerequisite: MKT 245 or consent of coordinator.

**MKT 247 Consumer Buying Behavior (3-0) 3 hrs.**

Reviews and analyzes areas of consumer and organizational buying behavior that guide marketing management decisions. The focus of this course will be directed toward the application of concepts on buying behavior to specific functional areas of marketing management in both the industrial and consumer markets.

Prerequisite: MKT 245 or consent of coordinator.

**MKT 250 Retailing (3-0) 3 hrs.**

Survey of types of retail institutions, including consideration of store location and organizational procedures, buying and merchandising practices, promotional and personnel policies.

Prerequisite: MKT 245 or consent of coordinator.

**MKT 251 Retail Merchandise Management (3-0) 3 hrs.**

Emphasizes the nature and importance of retail merchandise management to the success of the retail firm. The buyer's role and activities are considered. Main thrust in the areas of merchandise assortment planning; models for merchandise management; retail pricing strategies and policies; and retail operating statement analysis.

Prerequisite: MKT 106 or MKT 250.

**MKT 280 Marketing Problems (3-0) 3 hrs.**

Designed for the marketing mid-management major unable to participate in the sophomore internship phase of the curriculum. The focus of attention will be on the application of marketing skills and knowledge to marketing problems, case studies, projects, decision-making simulation, and independent study. This course should be one of the last courses taken in the sequence.

Prerequisite: Completion of six credit hours in marketing courses and consent of coordinator.

**MKT 281 Marketing Management Seminar and Internship I (1-15) 3 hrs.**

Principles, practices, and areas of decision making relative to price, product, promotion, and distribution policies of various types of marketing organizations. Restricted to students in marketing management occupational programs. Part of the credit given for participation in supervised cooperative work experience in a college approved training station. One lecture hour per week for seminar.

**MKT 282 Marketing Management Seminar and Internship II (1-15) 3 hrs.**

Continues MKT 281.

Prerequisite: MKT 281 or consent of coordinator.

**MKT 283 Marketing Management Seminar and Internship III (1-15) 3 hrs.**

Continues MKT 282.

Prerequisite: MKT 282 or consent of coordinator.

## Material Management

### **MAT 101 Fundamentals of Material Management (3-0) 3 hrs.**

Provides an introduction and overview to the field of material management and physical distribution. Topics covered include production and inventory control, purchasing, transportation, warehousing and materials handling, order processing, communications, and problems and issues related to the field.

### **MAT 120 Production Control Concepts (3-0) 3 hrs.**

Describes the development, scope, and objectives of production control. Specific attention will be given to scheduling, control, critical path, machine loading, materials requirements planning, and other techniques, functions, and activities which are implicit in this aspect of material management operations. Prerequisite: MAT 101 or consent of coordinator.

### **MAT 121 Principles of Physical Distribution (3-0) 3 hrs.**

Movements of goods from production to delivery to distribution channel intermediaries. Attention is focused upon distribution channels, traffic management, warehousing, inventories, organization, control, and communication. Heavy emphasis is given to distribution system design and distribution system analysis. Prerequisite: MAT 101 or consent of coordinator.

### **MAT 122 Inventory Control for Material Managers (3-0) 3 hrs.**

Overview of the dynamics of managing inventory in the constantly changing industrial and commercial environment. Topics include forecasting sales and inventory requirements, computer applications to inventory control problems, building inventory models, simulation, and the relationships of inventory control to marketing management and production control. Prerequisite: MAT 101 or consent of coordinator.

### **MAT 123 Traffic and Transportation (3-0) 3 hrs.**

Overview of transportation systems and the impact on cost and service that each system provides. Examines costs in various modes and routings. Reviews operational aspects of the transportation function.

### **MAT 124 Material Handling and Packaging (3-0) 3 hrs.**

Presents material handling and packaging as tools for use in a total system of material management. Material handling concepts include palletization, containerization, conveyor systems, fully automated warehousing, and

integrated production lines. Packaging is treated as a function with ramifications far beyond the mere protection of a product.

Prerequisite: MAT 101 or consent of coordinator.

### **MAT 125 Purchasing (3-0) 3 hrs.**

Nature and importance of the procurement function in modern business organizations. Principles, tools, methods, and techniques employed for the acquisition of materials, supplies and equipment.

Prerequisite: MAT 101 or MKT 245.

### **MAT 220 Advanced Production Control (3-0) 3 hrs.**

Continues MAT 120. Production forecasting, shop loading, capacity planning, shop floor control techniques, and short interval scheduling are considered, as well as job shop versus continuous flow systems. Further attention is devoted to materials requirements planning.

Prerequisite: MAT 120 or consent of coordinator.

### **MAT 221 Distribution Center Operations (3-0) 3 hrs.**

Continues MAT 121. Concepts of warehousing, location strategies, and techniques.

Administrative aspects, including order processing, recordkeeping, computerization, and control, will be covered. Includes a project on warehousing layout and design.

Prerequisite: MAT 121 or consent of coordinator.

### **MAT 223 Transportation Law (3-0) 3 hrs.**

Examines the law especially as it pertains to transportation-related activities. Topics include bills of lading, claims, rate structures, storage in transit, private carriage, contract carriers, and import/export operations.

Recommended prerequisite: MAT 123.

### **MAT 224 Advanced Material Handling and Warehousing (3-0) 3 hrs.**

Continues MAT 124. Material handling ramifications for warehousing, shipping, and receiving operations are considered. Plant layout, facility layout, automated warehousing, and equipment (mobile, racks, conveyors, and other specialized types) are considered.

Prerequisite: MAT 124 or consent of coordinator.

### **MAT 225 Practice of Regulatory Agencies (3-0) 3 hrs.**

Describes the history and practices of regulatory agencies impacting upon the transportation field. The structuring of rates and tariffs is also considered.

Recommended prerequisite: MAT 123.

**MAT 226 Material Requirements Planning (MRP) (3-0) 3 hrs.**

Covers computer-based Material Requirements Planning (MRP) systems, important to modern material management. Focuses on using MRP systems to reduce inventories, set priorities, initiate orders, purchase requirements, and develop master production schedules. Prerequisite: MAT 122 or consent of coordinator.

**MAT 228 Finance for Material Managers (3-0) 3 hrs.**

Blends managerial accounting concepts pertinent to material managers with distribution cost analysis techniques. Factors influencing capital outlay decisions such as ROI, present value, make or buy, depreciation, and tax considerations are considered. Prerequisite: ACC 102.

**MAT 259 Advanced Purchasing (3-0) 3 hrs.**

Continues MAT 125. Emphasis to be given to managerial aspects of purchasing, contract negotiation and administration, and speculative purchasing. Prerequisite: MAT 125.

**MAT 280 Material Management Policy (3-0) 3 hrs.**

Seminar-type course designed to integrate material management concepts developed throughout the Material Management sequence. Broad higher-level management concerns and current topics relative to the material management function are developed. Should be one of the last courses taken by Material Management majors. Prerequisite: 11 credit hours in MAT course work or consent of coordinator.

## Mathematics

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**MTH 094 Arithmetic (3-0) 3 hrs.**

Review of standard arithmetic symbols and operations to establish meaningful recall of the number relationships. Includes study of the decimal system as well as theory and drill in addition, subtraction, multiplication, and division of whole numbers, common fractions, and decimal fractions. Percent, measurement, and problem solving may be included. Offered through the Learning Laboratory. Not recommended for students with previous algebra courses.

**MTH 095 Elementary Algebra (3-0) 3 hrs.**

Signs, symbols, and operations needed for other courses in mathematics and science are introduced. Basic topics include: introduction to sets, signed numbers, linear equations, exponents, polynomials, factoring, graphing, and quadratic equations. Equivalent to first year high school algebra. May be offered through the

Learning Skills Laboratory. Not recommended for those who have passed high school algebra within the past five years.

**MTH 096 Geometry (3-0) 3 hrs.**

Concepts of Euclidean geometry, including lines, angles, polygons, and circles. Offered through the Learning Skills Laboratory. Prerequisite: One year of high school algebra with grade of "C" or better or MTH 095 with grade of "C" or better.

**MTH 102 Intermediate Algebra (4-0) 4 hrs.**

Introduces roots of quadratic equations, complex numbers, rational exponents, radicals, logarithms, inequalities, and the binomial theorem. Prerequisite: MTH 095 and MTH 096 or equivalent.

**MTH 103 College Algebra (3-0) 3 hrs.**

Develops topics of functions, determinants, matrices, sequences, progressions, permutations and combinations. Introduces the theory of equations. Prerequisite: MTH 102 or equivalent with grade of "C" or better.

**MTH 104 Plane Trigonometry (3-0) 3 hrs.**

Develops trigonometric functions and relations, solutions of triangles, complex numbers, identities, equations and applications. Prerequisite: MTH 102 or equivalent with grade of "C" or better.

**MTH 105 Analytic Geometry (4-0) 4 hrs.**

Develops rectangular and polar coordinate systems, the straight line and conic sections. Introduces vectors, coordinate transformations, parametric equations and analytic geometry in three dimensions. Prerequisite: MTH 103 and MTH 104 or equivalent with grade of "C" or better.

**MTH 106 Mathematics I (5-0) 5 hrs.**

Introduces topics in algebra, vectors, trigonometry, and problem solving by computer using FORTRAN or BASIC language. For students in Electronics Technology or Mechanical Engineering Technology. Prerequisite: Two years of high school mathematics or consent of instructor.

**MTH 107 Mathematics II (5-0) 5 hrs.**

Continues MTH 106 with additional topics in trigonometry, analytic geometry, logarithms, differential and integral calculus. Prerequisite: MTH 106 with grade of "C" or better or consent of instructor.

**MTH 110 Laboratory Mathematics (3-0) 3 hrs.**

Develops techniques of mathematics and applies them to practical problems which arise in chemistry, life science, and the clinical

laboratory.

Prerequisite: MTH 095 or equivalent with grade of "C" or better.

**MTH 120 Introduction to Modern Mathematics (3-0) 3 hrs.**

Introduces sets, logic, numeration systems, and probability. Reviews selected topics in algebra and geometry. A general education course in mathematics.

Prerequisite: MTH 095 and MTH 096, or equivalent with grade of "C" or better.

**MTH 124 Finite Mathematics (3-0) 3 hrs.**

Develops the mathematics of simple models in behavioral, social, and management sciences. Studies applications of set theory, vectors and matrices, linear programming, combinations, probability spaces, Markov chains, and game theory with computer assistance.

Prerequisite: MTH 102 with grade of "C" or better, or consent of instructor.

**MTH 134 Calculus for Social Scientists (4-0) 4 hrs.**

Develops in intuitive approach to concepts of differential and integral calculus. Applies these concepts to problems in social, behavioral, and management sciences. Not for physical science or mathematics majors.

Prerequisite: MTH 103, with grade of "C" or better, or consent of instructor.

**MTH 165 Elementary Statistics (3-0) 3 hrs.**

Introduces representation and analysis of data statistical inference, sampling distribution of means, regression and correlation analysis, and probability. Demonstrates use of statistics in education, business, natural and social sciences.

Prerequisite: MTH 102 with grade of "C" or better, or consent of instructor.

**MTH 201 Calculus I (5-0) 5 hrs.**

Studies differentiation of elementary and transcendental functions with applications to geometry, physics, and other sciences. Introduces the definite integral.

Prerequisite: MTH 105 with grade of "C" or better or high school equivalent.

**MTH 202 Calculus II (5-0) 5 hrs.**

Continues MTH 201. Emphasis on the definite integral. Includes techniques of integration, vectors, parametric equations, partial differentiation, multiple integration, and series, with applications for science and engineering.

Prerequisite: MTH 201 with grade of "C" or better.

**MTH 203 Linear Algebra (3-0) 3 hrs.**

Introduces vector spaces, linear dependence bases, and transformations using systems of linear equations, matrices and determinants.

Studies geometric and physical applications.

Prerequisite: MTH 201 or concurrent enrollment, or consent of instructor.

**MTH 206 Mathematics II (3-0) 3 hrs.**

Continues MTH 107. Introduces differential equations and LaPlace transforms. For students in Electronics Technology.

Prerequisite: MTH 107 with grade of "C" or better, or consent of instructor.

**MTH 208 FORTRAN Computer Programming (2-2) 3 hrs.**

Computer programming using the language FORTRAN.

Prerequisite: MTH 103 or MTH 107 with grade of "C" or better, or consent of instructor.

**MTH 212 Differential Equations (3-0) 3 hrs.**

Continues MTH 202. Emphasizes solutions of first order differential equations, linear differential equations, special second order equations, and series solutions. Studies selections from these topics: LaPlace transforms, Fourier series, numerical methods, and applications of matrix algebra.

Prerequisite: MTH 202 with grade of "C" or better.

**MTH 215 Introduction to Computer Science (3-0) 3 hrs.**

Computer arithmetic and error analysis, machine organization, storage and retrieval data, numerical methods, data structures and problem analysis; numeric and non-numeric applications.

Prerequisite: Working knowledge of a programming language and MTH 103 or MTH 107. MTH 208 or comparable language programming course is recommended preparation for this course.

## Mechanical Engineering Technology

**MET 101 Elements of Drafting (1-5) 3 hrs.**

Lettering, orthographic projection, dimensioning, auxiliary views, shop drawings, free-hand sketching, and methods of reproducing drawings.

**MET 102 Technical Drafting (1-5) 3 hrs.**

Lettering, orthographic projection, size and location, dimensioning, surface finishes, auxiliary views, sketching, diazo printing techniques.

Corequisite: EGR 100 or consent of instructor.

**MET 103 Descriptive Geometry (0-6) 3 hrs.**

Analysis of common geometrical magnitudes of points, planes, and curved surfaces. Includes rotations, auxiliary views, developments, and nomography. Applications of geometrical

methods in projections, assemblies, and details.  
Prerequisite: MET 102, MTH 106, or consent of instructor.

**MET 104 Statics (3-0) 3 hrs.**

Resultants of force systems; algebraic and graphical conditions of equilibrium of force systems; analysis of forces acting on members of trusses, frames, etc.; forces due to friction; centroids.

Prerequisite: MTH 106 or consent of instructor.

**MET 105 Basic Machine Shop (1-5) 3 hrs.**

Fundamentals of machine shop theory and practices. Familiarization with tools, equipment, and practices of tool, die, and precision metal working industries. Students make working tools and fixtures.

**MET 108 Manufacturing Processes and Materials (3-0) 3 hrs.**

Materials, principles, utilization, expectations, and evaluation of principal manufacturing processes. Manufacture of metals and alloys. Iron and steel types and classification systems. Machinability, cutting fluids, and power requirements. Elements of metrology. Production and facilities planning.

Prerequisite: MTH 106 or concurrent enrollment, or consent of instructor.

**MET 110 Basic Welding (1-5) 3 hrs.**

Fundamentals of welding theory and practices. Includes equipment, set-up procedures and practice of oxyacetylene and electric arc welding techniques. Students will practice welding of various horizontal joints; butt; fillet; lap and tent.

**MET 111 Quality Control (3-0) 3 hrs.**

Techniques of establishing and maintaining quality of product, including statistical quality control applications.

Prerequisite: MTH 107 or consent of instructor.

**MET 201 Mechanisms (3-3) 4 hrs.**

Fundamentals of displacement, velocity, and acceleration of rigid bodies as a basis for the study of the kinematics of mechanisms. Motion analysis of cams, gears, and linkages. Study of conjugate shapes and gear tooth development.

Prerequisite: MTH 107 or consent of instructor.

**MET 202 Advanced Technical Drafting (1-5) 3 hrs.**

Orthographic considerations of mechanical and tooling systems, limit and tolerance dimensioning, sketching, product illustration, and assembly drafting presentations; tooling details, fixtures and jigs, and empirical data diagrams.

Prerequisite: MET 102.



**MET 204 Strength of Materials (3-0) 3 hrs.**

Elastic and inelastic relationships between external forces (loads) acting on deformable bodies and stresses, and deformations produced; tension and compression members; members subjected to torsion and bending, buckling (columns); combined stresses; and influence of properties of materials.

Prerequisite: MTH 107, MET 104, or consent of instructor.

**MET 205 Advanced Machine Shop (1-5) 3 hrs.**

Advanced application of machine shop theory and practice. Use of equipment such as lathes; O.D. and I.D. grinders; tool grinder; mills; and study of production machining, feed and speed application and quality control techniques are included.

Prerequisite: MET 105 or consent of instructor.

**MET 206 Metallurgy and Heat Treatment (1-3) 2 hrs.**

Selected principles and concepts of physical metallurgy. Principles are applied to heat treatment of metals.

Prerequisite: MET 108 or consent of instructor.

**MET 207 Machine Design (2-6) 4 hrs.**

Design principles applied to machine elements with respect to size, shape, material, geometry, environment, and economy. Clutches, brakes, belts, chains, fasteners, gear shafts, and gears. Emphasis on principles and calculations necessary to determine fits, stresses, loads, deformations, economy, and finishes.

Prerequisite: MET 201, MET 204, and MET 206.

**MET 209 Applied Digital Control (2-3) 3 hrs.**

Principles and techniques of digital control as applied to mechanical machines. Consists of topics such as control logic and algebra, control sensors and logic devices (both mechanical and electrical), and applications of elements to the solution of control problems.

Prerequisite: MTH 107 or consent of instructor.

**MET 210 Advanced Welding (1-5) 3 hrs.**

Advanced welding theory and practice. Includes discussions of equipment, setup procedures and practice of unusual positions in welding using oxyacetylene, electric arc, MIG and TIG techniques. Students will practice welding in various unusual positions on joints such as Butt and Fillet, also practice welding pipe, and Bearing Journal Surfaces.

Prerequisite: MET 110 or consent of instructor.

**MET 211 Process Planning and Tool Design (3-3) 4 hrs.**

Selected topics in the control of the manufacturing process; the analysis and organization of manufacturing steps, operation sheets; the economics of industrial operations; economic justification of equipment purchase/

lease; tool, fixture, and work place design.

Prerequisite: MTH 106 and MET 108, or consent of instructor.

**MET 215 Fluid Power (3-0) 3 hrs.**

Technology of the transmission and storage of energy by means of pressurized fluids, both compressible and incompressible.

Prerequisite: MTH 107 and MET 104, or consent of instructor.

**Music****MUS 100 Introduction to Music Careers (1-0) 1 hr.**

Issues relating to the successful pursuit of a career in music. Recommended for anyone pursuing a professional music career.

**MUS 101 Fundamentals of Music Theory (3-0) 3 hrs.**

Suitable for pre-teachers and non-music majors. Provides background to interpret and understand language of music through study of notation, rhythm, scales, intervals, triads, cadences, basic forms, and musical terms. Students prepared for study of harmony and for practical music activity.

**MUS 103 Music Appreciation (3-0) 3 hrs.**

Surveys music from primitive to modern times through listening to outstanding examples of the various methods, with explanations of content and structure. Vocal and instrumental works, examples of folk music, church music, and symphonic forms for non-music majors.

**MUS 104 Introduction to American Music (3-0) 3 hrs.**

For non-music majors. Develops a stylistic frame of reference for judging popular music. Surveys characteristic elements of jazz, rhythm and blues, popular music, and their relation to western classical music.

**MUS 111 Theory of Music I (3-0) 3 hrs.**

Provides intensive training in the fundamentals of musicianship, dealing principally with mechanical aspects of music: clefs, notation, scales, intervals, meters, rhythm, etc. Analysis and composition procedures of the Common Practice Period.

Corequisite: MUS 115.

**MUS 112 Theory of Music II (3-0) 3 hrs.**

Harmony, counterpoint, and analysis, with emphasis on 18th and 19th century techniques; basic principles of art of musical composition. Written assignments, historical examples, individual research problems, and complete process of writing, preparing, and bringing to performance with voices and instruments specific individual and group projects in musical composition.

Prerequisite: MUS 111.

Corequisite: MUS 116.



<b>MUS 115 Aural Skills I (0-2)</b> Develops skills in melodic, harmonic, and rhythmic dictation and sight singing. Corequisite: MUS 111.	1 hr.	<b>MUS 162 Brass Instrument Class I (1-2)</b> 2 hrs. For students who have had no experience playing an orchestral or band instrument, and for instrumentalists already proficient but who desire to learn to play several instruments. May be repeated up to a maximum of 4 credit hours.
<b>MUS 116 Aural Skills II (0-2)</b> Develops skills in melodic, harmonic, and rhythmic dictation, and sight singing. Corequisite: MUS 112.	1 hr.	<b>MUS 163 Percussion Instrument Class I (1-2)</b> 2 hrs. For students who have had no experience playing an orchestral or band instrument, and for instrumentalists already proficient but who desire to learn to play several instruments. May be repeated up to a maximum of 4 credit hours.
<b>MUS 120 Introduction to Music Literature (3-0)</b> A survey of the styles, periods, literature, and personalities in each of the commonly accepted music periods, with primary emphasis on hearing music of each style.	3 hrs.	<b>MUS 165 Class Piano (1-2)</b> 2 hrs. Similar to MUS 161. For students who desire a rudimentary knowledge of the keyboard and playing skills sufficient to cope with simple, practical situations. Emphasis on tonal notation, rhythmic notation, harmonization, transposition, sight reading, improvisation, ensemble playing, and basic piano literature.
<b>MUS 130 Choir (0-3)</b> Mixed-voice chorus for average or above-average ability. Fundamentals of good choral diction and tone developed in choral works of various styles and types. May be repeated up to maximum of 4 credit hours. Prerequisite: Consent of instructor.	1 hr.	<b>MUS 166 Class Piano (1-2)</b> 2 hrs. Continues MUS 165. Prerequisite: MUS 165 or proficiency examination.
<b>MUS 136 Community Chorus (0-3)</b> Variety of choral experience including larger choral works such as oratorios and cantatas, and selection from grand opera, comic opera, and musical comedy. May be repeated up to a maximum of 4 credit hours.	1 hr.	<b>MUS 167 Class Guitar (1-2)</b> 2 hrs. Similar to MUS 161. For students who desire to learn to play the guitar. May be repeated up to a maximum of 4 credit hours.
<b>MUS 140 Band (0-3)</b> Open to all students proficient in playing of band instruments. Band music of various types and styles. Sight reading and musicianship stressed. May be repeated up to maximum of 4 credit hours.	1 hr.	<b>MUS 168 String Instrument Class I (1-2)</b> 2 hrs. Similar to MUS 161. For students who desire to learn to play a string instrument. May be repeated up to a maximum of 4 credit hours.
<b>MUS 145 Ensembles (0-3)</b> Ensembles such as string or vocal quartets, brass or voice ensembles, stage bands, madrigal groups, or other combinations. For students with advanced proficiency on an instrument or in voice. To further skills, musical understanding, and enjoyment. May be repeated up to a maximum of 4 credit hours. Prerequisite: Consent of instructor.	1 hr.	<b>MUS 169 Class Voice (1-2)</b> 2 hrs. For students who have no refined skills in vocal technique and who desire to sing. Prerequisite: MUS 101.
<b>MUS 150 Orchestra (0-3)</b> Open to all students proficient in playing of orchestral instruments. Orchestral music of various types and styles. Sight reading and musicianship stressed. May be repeated up to a maximum of 4 credit hours. Prerequisite: Consent of instructor.	1 hr.	<b>MUS 180 - 199 Minor Applied Music Subject (1-6)</b> 2 hrs. Instruction for those majoring in music education, musicology, and for those desiring to improve their skills on a particular instrument. One half-hour lesson per week. Minimum of six hours of practice per week. Jury examination required. May be repeated up to a maximum of 8 credit hours.
<b>MUS 161 Woodwind Instrument Class I (1-2)</b> For students who have had no experience playing an orchestral or band instrument, and for instrumentalists already proficient but who desire to play several instruments. May be repeated up to a maximum of 4 credit hours.	2 hrs.	Flute and Piccolo, 180; Oboe and English Horn, 181; Clarinet, 182; Bassoon and Contra Bassoon, 183; Saxophone, 184; French Horn, 185; Trumpet, 186; Trombone, 187; Baritone, 188; Tuba, 189; Percussion, 190; Violin, 191; Viola, 192; Cello, 193; String Bass, 194; Harp, 195; Piano, 196; Organ, 197; Voice, 198; and Classical Guitar, 199.

**MUS 211 Theory of Music III (3-0)** 3 hrs.  
Studies form, harmonic content, and composition procedures common in works of the 19th century. Review of various analytical approaches that may be applied to this literature. A comprehensive musicianship approach to romantic music.  
Prerequisite: MUS 112.  
Corequisite: MUS 215.

**MUS 212 Theory of Music IV (3-0)** 3 hrs.  
Introduces the multiple styles of the 20th century, beginning with the later works of Richard Wagner. An examination of representative works and possible analytical approaches, with particular emphasis on imitative writing. Comparison of the techniques with later medieval and proto-Renaissance writing.  
Prerequisite: MUS 211.  
Corequisite: MUS 216.

**MUS 215 Aural Skills III (0-2)** 1 hr.  
Develops skills in melodic, harmonic, and rhythmic dictation and sight singing.  
Corequisite: MUS 211.

**MUS 216 Aural Skills IV (0-2)** 1 hr.  
Develops skills in melodic, harmonic, and rhythmic dictation and sight singing.  
Corequisite: MUS 212.

**MUS 223 Instrumental Literature (3-0)** 3 hrs.  
A survey of the music literature available for performance by musical instruments, excluding keyboard instruments and voice.

**MUS 224 Keyboard and Vocal Literature (3-0)** 3 hrs.  
Survey of music literature available for performance by keyboard and voice, including opera.

**MUS 265 Class Piano (1-2)** 2 hrs.  
Continues development of skills begun in MUS 165 and MUS 166. Greater emphasis on keyboard harmony, ensemble playing, and jazz improvisation.  
Prerequisite: Two semesters of class piano or proficiency examination.

**MUS 266 Class Piano (1-2)** 2 hrs.  
Continues MUS 265.  
Prerequisite: Three semesters of class piano or proficiency examination.

**MUS 280 - 299 Major Applied Music Subject (2-12)** 4 hrs.  
Instruction for those desiring to become professional performers. One hour lesson per week. Minimum of twelve hours of practice per week. Jury examination required. May be repeated up to a maximum of 16 credit hours.  
Prerequisite: Successful audition.

Flute and Piccolo, 280; Oboe and English Horn, 281; Clarinet, 282; Bassoon and Contra Bassoon, 283; Saxophone, 284; French Horn, 285; Trumpet, 286; Trombone, 287; Baritone, 288; Tuba, 289; Percussion, 290; Violin, 291; Viola, 292; Piano, 296; Organ, 297; Voice, 298; and Classical Guitar, 299.

## Numerical Control

**NMC 101 Introduction to Numerical Control (2-0)** 2 hrs.

Survey information on numerical control. Advantages and applications of numerical control. Tapes, tape coding, tape readers, and control system theories. Cartesian coordinate machine tool axis designations. Introduction to manual and computer programming for numerically controlled machines, techniques, and application of computers to monitoring conventional machine systems. Basic manual programming of point-to-point numerical control machines.

**NMC 105 Part Programming I (2-2)** 3 hrs.  
Manual programming of point-to-point and contouring systems. Discussion and practice in programming of various manufacturers' equipment. Includes running programs on N/C lathe and mill.

**NMC 201 Numerical Controlled Machining (1-4)** 3 hrs.

Numerical control machines, with emphasis placed upon their application, maintenance, and justification. Practices in process planning, tooling, and fixturing techniques will be discussed and applied.  
Prerequisite: MET 105 or consent of instructor.

**NMC 214 Computer Graphics (1-4)** 3 hrs.  
Numerical controlled drafting machine, with aid of computer, used to develop various phases of working drawings. Emphasis on phases of working drawings more efficiently done by graphic display equipment.  
Prerequisite: MET 102 or consent of instructor.

**NMC 215 Part Programming II (2-2)** 3 hrs.  
Programming for numerically controlled metalcutting machines using AD-APT. Student will utilize PATTERN, COPY, TRACUT AND LOOP features. Introduction to interactive N/C languages.

**NMC 216 Part Programming III (2-2)** 3 hrs.  
Continues NMC 215. Advanced problems in APT and AD-APT using TRACUT, REFSYS, and TABCYL features, multi-axis contouring, and efficient use of the languages will be included.  
Prerequisite: NMC 215.

**NMC 220 Special Problems (0-6)** 3 hrs.  
Special projects in numerical control to strengthen specific areas of weakness. Projects to be arranged with instructor before registration.

## **Nursing**

**NUR 101 Nursing Fundamentals (4-15)** 9 hrs.  
Study and practice of principles and fundamental nursing skills basic to the nursing care of patients of all age groups. Human needs basic to all individuals will be identified and assessed. Accomplishment of these fundamental skills in the simulated setting will precede application in the clinical setting.

**NUR 102 Nursing Care of Hospitalized Patients (4-15)** 9 hrs.  
Study and concurrent practice of methods of nursing intervention for hospitalized patients of all ages. Discusses parenting and common physical health interferences on basic physical and emotional needs. Emphasizes skills needed to: (1) identify the effects of the patient's physical condition on his or her physical and emotional needs and those of the patient's family, and (2) assure implementation of the plan of care.  
Prerequisite: NUR 101, PSY 101, and BIO 135 or BIO 160.

**NUR 103 Nursing Survey I (1-0)** 1 hr.  
Surveys nursing roles including consideration of the following: evaluation of nursing; patterns of health care delivery; members of the nursing team, including students; the relationship of the nursing team to the health team; ethical and legal responsibilities of all levels of nurses and the organizations which represent them; legal implications of licensure for practical and registered nurses; current world health problems as compared to health problems in this community; the need for continued education to maintain competence; and the responsibility of all nurses to become involved in community activities as educated persons.

**NUR 104 Nursing Field Experience (0-12)** 4 hrs.  
Application of knowledge and skills obtained through the study of nursing and supportive courses to the direct care of patients with common physical health problems and emotional needs. Opportunity for experience as a member of a nursing care team, assuming the role and responsibilities of the practical nurse, under the supervision of an instructor, will be provided. The student will have opportunity to develop the technical skills required of the practical nurse in providing care for patients of all age levels with common health problems and emotional needs.  
Prerequisite: NUR 102 and NUR 103, BIO 136 or BIO 161, and PSY 216.

**NUR 201 Advanced Nursing I (4-12)** 8 hrs.  
Application of the nursing process as it is utilized to assist individuals from a variety of age groups experiencing physical problems to their level of optimum wellness. Concurrent practicum will provide opportunity for the assessment of needs and the planning, provision and evaluation of direct patient care based on the needs identified.  
Prerequisite: NUR 102, BIO 161, and PSY 216.

**NUR 202 Advanced Nursing II (4-12)** 8 hrs.  
Provides theory and concurrent practice in the care of patients hospitalized for acute, chronic and psychological illness. Focuses on identifying subtle clues to unmet human needs, and developing an effective plan of care treating the patient both as an individual and as a member of a family. Develops communication skills and techniques as group dynamics in supervising and coordinating others in providing direct care to patients. Emphasizes the importance of the promotion of optimum wellness.  
Prerequisite: NUR 201, NUR 203, and BIO 130.

**NUR 203 Nursing Survey II (1-0)** 1 hr.  
Surveys current issues and responsibilities in nursing. Content will include: current trends in nursing and the implications for the registered nurse; provisions of the nurse practice act in the State of Illinois and other states; the legal implications of licensure as a registered nurse; ethical responsibility; self-development through continuing education and participation in nursing organization; the responsibility of the nurse as an educated member of a community; and management principles.  
Prerequisite: NUR 103.

## **Operating Room Technician**

**ORT 101 Operating Room Techniques I (6-0)** 6 hrs.  
Fundamentals of operating room techniques involving the principles of sterile technique in relation to the pre-operative, operative, and post-operative care of the surgical patient. Introductory principles of micro-biology are included in relation to surgical asepsis.  
Prerequisite: Admission into the Operating Room Technician program.

**ORT 102 Operating Room Techniques II (6-0)** 6 hrs.  
Continues ORT 101. Provides the student with the principles and techniques used to prepare for and assist with common operative procedures within various surgical specialties. Included is the use of anesthesia and its effects on the surgical patient.  
Prerequisite: ORT 101, ORT 111, HSC 112 and BIO 135 or BIO 160.

**ORT 103 Operating Room** 6 hrs.**Techniques III (0-4)**

Continues ORT 102. Provides the student with the principles and techniques used to prepare for and assist with common operative procedures within the specialties of thoracic, cardiovascular, and neuro surgery. An introduction to nursing procedures related to care of the surgical patient is also provided. Prerequisite: ORT 102, ORT 112, BIO 136 or BIO 161, and PSY 101.

**ORT 111 Clinical Hospital** 5 hrs.  
**Practicum I (0-15)**

Students will actively participate as members of the surgical team in local hospitals. Under supervision, they will develop the fundamental skills required of the operating room technician in the care of the surgical patient before, during, and immediately following surgery. Prerequisite: Admission into the Operating Room Technician program.

**ORT 112 Clinical Hospital** 6 hrs.  
**Practicum II (0-18)**

Continues ORT 111. Students will participate as members of the surgical team in preparing for and assisting with common operative procedures within various surgical specialties. Supervised experience will be provided in emergency and out-patient departments for the observation of out-patient care. Prerequisite: ORT 101, ORT 111, HSC 112, and BIO 135 or BIO 160.

**ORT 113 Clinical Hospital** 7 hrs.  
**Practicum III (0-20)**

Continues ORT 112. Students will observe and participate as members of the surgical team in preparing for and assisting with common operative procedures within the specialties of thoracic, cardiovascular, and neuro surgery. Supervised experience in performing certain basic nursing skills related to the surgical patient is provided.

Prerequisite: ORT 102, ORT 112, BIO 136 or BIO 161, and PSY 101.

**Park and Grounds Operation Management****PKM 100 Introduction to Park** 1 hr.  
**Management (1-0)**

Introduces the student to the field of park and grounds operation management. Major emphasis directed toward the history of park development and the past and present concepts of recreation.

**PKM 101 Ornamental Plants (3-3)** 4 hrs.

Identification, growth habits, cultural requirements, and the use of ornamental shrubs, trees, vines, ground covers and

herbaceous plants adapted to Illinois and the Midwestern area.

Prerequisite: PKM 111 or consent of instructor.

**PKM 102 Plant Diseases and Pests (3-3)** 4 hrs.

Identification, prevention and control of insects, diseases and pests significant to the turf, soils and plant materials found in parks and other landscape areas.

**PKM 110 Soil Science (3-3)** 4 hrs.

Studies the properties and use of soils in relation to plant growth and development. Special emphasis on soil texture, structure, moisture relations, biological activity, organic matter content and plant nutrients as they relate to park management.

**PKM 111 Basic Horticultural Skills (3-3)** 4 hrs.

Designed to develop specialized skills in ornamental horticulture. Major emphasis on balling and burlapping trees and shrubs, bare root planting, use of container-grown stock; propagation of plants by seed, layerage, budding and grafting; and discussion of plant disorders, care and use in parks. Prerequisite: BIO 120.

**PKM 121 Facilities Management (2-3)** 3 hrs.

Details the management of park facilities, including buildings, swimming pools, play equipment, ice rinks, athletic fields and all surfaced areas within the jurisdiction of a park district. Fundamentals of plumbing, masonry and electricity in relation to the function of park structures and landscape installations.

**PKM 140 Grounds Equipment and** 4 hrs.  
**Shop Operation (1-6)**

Operation, maintenance, selection, and care of equipment used in park management. Practical experience in the repair, adjustment and trouble-shooting of engines and other specialized equipment.

**PKM 150 Park Management** 5 hrs.  
**Internship (0-35)**

Internship whereby the first year student can receive field training under the supervision of an experienced park administrator. First year students should receive training in several areas of park and grounds operation management in order to gain practical knowledge and experience in the field.

Prerequisite: Consent of instructor.

**PKM 210 Drainage and Irrigation (2-3)** 3 hrs.

Study of the design and installation of drainage and irrigation systems. Particular attention toward types of systems, materials and costs.

**PKM 212 Turfgrass Science (3-3)** 4 hrs.

Basic characteristics, soil requirements, environmental adaptation, propagation, and

uses of turfgrass. Special emphasis on the establishment of grasses and their identification. The management of established turfgrasses, emphasizing the essential maintenance practices of fertilization, weeds and their control, mowing, aerification, verticutting, renovation, and spraying for disease and insect control. A study of business procedures essential to turfgrass managers including budgeting, recordkeeping, purchasing, and time studies. Prerequisite: PKM 110.

**PKM 214 Principles of Park Design and Construction (3-3) 4 hrs.**

Presents the fundamentals of construction as applied to landscape projects, the use of materials, installation techniques, tools, equipment, structures, surveying, and grading used in landscape construction. Basic drafting techniques and principles of landscape design. Prerequisite: PKM 101 and PKM 110.

**PKM 220 Arboriculture (1-6) 4 hrs.**

Care and management of ornamental trees. Techniques and demonstration of planting, staking, pruning, spraying, fertilizing and general care of shade and specimen trees. Instruction in the techniques of climbing and use of safety equipment, methods of bracing, cabling and guying of trees, cavity repair and surgical practices, and the organization and management of municipal street tree departments. Prerequisite: PKM 111.

**PKM 230 Contracts, Specifications, Estimating (2-3) 3 hrs.**

Emphasizes interpretation of maps, grading plans, construction drawings and landscape design plans especially specifications, cost estimates, and client relationships. Additional topics which deal with land use, land acquisition, park planning, and the legal aspects of park and landscape contracting. Prerequisite: PKM 214.

**PKM 240 Grounds Equipment Power Units (1-6) 4 hrs.**

Explains the operation, repair, servicing and preventive maintenance of power units, electrical systems, power trains, hydraulic systems and associated components commonly found on grounds equipment. Gives special attention to applied mechanical learning experiences similar to those a student can expect to encounter in a grounds equipment service operation. Prerequisite: PKM 140.

**PKM 241 Management of Ice Rink Facilities (2-3) 3 hrs.**

Techniques and procedures in managing ice rink facilities. Presents supervisory role in managing ice rink personnel, scheduling of

facilities, budgetary responsibilities, and maintenance.

**PKM 242 Golf Course Management (3-3) 4 hrs.**

Planning, design, construction, operation and maintenance of golf courses both public and private. Prerequisite: PKM 121.

**PKM 245 Management of Aquatic Facilities (3-3) 4 hrs.**

Management and practical experience involved in the operation of swimming pools, ponds, lakes and similar bodies of water utilized in the recreation and park industry. Prerequisite: PKM 121.

**PKM 250 Park Management Seminar (1-0) 1 hr.**

Discussions by representatives of the park, landscaping, turf, and related fields to provide the student with new management concepts and practices. Prerequisite: 30 hours credit in PKM courses.

**Philosophy \_\_\_\_\_**

**PHI 105 Introduction to Philosophy (3-0) 3 hrs.**

Principles and problems of philosophy as seen in different schools of thought. Topics: validity of human knowledge; nature of reality; mind and body; free will and determinism; moral and aesthetic values; and religious belief.

**PHI 110 Logic (3-0) 3 hrs.**

Formal reasoning, including language and meaning, deduction and induction, evidence, and the detection of fallacies. Traditional as well as modern modes of analysis.

**PHI 115 Ethics (3-0) 3 hrs.**

Consideration of problems of value and conduct, including the question of the "good life" or happiness; and contemporary moral issues such as war, violence, drugs, racism, crime, and punishment.

**PHI 120 Social and Political Philosophy (3-0) 3 hrs.**

Conceptual and historical analysis of the ideas of justice, liberty, equality, authority, power, law, order, rights and privileges.

**PHI 180 Medical Ethics (3-0) 3 hrs.**

Designed to consider ethical issues related to the health science professions such as professional ethics, science and the person, euthanasia, abortion, human experimentation, the criteria for death, and the rights of patients.

**PHI 205 Religions of the World (3-0)** 3 hrs.  
Introduces one or more Eastern religions (Hinduism, Buddhism, Shinto, Taoism, Confucianism) and one or more Western religions (Old Testament, Judaism, Christianity, Islam); their sacred writings, theologies, institutions, and histories.

**PHI 210 Death and Dying (3-0)** 3 hrs.  
Presents an interdisciplinary approach to the meaning of death. Focuses on biological, psychological, legal, philosophical and religious aspects of the phenomena of death and dying.

**PHI 220 Philosophy of Religion (3-0)** 3 hrs.  
Examines the nature and presuppositions of Western religions, especially the reasons which can be given for and against the existence of God. Selected further topics: the problem of evil, life after death, the nature of religious experience, language, knowledge, and authority, religion and science, major philosophical theories on the nature of religion.

**PHI 231 History of Philosophy — Ancient and Medieval (3-0)** 3 hrs.  
Surveys the major figures and schools in Western philosophical tradition from the pre-Socratic Greeks through the 14th century. Emphasis on interpreting philosophical reflection in light of the social, political, religious, and cultural context from which it arises. Prerequisite: A course in Philosophy or consent of instructor.

**PHI 232 History of Philosophy — Modern (3-0)** 3 hrs.  
Surveys the major figures and schools in Western philosophical tradition from the 15th to the 20th century. Emphasizes interpreting philosophical reflection in light of the social, political, religious and cultural context from which it arises. Prerequisite: A course in Philosophy or consent of instructor.

## Physical Education \_\_\_\_\_

**PED 100 Diet and Exercise for the Adult (0-2)** 1 hr.  
Includes human performance laboratory physical fitness tests with individualized exercise program and methods for controlling weight through diet and exercise. May be repeated up to a maximum of 2 credit hours.

**PED 101 Selected Exercises for Occupations (0-1)** 1 hr.  
Provides instruction in a program of exercises to increase the physical fitness levels necessary to meet the physical demands of various occupations. May be repeated up to a maximum of 2 credit hours.

**PED 105 Basketball (0-1)** .50 hr.  
Provides instruction in the basic skills, rules, scoring and terminology. May be repeated up to a maximum of 1 credit hour.

**PED 106 Weight Lifting — Olympic and Power (0-2)** 1 hr.  
Provides instruction in olympic and power lifts. May be repeated up to a maximum of 2 credit hours.

**PED 108 Jogging (0-1)** .50 hr.  
Provides instruction in easy slow-to-moderate pace running to improve cardiovascular fitness and control body weight. May be repeated up to a maximum of 1 credit hour.

**PED 109 Volleyball (0-1)** .50 hr.  
Provides instruction in basic skills, rules, scoring, and terminology. May be repeated up to a maximum of 1 credit hour.

**PED 111 Gymnastics (0-2)** 1 hr.  
Provides instruction in apparatus stunts, floor exercise and tumbling stunts. May be repeated up to a maximum of 2 credit hours.

**PED 117 Personal Defense (0-1)** .50 hr.  
Provides instruction in the development of personal defense skills. May be repeated up to a maximum of 1 credit hour.

**PED 118 Archery (0-1)** .50 hr.  
Provides instruction in basic archery techniques, rules and scoring. May be repeated up to a maximum of 1 credit hour.

**PED 120 Team Sports (0-2)** 1 hr.  
Includes instruction in team sports, fundamental skills, offensive tactics of play, strategy, rules, terms selected from one or two of the following sports: touch football, floor hockey, soccer, softball. May be repeated up to a maximum of 2 credit hours.

**PED 130 Individual Sports (0-2)** 1 hr.  
Provides instruction in individual sports, fundamental skills, offensive and defensive tactics of play, strategy, rules, terminology, and practice in one or two of the following sports: cross country skiing, fencing, horseback riding, ice skating, judo, snow skiing. May be repeated up to a maximum of 2 credit hours.

**PED 136 Wrestling (0-1)** .50 hr.  
Introduces basic skills, knowledge, attitudes, and conditions of wrestling; offensive and defensive maneuvers, pinning combinations, and rules. May be repeated up to a maximum of 1 credit hour.

**PED 149 Prescribed Exercises (0-2)** 1 hr.  
Provides specialized therapeutic programs of prescribed exercises and sports activities to

meet individual needs. May be repeated up to a maximum of 2 credit hours.

**PED 150 Bowling (0-2)** 1 hr.  
All-levels class with beginners grouped separately for special attention. Etiquette, scoring, and techniques according to present ability. Intramural competition afforded. May be repeated up to a maximum of 2 credit hours.

**PED 152 Golf (0-1)** .50 hr.  
Introduces golf fundamentals of grip, stance, and swing using irons and woods; terminology, etiquette, scoring, and safety standards. May be repeated up to a maximum of 1 credit hour.

**PED 154 Swimming (0-2)** 1 hr.  
Provides instruction for all skill levels. Progressive standards for achievement are followed. May be repeated up to a maximum of 2 credit hours.

**PED 155 Water Polo (0-1)** .50 hr.  
Provides instruction in the basic skills, rules, scoring and terminology. May be repeated up to a maximum of 1 credit hour.  
Prerequisite: Swim a minimum of 50 yards.

**PED 156 Badminton (0-1)** .50 hr.  
Provides recreational and conditioning activity with singles and doubles play, strategy, serving, rules, and interclass competition. May be repeated up to a maximum of 1 credit hour.

**PED 157 Scuba (0-1)** .50 hr.  
Provides instruction in the basic principles and techniques of scuba diving. May be repeated up to a maximum of 1 credit hour.  
Prerequisite: Swim 300 yards. Swim underwater two widths of the pool.

**PED 158 Tennis (0-1)** .50 hr.  
Provides theory and practice, rules and scoring, development of serve, forehand drive, backhand drive, lob, volley, and footwork. Singles and doubles play and interclass competition. May be repeated up to a maximum of 1 credit hour.

**PED 159 Competitive Tennis (0-1)** .50 hr.  
Provides rules, scoring, theory and practice of the skills of competitive tennis. Emphasizes game strategy in singles and doubles play. May be repeated up to a maximum of 1 credit hour.

**PED 160 Modern Dance I (0-2)** 1 hr.  
Opportunity to explore movement potential, increase technical proficiency, broaden rhythm background; skills in technique and composition stressed. May be repeated up to a maximum of 2 credit hours.

**PED 163 Aerobic Dancing (0-1)** .50 hr.  
Provides an aerobic style fitness program structured to tone and trim the body. Vigorous

exercise routines are choreographed to music to increase flexibility, cardiovascular endurance and movement efficiency. May be repeated up to a maximum of 1 credit hour.

**PED 165 Contemporary Dance (0-1)** 1 hr.  
Orientation to contemporary dance and instruction in executing the technique and composition of today's most popular dances. May be repeated up to a maximum of 2 credit hours.

**PED 168 Racquetball (0-1)** .50 hr.  
Offers theory and practice, rules and scoring, methods of serve, forehand drive, backhand drive, lob, volley and footwork. May be repeated up to a maximum of 1 credit hour.

**PED 169 Competitive Racquetball (0-1)** .50 hr.  
Provides rules, scoring, theory and practice of the skills of competitive racquetball. Emphasis is on the strategy of singles and doubles play. May be repeated up to a maximum of 1 credit hour.

### Physical Education Courses—Theory—for Major and Minor Students

**PED 200 Introduction to Physical Education (2-0)** 2 hrs.  
Provides orientation and history of physical education in the United States. Presents aims and objectives, and new approach to physical education as an academic discipline.

**PED 201 First Aid (2-0)** 2 hrs.  
Regulation American Red Cross instruction in first aid; immediate care given to a person who has been injured or has been suddenly taken ill. Includes self-help and home care if medical assistance is not available or is delayed. The Standard Red Cross Card is issued to those students who qualify.

**PED 203 Health (2-0)** 2 hrs.  
An in-depth look at the physical, mental, and social dimensions as they relate to the following topics: mental health, stimulants and depressants, family living, diseases, and environmental health.

**PED 204 Selected Physical Education Activities (0-4)** 2 hrs.  
Provides analysis of technique, planning of drills and experience in basketball, softball, swimming, tennis, weight training, and volleyball.

**PED 205 Drugs in Our Culture (2-0)** 2 hrs.  
Deals with material about which many individuals have strong and sometimes unfounded beliefs. The intent of this course is to provide a potpourri of the facts, attitudes, and opinions necessary to understand what psychoactive drugs do, how they do it, who uses them, and why.

**PED 207 Human Sexuality (2-0) 2 hrs.**

Acquaints students with the familial, sociological, biological, and emotional implications of human sexuality. Attention is also given to such pathological conditions as venereal diseases.

**PED 210 Sports Officiating (2-0) 2 hrs.**

Provides comprehensive instruction on rules and officiating techniques in interscholastic sports in preparation for Illinois High School Athletic Association certification. Officiating experience opportunities provided in college intramural and intercollegiate athletic programs.

**PED 220 Track and Field Techniques (2-0) 2 hrs.**

Development and understanding of strategy and rules of track and field. Basic skills of running, jumping, and throwing as performed in track and field; emphasis on knowledge and techniques essential to teaching track and field.

**PED 222 Football Techniques (2-0) 2 hrs.**

Fundamental and organizational techniques of game skills, strategy, practice drills, conditioning, safety standards, and officiating techniques.

**PED 224 Basketball Techniques (2-0) 2 hrs.**

Knowledge and skill in fundamentals and in techniques of team organization; skills of each position, offensive and defensive skills and team play, strategy, and officiating.

**PED 226 Baseball Techniques (2-0) 2 hrs.**

Analysis, instruction, and demonstration of fundamental skills, strategy, practice drills, conditioning, safety standards, and officiating techniques in teaching and coaching baseball.

**PED 228 Aquatics (2-0) 2 hrs.**

Introduction to skills and safety standards involved in swimming, lifesaving, and survival in water; study of the recreational value of water sports. Certification in Red Cross Lifesaving programs may be attained.

Prerequisite: Ability to swim 100 yards.

**PED 230 Water Safety Instructor (0-2) 1 hr.**

Follows the standards established by the American Red Cross for teaching authorized swimming courses.

Prerequisite: Senior lifesaving certificate.

**PED 270 Community Health (2-0) 2 hrs.**

Presents basic principles of community living and examines scientific methods applied to environmental health in urban and rural communities. Focuses on the functions of community health organizations and the way they relate to individual health needs.

**Physical Science****PHS 101 Physical Science Survey (3-0) 3 hrs.**

Designed to give the non-science major an understanding and appreciation of the universe, earth, energy, and matter.

**PHS 111 Physical Science I (3-2) 4 hrs.**

Motion, structure of matter, electricity and magnetism, waves and particles, and the atom. Course for non-science majors fulfilling laboratory science requirements.

**PHS 112 Physical Science II (3-2) 4 hrs.**

Examines topics from basic chemistry, materials of the earth, earth forms and history, weather, the sun, stars, and the universe.

**Physics****PHY 101 Technical Physics I— Mechanics, Heat, and Sound (3-2) 4 hrs.**

Statics, dynamics, energy, calorimetry, gas laws, waves and sound. Primarily for students in career programs. Other students see PHY 121 or PHY 201.

Prerequisite: MTH 106 or concurrent enrollment.

**PHY 102 Technical Physics II— Electricity and Magnetism, Light (3-2) 4 hrs.**

Electricity and magnetism: fields, induction, capacitance, direct and alternating current theory, circuits, and elements of electronics. Light: reflection, interference, resonance, lenses, diffraction, polarization, and Doppler effect. Primarily for students in career programs.

**PHY 121 Introductory Physics I (4-3) 5 hrs.**

Mechanics, heat, and sound. Lectures, demonstrations, and laboratory. For students in arts, sciences, and architecture. Other students see PHY 201.

Prerequisite: MTH 104.

**PHY 122 Introductory Physics II (4-3) 5 hrs.**

Continues PHY 121. Electricity, magnetism, and light.

Prerequisite: PHY 121.

**PHY 201 General Physics I— Mechanics (3-2) 4 hrs.**

Foundations of kinematics, statics, dynamics, and hydraulics. For students in engineering, mathematics, physics, and chemistry.

Prerequisite: MTH 201 or concurrent enrollment.

**PHY 202 General Physics II—Heat, Electricity, and Magnetism (3-2) 4 hrs.**

Foundations of heat, thermodynamics, electricity, and magnetism.

Prerequisite: PHY 201, MTH 202, or concurrent enrollment.



**PHY 203 General Physics III—Wave Motion, Sound, Light and Modern Physics (3-2) 4 hrs.**

Foundations of wave, motion, sound, geometrical and physical optics, and modern physics.

Prerequisite: PHY 202.

**Political Science**

**PSC 201 Contemporary American Politics (3-0) 3 hrs.**

Concentrates on critical problems and proposed reforms relating to elections, campaigns, interest groups, political parties, courts, congress and the presidency. Utilizes political figures as guest speakers and offers opportunities for personal political involvement, especially in election years.

**PSC 202 Suburban, Urban, and State Politics (3-0) 3 hrs.**

Emphasizes politics in the Chicago metropolitan area and in the State of Illinois. Delves into machine and party politics, housing problems, taxes, and regional planning. Provides opportunities for involvement in community politics in order to combine the theory and practice of politics.

**PSC 205 Comparative Government: Developed and Developing Nations (3-0) 3 hrs.**

Focuses on the main elements and problems of the selected political systems in Europe, Asia, Latin America, Africa and the Middle East. Investigates the causes of political instability and revolution. Defines important characteristics of democracy and communism.

**PSC 206 Global Politics (3-0) 3 hrs.**

Utilizes simulations to study decision-making and instruments of foreign policy in the international arena. Emphasizes the functions and future directions of international and regional organizations. Considers human problems of global dimensions—population, food, energy, and the environment.

**Psychology**

**PSY 099 College Survival Skills (3-0) 3 hrs.**

Presents those skill areas necessary at the college level. Application and in-depth practice of note taking, test taking and textbook skills provided for each student's classes. Presentation through seminars and individual program contracts based on student needs.

**PSY 101 Introduction to Psychology (3-0) 3 hrs.**

Human behavior with reference to perception, learning, individual differences, intelligence, and

personality. Developmental method stressed rather than experimental. Reference made to daily life and everyday problems.

**PSY 110 Human Potential Seminar (1-0) 1 hr.**

Designed to facilitate the development of individual human potential through a variety of small-group experiences. Individual sections may focus on, but are not limited to values, attitudes, life style planning, interpersonal skills, leadership, assertive behavior and decision-making. This course is not repeatable for credit.

**PSY 111 Career Planning and Development (0-2) 1 hr.**

Varied activities from taking tests and interviewing professionals to examining one's strengths, weaknesses, likes and dislikes as they relate to the world of work. There are discussions on career development and planning intensive searches of two career paths.

**PSY 145 Psychology in Business and Industry (3-0) 3 hrs.**

Human behavior and its practical applications in business. Psychological applications in personnel and marketing problems, employee selection, morale, and supervisory practices. Prerequisite: PSY 101 or consent of instructor.

**PSY 210 Introduction to Research in Psychology (3-0) 3 hrs.**

Introduction to the logic and theory of the scientific method. Emphasis on the basic statistical procedures and principles of experimental design. The purpose is to promote critical interpretations of behavioral data through an understanding of methods used in psychology. Prerequisite: PSY 101.

**PSY 216 Child Psychology I (3-0) 3 hrs.**

Individual child from conception to fetal development, infancy, and latency. Emphasis placed on child rearing practices and techniques that appear beneficial in creation of independent and well-adjusted personality. Child's interaction with parents, siblings, peers, and greater community considered in the formation of the integrated self. Prerequisite: PSY 101.

**PSY 217 Adolescent Psychology (3-0) 3 hrs.**

Psychological study of the human organism from pubescence through adolescence and the beginnings of adulthood. Adolescence is studied as a time of rapid change resulting from increased drive state, physical maturity, and changed social expectation. Emphasis is on how these changes are influenced by social institutions such as the family, the schools, and the world of work, as well as by the divisions and conflicts taking place in society generally. Prerequisite: PSY 101.

**PSY 218 Psychology of Adulthood and Aging (3-0) 3 hrs.**

Focuses on human psychological development from young adulthood to old age and adult psychological processes of personality. Emphasizes identity and intimacy of young adults and changing male and female roles with maturity; the family; work; personality and psychopathology; aging and death. Prerequisite: PSY 101 or consent of instructor.

**PSY 220 Biological Basis of Behavior (3-0) 3 hrs.**

Studies the physiological aspects of behavior. Emphasizes the physiological foundations of motivation, consciousness, learning, emotion, aggression and stress. Clarifies the interaction between physiology, behavior, and environment. Prerequisite: PSY 101.

**PSY 225 Psychology of Personality (3-0) 3 hrs.**

Investigates the determining factors and dynamics of human personality. Studies major contemporary approaches such as psychoanalytic, humanistic, learning as well as trait and factor theories. Also considers methods of personality assessment. Prerequisite: PSY 101.

**PSY 230 Psychology of Adjustment (3-0) 3 hrs.**

Scientifically studies the research and theories of psychology relevant to the dynamics of human adjustment. Emphasizes the meaning and concept of adjustment applied to motivation, frustration, conflict, stress, anxiety, learning, personality, psychological diagnosis, and psychotherapy. Prerequisite: PSY 101.

**Public Administration**

**PAD 101 Introduction to Municipal and Governmental Management (3-0) 3 hrs.**

Reviews the history and present character of public management. Identifies the role of government and its relationship to the people. Defines the authority, responsibility and scope of government organization and processes by which these ends are achieved.

**PAD 201 Governmental Management (3-0) 3 hrs.**

Studies the application of management principles in the execution of public policy with emphasis on state and local government. Views both the role and value systems of the public manager in setting objectives and utilizing resources. Emphasizes contemporary and emergent forms of organization, process and language. Prerequisite: PAD 101 or consent of coordinator.

**PAD 202 Organization Behavior (3-0) 3 hrs.**

Analysis and interpretation of human behavior in organizational settings and how the dynamics influence decisions, goal setting, motivation, leadership, communication and conflict resolution. Emphasizes individual, small groups and informal organization within government settings. Prerequisite: Consent of coordinator.

**PAD 203 Management Process (3-0)**

Studies decision-making and problem-solving in governmental settings. Uses case study approach to integrate formal and experiential learning. Creates a problem-solving environment for the assimilation of knowledge from organization theory and behavior. Emphasizes leadership style, decision and change theory, centralization vs. decentralization. Prerequisite: PAD 202.

**PAD 210 Public Finance and Budget Process (3-0) 3 hrs.**

Reviews sources of public revenue, including income, sales, and property taxes. Closely examines the budget process, procedures and contemporary methods. Emphasizes state and local budget cycles and processes. Encourages students to make detailed examination of budget process most appropriate to their anticipated needs.

**PAD 212 Public Personnel Management (3-0) 3 hrs.**

Examines traditional personnel processes as applied to government. Emphasizes contemporary problems in equal employment opportunity, public employee relations, employee productivity, and evaluation and career development programs.

**PAD 214 Planning in the Public Agency (3-0) 3 hrs.**

Examines planning decision theory and application of planning concepts as applied to local program development, resource acquisition and evaluation. Emphasizes methods and techniques of problem identification, program development, resource acquisition and evaluation tools. Prerequisite: PAD 201 or consent of coordinator.

**PAD 215 Government Bureaucracies (3-0) 3 hrs.**

Studies the elements of bureaucracy found in the management of public affairs. Examines the purposes served by bureaucratic processes and principles along with resulting problems. Amplifies sources of conflict occurring both within and outside bureaucracies.

**PAD 220 Governmental Management Problems (3-0) 3 hrs.**

Practicum to examine and analyze selected local problems. Seminar approach is used for students and faculty to study problems in local government and to enumerate possible alternatives. May be repeated for a maximum of 6 hours credit.

Prerequisite: Consent of instructor.

**PAD 222 Research Methods in Government (3-0) 3 hrs.**

Examines methods and styles in research applicable to government operations and the fundamentals of analyses. Project required.

**Reading**

**RDG 099 Developmental Reading (2-0) 2 hrs.**

Individualized work toward improvement of comprehension and rate in reading through practice materials, timed essays, films, and mechanical aids.

**RDG 104 Reading Acceleration (2-0) 2 hrs.**

Survey of basic reading techniques designed to accelerate reading rates. Emphasis placed on comprehension drills, skimming, and critical reading. Mechanical aids used to eliminate fixations, remove vocalizing habits, and accelerate present reading rates through perceptual training.

**RDG 106 Advanced College Reading Skills (3-0) 3 hrs.**

Develops the full array of mature, fluent reading skills, including critical and analytical comprehension, content area reading, predictive reading, experiential or "creative" reading, vocabulary development, speed and flexibility. Also covers theories of comprehension and language development.

**Real Estate**

**RES 108 Brokers Licensure Preparation I (2-0) 2 hrs.**

Designed to meet the State of Illinois requirements toward obtaining a real estate brokers license and contains lecture and discussion of skills and competence needed in the operation of a real estate brokerage business. The advanced principles of real estate, as well as the sales and brokerage aspects of this career are the main topics, as are legal and ethical obligations. Prerequisite: RES 120.

**RES 109 Brokers Licensure Preparation II (2-0) 2 hrs.**

Real estate conveyancing and finance are discussed in order to give a clear understanding of the movement of real property from owner to

owner and the sources, types, and effects of borrowed money. Also covered are the legal forms of contracts, etc., now used in the many types of ownership of real estate. Prerequisite: RES 120.

**RES 120 Principles of Real Estate (2-0) 2 hrs.**

Fundamental principles of real estate for the real estate practitioner, those seeking to qualify for the real estate market (the buyer, seller, or owner of real estate), and the person who has contact with the business in work with financial institutions. Subject matter includes the nature and economic characteristics of real estate and its ownership, titles, contracts, market values, brokerage, selling, development, taxation, appraisal, financing, and licensing laws.

**RES 121 Advanced Principles, Marketing and Brokerage (3-0) 3 hrs.**

Marketing applied to the real estate business. Sales planning, obtaining the qualifying prospects, securing listings, showing properties, and motivation are considered. Procedural matters pertaining to the business such as office location, staffing, and office systems are discussed, as well as the laws, regulations and ethics of the business. Samples of currently used forms are integrated into the course. Prerequisite: RES 120 or consent of coordinator.

**RES 122 Real Estate Appraisal I (3-0) 3 hrs.**

Covers the functions and purposes of appraisal and has been designed to examine the nature of real property value and the various functions and methods of estimating values, with emphasis on the residential market. Prerequisite: RES 120 or consent of coordinator.

**RES 123 Real Estate Law (3-0) 3 hrs.**

Examines legal aspects of the real estate business, including contracts, interests in land, transactions, brokerage, leasing, closings, zoning, taxation, and the legal forms and remedies relative thereto. Prerequisite: RES 120 or consent of coordinator.

**RES 124 Real Estate Finance (3-0) 3 hrs.**

Analysis of the various financial aspects of owning, buying, and marketing all types of real estate, including mortgages, construction loans, leasing, sale and leaseback, foreclosure, trading, governmental programs and contracts, and taxation. Prerequisite: RES 120 or consent of coordinator.

**RES 230 Property Management Methods (3-0) 3 hrs.**

Covers property analysis, rental scheduling, collection, and budgeting; maintenance and repair; insurance; advertising; techniques of

handling tenants; executive and management control techniques. Course emphasizes procedures and methodology.

Prerequisite: RES 123 or consent of coordinator.

**RES 231 Income Properties (3-0) 3 hrs.**

Basic concern of the course lies in the concept of real estate as an investment. Investment aspects of property management including vacant properties are considered. Other topics include: ground leases, sale and lease-back arrangements, highest and best use of property, distressed properties, characteristics of urban structure and growth, commercial and industrial properties as investments, and the role of syndicates, developers, builders, and financial institutions in promoting and managing income properties.

Prerequisite: 9 credit hours of real estate or consent of coordinator.

**RES 232 Real Estate Appraisal II (3-0) 3 hrs.**

Depreciation factors, interest rates, capitalization rates and techniques, lease-hold interest values; use and application of compound interest tables in the appraisal process; operating statements in the appraisal of income property, net income estimates, and correlation of final value estimates pertaining to income producing properties such as apartment, commercial and industrial development; professional appraisal standards.

Prerequisite: RES 122.

**RES 233 Real Estate Problems Seminar (3-0) 3 hrs.**

Contemporary issues in the real estate industry possibly including tax foreclosures, tax deeds, tax titles, special assessments, assessing methods and practices, legislative and judicial influences upon the industry, and effects of the current economic situation upon the real estate industry. Directed readings and analysis of case studies will be used extensively.

Prerequisite: Previously completed 9 credit hours of real estate course work.

## Recreation

**REC 200 Leisure: Its Uses and Resources (2-0) 2 hrs.**

Orients students in the field of leisure studies by providing each student with opportunities to formulate a philosophy and some basic concepts regarding leisure, leisure delivery service systems and leisure services as a profession.

**REC 202 Foundations for Recreation and Park Services (2-0) 2 hrs.**

Introduces the recreation student to legislation, fiscal concerns, standards for planning, problems of cities and the relationship of

professional organizations to recreation and park services.

**REC 204 Introduction to Therapeutic Recreation (2-0) 2 hrs.**

Introduction to concepts and principles of therapeutic recreation, types of illnesses and disabilities, programming and services, and role of the therapeutic recreator.

**REC 206 Principles of Camping Management (3-0) 3 hrs.**

Presents objectives, organization, techniques, counseling, activities and evaluation of outdoor camping.

**REC 208 Outdoor Recreation Planning (2-0) 2 hrs.**

Presents the planning process for designing and managing outdoor recreational areas and examines factors affecting the planning process.

**REC 210 Performing Arts as Leisure Opportunities (2-0) 2 hrs.**

Instruction in leadership skills in such program areas as recreational dance, drama, music, arts and crafts, and social recreation.

**REC 214 Basic Field Experience (1-2) 2 hrs.**

Directed field experience in public and private recreational agencies gives students majoring in recreation an introduction to working in actual field situation. Students work in college approved agencies of their own choice four or more hours per week.

Prerequisite: REC 200 and REC 202.

## Refrigeration and Air Conditioning

**RAC 101 Refrigeration Fundamentals (2-3) 3 hrs.**

Basic terms used in the refrigeration trade, fundamental laws of energy conversions and gas behavior and their applications, description of various systems, pipe fitting techniques, trouble-diagnosing procedures, and charging of refrigeration systems.

**RAC 102 Refrigeration Systems (3-3) 4 hrs.**

Continues RAC 101. Attention given to assembling and constructing refrigeration systems to achieve desired results, trouble-diagnosing procedures for domestic and commercial equipment, and proper part replacement procedures.

Prerequisite: RAC 101.

**RAC 103 Heating Principles (2-3) 3 hrs.**

Description of heating equipment used in residential and light industrial systems, trouble diagnosing for common heating systems, proper repair procedures, and adjustment of controls for optimum performance of systems.

**RAC 104 Residential Comfort Systems (3-3) 4 hrs.**

Continues RAC 103. Integration of cooling equipment, installation of add-on cooling systems to present heating systems, and trouble diagnosing of combination systems.  
Prerequisite: RAC 101 and RAC 103.

**RAC 105 Heating and Cooling Controls (3-3) 4 hrs.**

Description of operation and function of electric equipment, control of equipment, adjusting and testing the equipment and controls, and proper replacement of defective components.

**RAC 201 Refrigeration System Design I (3-3) 4 hrs.**

Factors considered in selection of refrigeration compressors, evaporators, and condensers. Factors that affect refrigeration effect. Characteristics of common refrigerants.  
Prerequisite: RAC 102 or consent of instructor.

**RAC 202 Refrigeration System Design II (3-3) 4 hrs.**

Continues RAC 201. Factors considered in selection of metering devices, pipe sizing, piping design, oil migration, and system accessories.  
Prerequisite: RAC 201 or consent of instructor.

**RAC 203 Air Conditioning Principles (3-3) 4 hrs.**

Properties of air and psychrometrics. Computing heat gains and heat losses. Selection of equipment for residential and light commercial systems.

**RAC 204 Air Distribution (2-3) 3 hrs.**

Study of fans and fan performance. Factors considered in selection of fans. Duct systems, design fundamentals, sizing and location of registers.

**RAC 208 Pneumatic Controls (2-3) 3 hrs.**

Description of construction and function of controls, diagnosis of malfunctions, and correction of defects.

**RAC 290 Independent Study (3-0) 3 hrs.**

For students with some experience who do not wish to duplicate their present knowledge, or who cannot attend classes regularly. Study plan to be worked out by instructor and student.

**Secretarial Science \_\_\_\_\_**

**SEC 098 Review Shorthand (0-4) 2 hrs.**

Designed for students with one semester of Gregg shorthand. Provides a complete review of theory and additional dictation practice to enable the student to reach the 60 wpm rate required for entry into SEC 126.  
Prerequisite: Consent of instructor or coordinator.

**SEC 099 Typewriting Review (0-2) 1 hr.**

Designed for those with one semester of previous instruction on the keyboard. Work will help correct deficiencies in speed, accuracy, and manipulative skills on the electric typewriter. Successful completion will enable student to reach entry requirements for SEC 122.  
Prerequisite: Knowledge of the keyboard and a minimum typing speed of 25 words per minute.

**SEC 101 Medical Office Assistant/ Medical Transcriptionist Orientation Seminar (2-0) 2 hrs.**

Introduces careers in medical office assisting and medical transcription. Emphasizes roles within the health care team, community responsibilities, medical communications and records, health care trends and professionalism.

**SEC 102 Survey of Law Office Practice (2-0) 2 hrs.**

Introduces the student to numerous types of law practices and the skills and duties necessary for a legal secretary in each type of practice. Familiarizes the student with the legal secretary's role in the court process and ethical considerations in the legal field.

**SEC 121 Elementary Typing (1-3) 2 hrs.**

Operation, use, and care of the typewriter. Typing by the touch system, emphasizing basic typing problems. Drills for speed and accuracy building will be used throughout the course. For secretarial majors only.

**SEC 122 Intermediate Typing (1-3) 2 hrs.**

Development of production work in typing manuscripts, business letters, forms, and tables.  
Prerequisite: SEC 121 with grade of "C" or one year high school typing. Minimum speed of 50 gross words per minute.

**SEC 125 Elementary Shorthand (3-2) 4 hrs.**

Introduces theory leading to development of skill in reading and fluency in writing shorthand. This is the first of a sequence of shorthand courses.  
Prerequisite: Prior or concurrent enrollment in SEC 121 or typing speed of 40 words per minute.

**SEC 126 Intermediate Shorthand (2-2) 3 hrs.**

Continues development of skill and dictation speed with emphasis on vocabulary development, mechanics of English, and transcription techniques.  
Prerequisite: SEC 125 or equivalent with grade of "C" and SEC 121 or equivalent. (Prior or concurrent enrollment in ENG 101 recommended.)

**SEC 130 Automatic Word Processing Equipment I (0-2) 1 hr.**

Introduces the features of the standalone display automatic typewriter equipment

currently used in business today including machine operation in preparing business correspondence and reports, and the revising, storing, retrieving, and merging of data. Students will complete assignments on an individualized basis in a laboratory situation. Prerequisite: Typing speed of 50 words per minute.

**SEC 131 Business Machines (1-2) 2 hrs.**  
Develops skills necessary to operate business calculators with emphasis on business-related problems.  
Prerequisite: Prior or concurrent enrollment in MGT 150 or consent of instructor.

**SEC 135 Automatic Word Processing Equipment II (0-2) 1 hr.**  
Introduces the features of the Mag Card Electric typewriter, including machine operation in preparing business correspondence and reports and the revising, storing, retrieving, and merging of data. Students will complete assignments on an individualized basis in a laboratory situation. Prerequisite: Typing speed of 50 words per minute.

**SEC 140 Elementary Machine Shorthand (3-2) 4 hrs.**  
Theory leading to the development of skill in reading and proficiency in the operation of a shorthand machine.  
Prerequisite: Prior or concurrent enrollment in ENG 101 and typing.

**SEC 170 Introduction to Word Processing (2-0) 2 hrs.**  
Introduces fundamentals of word processing. Emphasizes current office practices, changes in organizational structure, word processing work flow (origination, processing, reproducing, and distribution), equipment, role of management and secretary, and career opportunities.

**SEC 171 Word Processing Dictation and Transcription Techniques (2-0) 2 hrs.**  
Introduces and provides effective training in dictation and transcription techniques and procedures. Surveys dictation and transcription equipment currently on the market.  
Prerequisite: Typing speed of 40 words per minute.

**SEC 221 Advanced Typing (1-3) 2 hrs.**  
Development of high speed and proficiency in production typing from rough drafts, tabulations, and unstructured materials typical of executive, professional, government, and technical offices.  
Prerequisite: SEC 122 with grade of "C" or proficiency test with instructor.

**SEC 225 Dictation and Transcription (2-2) 3 hrs.**  
Strengthening of dictation speed and developing competence in transcribing mailable letters.  
Prerequisite: SEC 122 and SEC 126, or proficiency test with instructor, and ENG 101.

**SEC 230 Executive Machine Transcription (1-2) 2 hrs.**  
Provides training and extensive skill building in machine transcription and in the operation of machine transcribers.  
Prerequisite: SEC 122 or a minimum typing speed of 50 words per minute.

**SEC 234 Legal Office Procedures (3-0) 3 hrs.**  
Organization and operation of a law office, with emphasis on office management, records control, and procedures used in the preparation of legal documents.

**SEC 235 Legal Dictation and Transcription (2-2) 3 hrs.**  
Development of speed and facility in taking dictation and transcribing legal documents.  
Prerequisite: SEC 225 or equivalent with grade of "C" or higher. Shorthand speed of at least 100 wpm and typing speed of at least 60 wpm.

**SEC 236 Secretarial Procedures (3-0) 3 hrs.**  
Secretarial responsibilities in the office, exploring job opportunities, interviewing, grooming, human relations, telephone techniques, office organization, mail handling, travel arrangements, meetings and conferences, and knowledge of records management.

**SEC 237 Secretarial Seminar and Internship I (1-15) 3 hrs.**  
Preparation for and cooperative work experience in secretarial science. Part of the credit for this course will be given for participation in supervised cooperative work experience wherein an organized training plan will be followed in a college approved training station. One lecture hour per week for a seminar devoted to issues dealing with preparation for success in a secretarial career.  
Prerequisite: Consent of instructor and admission in either the Executive Secretarial or Legal Secretary programs.

**SEC 238 Secretarial Seminar and Internship II (1-15) 3 hrs.**  
Continues SEC 237.  
Prerequisite: Consent of instructor.

**SEC 239 Medical Office Assistant Seminar and Externship (1-15) 4 hrs.**  
Provides supervised administrative and clinical experience in medical offices to enhance the student's technical skills. One hour seminar each week devoted to medical issues.  
Prerequisite: SEC 241 and HSC 211 with grade of "C" or better, and consent of instructor.

**SEC 240 Medical Transcription and Typing I (2-2) 3 hrs.**

Develops speed and accuracy in transcribing medical reports using a transcription machine. Familiarizes student with typing various medical and insurance forms.

Prerequisite: Prior or concurrent enrollment in SEC 122, HSC 112, and BIO 135 or BIO 160.

**SEC 241 Medical Office Procedures (4-0) 4 hrs.**

Offers development of skills of patient reception, appointment, scheduling, telephone techniques, mail handling, medical records management, written communications, billing and collections, and insurance.

Prerequisite: Consent of instructor.

**SEC 242 Medical Transcription and Typing II (2-2) 3 hrs.**

Offers advanced specialized dictation to improve skills and confidence in transcribing medical reports using a transcription machine.

Prerequisite: SEC 240.

**SEC 260 Environmental Relationships in Business (1-0) 1 hr.**

Offers an understanding of human relations, group dynamics, and effective communications as they contribute to the success of the role and function of the secretary in dealing with people in the office environment. Emphasizes the relationship between the secretary or administrative assistant, the supervisor, and people the secretary comes in contact within the business setting.

Prerequisite: One year of full-time secretarial experience or consent of instructor.

**SEC 261 Business Law and Public Policy (1-0) 1 hr.**

Emphasizes knowledge of business law as it applies in the secretary's work-a-day world and the implications of governmental controls as they impact upon business and office operations.

Prerequisite: One year of full-time secretarial experience or consent of instructor.

**SEC 262 Economics and Management (1-0) 1 hr.**

Furnishes an understanding of the basic concepts of economics and management underlying the United States business system as they relate to the secretary's role in business.

Prerequisite: One year of full-time secretarial experience or consent of instructor.

**SEC 263 Financial Analysis and the Mathematics of Business (1-0) 1 hr.**

Stresses fundamental accounting principles that a secretary must possess in order to assist the supervisor in the preparation, summarization, and interpretation of financial data. Emphasizes

the secretary's application of basic math to business situations.

Prerequisite: One year of full-time secretarial experience or consent of instructor.

**SEC 264 Communications, Work Flow, and Decision Making (1-0) 1 hr.**

Gives an understanding of setting priorities in the office and the role of the secretary or administrative assistant in taking action on these priorities. Emphasizes correspondence styles and the production of this correspondence.

Prerequisite: One year of full-time secretarial experience or consent of instructor.

**SEC 265 Advanced Office Procedures (1-0) 1 hr.**

Emphasizes knowledge that a secretary must possess pertinent to business data processing, communications techniques, advances in office management, records management, and office systems, layout and design.

Prerequisite: One year of full-time secretarial experience or consent of instructor.

**SEC 272 Principles of Word Processing Management (3-0) 3 hrs.**

Techniques of management and supervision for word processing centers — organizing and operating the center; selecting, training, and motivating personnel; preparing procedure and policy manuals, work measurement tools, and work flow charts; evaluating and selecting word processing equipment and "software" support; and studying work environment requirements.

## Sociology

**SOC 101 Introduction to Sociology (3-0) 3 hrs.**

Analysis and description of the structure and dynamics of human society. Application of scientific methods to the observation and analysis of social norms, groups, intergroup relations, social change, social stratification, and institutions.

**SOC 120 The Family in Contemporary Society (3-0) 3 hrs.**

Examines the family as a social institution and as a dynamic interactive system. Topics include courtship, marriage, family systems, parenting, non-traditional forms of the family.

Prerequisite: SOC 101 or consent of instructor.

**SOC 150 Connections: Technology and Change (3-0) 3 hrs.**

Explores America's relationship with science and technology. The evolution of eight major modern inventions and prospects for the future will be discussed in terms of technology and human values as they are reflected in society.

**SOC 205 Social Problems (3-0)** 3 hrs.  
Analysis of contemporary social problems. Investigation of theories dealing with conformity and deviance, racial and minority group prejudice, crime and delinquency, personality problems, urbanization, and fundamental institutional problems due to social change. Prerequisite: SOC 101.

**SOC 210 Social Institutions (3-0)** 3 hrs.  
Primary social institutions, including family, religious, educational, economic, and political. Questions considered: who participates, what are the functions, what are the consequences, and an evaluation of the effects of the institutions on the society. Prerequisite: SOC 101 and sophomore standing.

**SOC 215 Introductory Social Psychology (3-0)** 3 hrs.  
Introduces the methods used to understand, explain, and predict how the thoughts, feelings, and actions of individuals are influenced by the thoughts and actions of social groups. Investigates how attitudes, beliefs, and behaviors are influenced by others within society and how society is influenced by the individual. Prerequisite: PSY 101 or SOC 101.

## Spanish

**SPA 101 Elementary Spanish I (4-0)** 4 hrs.  
Beginning course in the language skills of listening, understanding, speaking, reading, and writing. Designed for students with no previous experience in Spanish.

**SPA 102 Elementary Spanish II (4-0)** 4 hrs.  
Continues SPA 101. Situational conversations in Spanish; reading and writing stressed. Prerequisite: SPA 101, two years of high school Spanish, or consent of instructor.

**SPA 201 Intermediate Spanish (4-0)** 4 hrs.  
Conversation with emphasis on pronunciation, intonation, stress, and rhythm. Introduction to composition, reading of short stories, and grammar review. Prerequisite: SPA 101, two years of high school Spanish, or consent of instructor.

**SPA 202 Intermediate Spanish (4-0)** 4 hrs.  
Continues SPA 201. Plus accuracy and speed in reading, study of syntax, and extensive composition. Prerequisite: SPA 201, three years of high school Spanish, or consent of instructor.

**SPA 205 Intensive Oral Practice (3-0)** 3 hrs.  
Conversational practice to develop oral facility; especially designed exercises in pronunciation, stress, and rhythm. Individual readings of

modern Spanish works discussed in class. Written and oral compositions based on readings. Designed to help students bridge the gap between the intermediate and advanced levels. Prerequisite: SPA 202 or equivalent or consent of instructor.

**SPA 210 Introduction to Modern Spanish Literature (3-0)** 3 hrs.  
Reading of selected 20th century masterpieces. Introduction to poetry. Oral readings stressing pronunciation and diction. Speaking based on discussions of works read. Writing based on readings and class discussions. Designed to help students bridge the gap between the intermediate and advanced levels. Prerequisite: SPA 202 or equivalent or consent of instructor.

## Speech

**SPE 101 Fundamentals of Speech Communication (3-0)** 3 hrs.  
Theory and practice of oral communications. Development of poise, confidence, and skill in speech organization and delivery. Emphasis on frequent speaking, development of standards of criticism, and selection and organization of material.

**SPE 102 Public Speaking and Communication Theory (3-0)** 3 hrs.  
Examination of communications principles underlying successful platform behavior. Development of proficiency in the logic of argument and skill of speaking. Consideration of forms of public address; analysis and delivery of one such form as a semester assignment. Prerequisite: SPE 101 or consent of instructor.

**SPE 107 Oral Interpretation (3-0)** 3 hrs.  
Performance course offering opportunities for selection, preparation, and presentation of various types of literature; development of facility in use of body and voice in oral reading. Prerequisite: SPE 101 or consent of instructor.

**SPE 111 Introduction to the Theatre (3-0)** 3 hrs.  
Introduction to theatrical and dramatic art. Emphasis on providing the student with the tools of analysis which give him insight into the total imaginative process that makes up the art of the theatre.

**SPE 115 Interviewing (1-0)** 1 hr.  
Focuses on the unique demand of dyadic communication. The student will examine interview types, participate in model interview situations, and complete a programmed course in cognitive listening skills.



**SPE 205 Discussion and Debate (3-0) 3 hrs.**

Principles, techniques, and types of discussion and debate; experience in various types of discussion and debate activities.

Prerequisite: SPE 101.

**SPE 212 Acting (3-0) 3 hrs.**

Methods used in the art of acting; stress on practical acting situations.

**Vending Machine Repair \_\_\_\_\_**

**ELT 121 Automatic Vending Machine 2 hrs.  
Repair I (1-3)**

Introduces skills and knowledge needed to service automatic vending equipment.

Emphasizes attitudes for successful job entry and advancement in the industry.

**ELT 122 Automatic Vending Machine 2 hrs.  
Repair II (1-3)**

Continues ELT 121 with emphasis on current vending equipment and components.

Emphasizes theory, demonstrations, and "hands on" work on component parts.

Prerequisite: ELT 121 or consent of instructor.

**ELT 123 Automatic Vending Machine 2 hrs.  
Repair III (1-3)**

Continues ELT 122 with trouble shooting of actual machines and real problems. Emphasizes rapid machine repair and timely service techniques. Covers late model machines and practice.

Prerequisite: ELT 122 or consent of instructor.



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# Index

## A

Academic Calendar	3
Academic Honors	20
Academic Performance	20
Accounting Courses	96
Accounting Aide Curriculum	44, 78
Accounting Clerk Curriculum	78
Accounting Payroll Curriculum	78
Accreditation	7
Admission	14
Admission Options	14
Adult Basic Education	33
Affirmative Action	7
Air Conditioning Courses (see Refrigeration and Air Conditioning)	142
Anthropology Courses	97
Application Procedures	14
Architectural Technology Courses	97
Architectural Technology Curriculum	45, 79
Art Courses	98
Art Curriculum	45
Astronomy Courses	99
Athletics	26
Auditing a Course	21

## B

Baking Curriculum	79
Banking, Finance and Credit Courses	99
Banking, Finance and Credit Curriculum	46, 79
Biology Courses	100
Board of Trustees	7, 150
Bookstore	10
Brokers License Certification Curriculum	80
Building Codes and Enforcement Courses	101
Building Codes and Enforcement Curriculum	80
Business Administration Curriculum	47

## C

Calendar	3
Campus Facilities	10
Career Programs	14, 40
Center for Material Management Education	32
Center for Real Estate Education	33
Certificate Programs	78
Certified Professional Secretary Curriculum	80, 90
Charge-Back Tuition	16
Chemistry Courses	102
Child Care Services	27
Child Development Courses	102
Child Development Curriculum	48, 80
CLEP Testing	24, 34
Clerical Curriculum	90
Clerk-Typist Curriculum	90
College Community Programs	34
College Hours	10

Community Counseling Center	34
Community Development Education Center	32
Community Orientation and Involvement	8
Compliance Actions	7
Conduct	26
Continuing Education	32
Cooking Curriculum	81
Cooperative Programs	41
Counseling (See Student Development Services)	
Course Numbering System	96
Criminal Justice Courses	104
Criminal Justice Curriculum	49, 81

## D

Data Processing-Clerical Curriculum	82
Data Processing-Computer Operator Curriculum	82
Data Processing Courses	105
Data Processing-Technical Curriculum	82
Data Processing-Technology Curriculum	50
Degrees	9
Dental Hygiene Courses	108
Dental Hygiene Curriculum	50
Dietetic Technician Courses	109
Dietetic Technician Curriculum	51

## E

Economics Courses	110
Education Courses	110
Electronics Courses	110
Electronics Curriculum	83
Electronics Technology Curriculum	52
Engineering Courses	111
Engineering Curriculum	52
English as a Second Language	33
English as a Second Language Courses	113
English Courses	112
Executive Secretarial Development Curriculum	54

## F

Faculty	152
Fashion Design Courses	113
Fashion Design Curriculum	55, 83
Fees	16
Financial Aid	25
Fine Arts Courses	114
Fire Science Courses	114
Fire Science Technology Curriculum	56, 83
Food Service	27
Food Service Management Courses	116
Food Service Management Curriculum	57, 84
French Courses	117

## G

General Education	9
General Education Requirements	38
GED Test Center	34
General Office Assistant Curriculum	90

General Studies Certificate	
Requirements	39
Geography Courses	117
Geology Courses	117
German Courses	118
Grading	20
Graduation Requirements	39

## H

Harper College	
Campus	10
District	7
History	7
Objectives	9
Philosophy	8
Harper, William Rainey	6
Harper Year	10
Health Education Curriculum	58
Health Science Courses	118
Health Services	27
Hearing Impaired Program	27
Heating Service Curriculum	89
History Courses	119
Honors Program	20
Horticulture Curriculum	58, 84
Humanities Courses	120

## I

Incomplete Grades	21
Independent Study	120
Industrial and Retail Security	
Curriculum	84
Industrial Sales Management and	
Development Curriculum	84
Institute for Management Development	32
Interior Design Courses	120
Interior Design Curriculum	59

## J

Journalism Courses	121
Journalism Curriculum	59

## L

Learning Skills Laboratory	33
Learning Resources Center (LRC)	10
Library Services	11
AV/Media Services	11
Legal Secretary Curriculum	60, 85
Legal Technology Courses	121
Legal Technology Curriculum	61, 85
Liberal Arts Curriculum	62
Literature Courses	122

## M

Machinist Curriculum	86
Management Courses	123
Marketing Courses	124
Marketing Mid-Management	
Curriculum	63, 64
Material Management Courses	126
Material Management Curriculum	64, 86
Mathematics Courses	127
Mechanical Drafting Curriculum	86

Mechanical Engineering Technology	
Courses	128
Mechanical Engineering Technology	
Curriculum	66
Mechanical Technician Curriculum	86
Medical Office Assistant Curriculum	67
Medical Transcriptionist Curriculum	87
Music Courses	130
Music Curriculum	68

## N

Numerical Control Courses	132
Numerical Control Technician	
Curriculum	87
Nursing Courses	133
Nursing Curriculum	69

## O

Officers of the College	151
Operating Room Technician Courses	87
Operating Room Technician	
Curriculum	133
Orientation	24

## P

Park and Grounds Operation	
Management Courses	134
Park and Grounds Operation	
Management Curriculum	70, 88
Parking	10
Philosophy Courses	135
Physical Education Courses	136
Physical Education Curriculum	70
Physical Science Courses	138
Physics Courses	138
Placement and Career Development	
Services	25
Political Science Courses	139
Practical Nursing Courses (see Nursing)	
President's Message	2
Probation	21
Production Engineering Technician	
Curriculum	88
Production Welding Curriculum	88
Proficiency Credit Program	24
Psychology Courses	139
Public Administration Courses	140
Public Administration Curriculum	71, 88

## R

Reading Courses	141
Readmission	14
Real Estate Courses	141
Real Estate Curriculum	72, 89
Recreation Courses	142
Recreation Curriculum	72
Refrigeration and Air Conditioning	
Courses	142
Refrigeration and Air Conditioning	
Curriculum	89
Refrigeration and Air Conditioning	
Technology Curriculum	73
Refrigeration Service Curriculum	73, 89
Residency	16

Residential Comfort Systems	
Curriculum	89
Retail Merchandising Curriculum	89

## S

Science and Mathematics Curriculum	74
Secretarial Curriculum	54, 60, 80, 90
Secretarial Science Courses	143
Senior Citizen Program	32
Sociology Courses	145
Spanish Courses	146
Special Services	33
Speech Courses	146
Stenographer Curriculum	91
Student Activities	26
Student Development Services	24
Student Grievance Policy	21
Student Records Policy	21
Student Senate	27
Supermarket Management	
Curriculum	64, 91
Supervisory and Administrative	
Management Curriculum	75, 91

## T

Testing Services, Vocational and Academic	24
Transcripts	21
Transfer of Credit to Harper College	21
Transfer of Credit to a Senior	
Institution	21
Transfer Programs	14, 41
Transfer Students	14
Tuition and Fees	16
Tuition Refund Policy	17
Tutoring Services	33

## U

University Extension Courses	33
------------------------------	----

## V

Vending Machine Repair Courses	147
Vending Machine Repair	
Curriculum	92
Veteran Services	25
Vocational and Academic Testing	
Services	24

## W

Withdrawals	17
Women's Program	33
Word Processing Curriculum	92



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