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catalog & student handbook
2003-2004
Harper College

GoForward®

Accreditation

The Higher Learning Commission of North Central Association of Colleges and Secondary Schools
30 North LaSalle
Suite 2400
Chicago, IL 60602-2502
312.263.0456
800.621.7440

Commission on Dental Education of the American Dental Association

Community/Junior College Member of the National Association of Schools of Music

American Bar Association

Certificate of Real Estate School,
Department of Registration and Education
School Approval #46

Commission on Accreditation of Allied Health Education Programs (CAAHEP) Council on Education
Division of Accreditation Approval

National League for Nursing Accrediting Commission

American Dietetic Association

National Academy of Early Childhood Programs

Association of Collegiate Business Schools and Programs

National Association for the Education of Young Children

Commission on English Language Program Accreditation

Harper College reserves the right to change all or part of this catalog without prior notice.

William Rainey Harper College
1200 West Algonquin Road
Palatine, Illinois 60067-7398
847.925.6000

Institutional Core Values

Consistent with its philosophy, mission and vision, the employees and public servants of William Rainey Harper College have chosen values to work by. These values are as follows:

INTEGRITY

RESPECT

EXCELLENCE

COLLABORATION

All of our values are the basis for the ongoing achievement of Harper's mission and vision. These values are intended for use in making decisions and performing in ways that benefit all of our constituencies.

Student Responsibility

It is the responsibility of each student to be aware of and meet the catalog requirements for graduation. Students are also responsible for heeding all other rules, regulations and deadlines published in the Catalog, Student Handbook and Course Schedule. These publications are available on request from the Office of Admissions, the Registrar Office, and/or the Campus Information Center.

About Harper College

Our roots run deep.

As far back as the early 1960s, when the greater Chicago metropolitan area was just beginning to spread out past O'Hare, the citizens of four fledgling northwest suburban townships already knew what they wanted.

What they wanted was a college.

And so, on March 27, 1965, with the ink barely dry on the brand new Illinois Community College Act, voters in the townships of Elk Grove, Palatine, Schaumburg and Wheeling overwhelmingly approved a referendum to establish a community college district. Within 34 days, those same voters returned to the polls to elect seven citizens from among 48 candidates to serve as the first Board of Trustees. The college they envisioned had no name, no buildings, no staff, and no curriculum. What it did have, however, was widespread community support and a dedicated board of seven individuals who, from their first meeting in May 1965, began to formulate a plan for what their college would one day become.

Over the next year, the Board of Trustees continued to meet on a regular basis. A president was hired, architects chosen, a site selected. And the college was given its name—William Rainey Harper—in honor of the man who "fathered" the community college concept. In 1967, voters returned again to the polls, this time to approve a $7,375,000 building referendum by a 4-1 margin. And while ground was being broken for a new campus in Palatine, Harper College was already offering classes at a nearby high school. About 1,700 students enrolled for that first term in the fall of 1967.

By the following year, enrollment had jumped to 3,700. In the 2000 school year, the College had enrolled approximately 38,000 students!

Harper College was on a roll, so to speak. But steadily increasing enrollment was only one indication of the success that lay ahead. Academic excellence was another. By 1971—just six years after its founding—the College had already received unqualified full accreditation. That was especially good news for students with plans to complete their baccalaureate degrees at four-year colleges and universities. Full accreditation meant they could be assured that credits earned at Harper would readily transfer to other institutions of higher learning.

Our campus is a special place.

Harper College welcomed its first students in the fall of 1967 without a campus or a classroom to call its own. The first classes were held evenings only at Elk Grove High School. Two years later, classes moved to the initial structures on Harper's rolling 200-acre campus.

From the very beginning, this was to be a campus like no other. The architects envisioned a "village" atmosphere and so into their plans, they incorporated multi-level plazas, picturesque pedestrian walkways, even a lake with a footbridge connecting the campus to the parking lots. The buildings were fashioned from earthtone materials—brick, wood and concrete. Glass window walls offered a variety of interior and exterior views. Over thirty years later, this campus remains a stimulating, pleasing environment, ideal for learning and working.
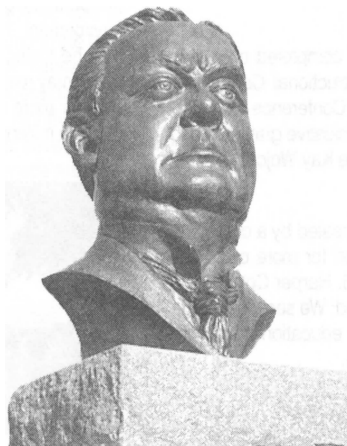
The desire to create an aesthetically pleasing atmosphere outside was extended inside as well. Among the original concepts for Harper College was a provision for displaying works of art. By the time the initial buildings were completed and occupied in May 1970, the College had acquired a sizable collection of paintings, prints and sculpture; these were used as display throughout the campus. Over the past three decades, this collection has continued to grow and provide aesthetic enjoyment for students, staff, faculty and the community at large.

Initial campus construction was completed in record time and formally dedicated on May 3, 1970. Among the early structures were 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 student activities center; an administrative and data processing center; and a central utility facility designed to serve the entire campus. Later additions have included a physical education building, two classroom-specialized career program buildings, a campus publications building and a liberal arts center, which includes a bookstore, "black box theatre," and three-dimensional art studios devoted to ceramics, sculpture, stagecraft and metal work. In 1990, a privately funded, 784-square foot observatory was constructed. Subsequently, capital improvements were made to the science complex, fine arts wing and central utility facility.

In 1975 the College opened an extension campus to provide additional classrooms. The Northeast Center moved to its current location in Prospect Heights in 1982. An additional campus located in Schaumburg was purchased in 2001. This campus is focused on technology training and retraining.

In November of 2000 Harper College district residents passed an $88.8 million referendum to construct a new campus building to house the College's growing technical and health career programs. The Science, Emerging Technology and Health Career Center is scheduled to open in 2004.

In the fall of 2002, construction was completed on a new Performing Arts Center and the Instructional Conference Center that was renamed the Wojcik Conference Center in recognition of a $1.1 million member initiative grant given to Harper by Illinois State Representative Kay Wojcik.

Our purpose is clear.

Harper College was conceived and created by a community that simply wanted more education for more of its citizens. Thus, from its inception in 1965, Harper College has operated with a single purpose in mind: We seek to provide the best possible program of higher education at reasonable cost for the community we serve.

As a community college, a primary objective has long centered on providing the first two years of baccalaureate education in liberal arts, sciences and preprofessional curricula so that students can prepare themselves for transfer to four-year colleges and universities to complete their degrees and satisfy their individual educational goals. In addition, the focus at Harper has broadened to include more opportunities for career education, training and retraining, professional development and personal enrichment. For example, increasing emphasis has been placed on providing technical and semi-technical education so that non-transfer students may prepare themselves for entry into specific careers, such as computer technology, criminal justice, nursing, early childhood education, park maintenance and hospitality management, directly from their community college experience. In addition, our ability to provide area employers and employees with opportunities for training, retraining and upgrading of skills has become increasingly important as a way to address rapid technological change and adjustments in the work environment.

But there is more to the curriculum at Harper College than courses designed to prepare students for a specific career or to help them earn a particular degree or certificate. We recognize, too, our responsibility to educate all of our students so that they may assume a more active and meaningful role in a free and fluid society...so that they may vote more intelligently and adapt more readily to a complex world. As a result, we aim to not only teach students what is known, we strive to teach them where and how to look for knowledge that may not yet be available. And as life becomes more complex, the personal enrichment courses we offer provide increasing numbers of men and women with an outlet for creative energies, a means for cultivating hidden talents and a way to reduce the stress of their day-to-day lives.
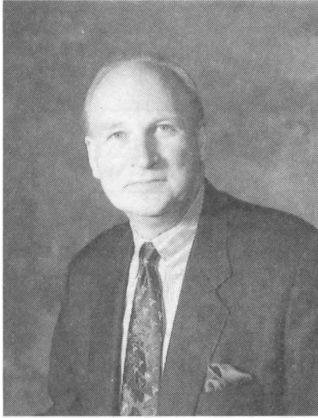
With a firm commitment to the dignity and significance of each individual, Harper College strives to help each student find his or her place in the world. We seek to provide the necessary training so that every student can achieve his or her personal goals. And, above all, we desire to create an environment in which questions may be asked, theories may be tested and every student who passes through our doors may realize his or her full potential. This has been our goal for more than three decades. It will guide us through the new millennium.

William Rainey Harper

A Message from the President

William Rainey Harper, the renowned scholar, teacher and administrator from whom we take our name, was an innovator...a man of vision to be sure. As first president of the University of Chicago more than a century ago, Dr. Harper was also first to champion the idea of the two-year college. What he conceived simply as a means of increasing access to college-level learning for all, would — in time—transform the face of higher education in America.

William Rainey Harper was the true father of the community college movement. We are proud to bear his name, proud to be among the 39 public two-year community college districts in Illinois that today serve more than 1,000,000 citizens statewide. But what we at Harper College are proudest of is our continuing ability to offer a wide array of programs, classes and services designed to meet the specific educational needs of the people we serve.

Whatever your goal—to earn credits toward a degree or certificate, upgrade your skills for a changing work environment, pursue a lifelong interest or cultivate an entirely new one—Harper College has a class for you. We offer a full range of credit and non-credit courses, career training opportunities and continuing education options for professional development and personal enrichment as well as academic transfer programs. Our faculty is among the best. And because, like William Rainey Harper himself, we believe that higher education should be accessible to all, we offer a flexible schedule of daytime, nighttime and weekend classes at our main campus and at several other sites conveniently located throughout our service area.

The following pages contain information about hundreds of ways you can upgrade your knowledge, acquire new skills, broaden your outlook, improve your attitude, perhaps even change your life. I hope you will take time to look them over, then take advantage of the many opportunities we have to offer.
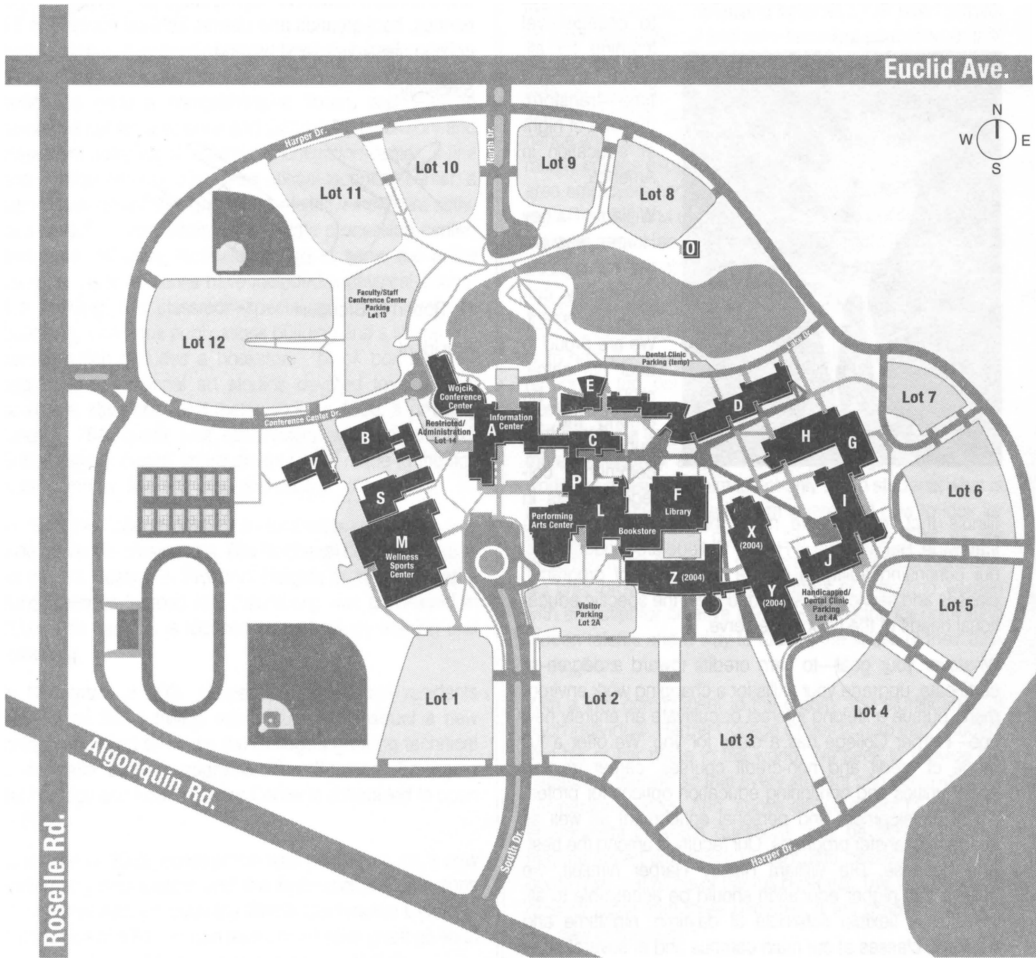
Come to Harper College and you are sure to discover that we share more than a name with William Rainey Harper. We share his commitment to helping students of all ages, experiences, backgrounds and desires achieve success in the college classroom...and beyond.

Sincerely,

Dr. Robert L. Breuder

President

Campus Map

Euclid Ave.

Lot 10
Lot 11
Lot 9
Lot 8

Faculty/Staff
Conference Center
Parking
Lot 13

Lot 12

Dental Clinic
Parking (temp)

Conference Center Dr.

Wojcik
Conference
Center

Information
Center

Restricted/
Administration
Lot 14

A

E

C

D

Lot 7

B

H

G

V

P

F
Library

I

S

L

X
(2004)

Lot 6

M
Wellness
Sports
Center

Performing
Arts Center

Bookstore

Z (2004)

J

Y
(2004)

Handicapped/
Dental Clinic
Lot 4A

Lot 5

Visitor
Parking
Lot 2A

Lot 1

Lot 2

Lot 3

Lot 4

Algonquin Rd.

Roselle Rd.

South Dr.

Harper Dr.

Legend

Buildings   Sidewalks

Parking Lots   Vehicular Pathways

Campus Map Key

Destination Building

Academic Advising & Counseling	I
Academic Enrichment & Language Studies Division Office	F
Access & Disability Services	D

Administration & Executive Offices	W
Admissions Outreach	C
Adult Education	F

Assessment & Testing Center	A
Bookstore	L
Box Office	J

Business Office	A
Business & Social Science Division Office	J
Career Center	A

Career Partnership	H
Center for New Students & Orientation	C
Cockrell Dining Hall	A

Continuing Education Division Office	C
Corporate Services	W
Dental Hygiene Clinic	D

English as a Second Language	F
Gymnasium	M
Health & Psychological Services	A

Honors Program	L
Human Resources	A
Information Center	A

J143 Theater	J
Liberal Arts Division Office	L
Library	F
Life Science & Human Services Division Office	D

Marketing Services	S
Mega Lab	I
Multicultural Learning Center	D

Observatory – Karl G. Heniz	O
Performing Arts Center	R
Public Safety	B

Receiving	B
Registrar & Records	A
Research Office	A

Scholarships & Financial Assistance	A
Sign Language Interpreting	F
Student Activities	A

| Student Development Division Office | A |
| Technology, Mathematics, & Physical Sciences Division Office | H |

Tutoring Center	F
Wellness & Human Performance Division	M
Wojcik Conference Center	W

| Women's Program | A |

First Semester-FALL 2003

Registration as Scheduled ....April through August 16
Final Registration Week ....August 18 - 23
Faculty Report ....August 19
Classes Begin* ....August 25
Labor Day Observed (Classes Not in Session) ....September 1
Last Day for Refunds** ....September 9
Midterm...October 18
Veteran's Day Observed (Classes Not in Session)..November 11
Last Day for Withdrawals (16 week classes)***..November 15
Thanksgiving Holiday (Classes Not in Session) ....November 27 - 30
Last Week of Fall Term (Final Exams) ....December 15 -19
Semester Break Begins ....December 20

Second Semester-SPRING 2004

Registration as Scheduled ....November through January 10
Final Registration Week ....January 12 -17
Faculty Report...January 14
Martin Luther King's Birthday Observed (Classes Not in Session) ....January 19
Classes Begin* ....January 20
Last Day for Refunds** ....February 3
Lincoln's Birthday Observed (Classes Not in Session)...February 12
Midterm...March 13
Spring Break..March 22 - 28
Classes Resume ....March 29
Reading Day (Classes Not in Session) ....April 9
Non Instructional Day (Classes Not in Session) ....April 11
Last Day for Withdrawals (16 week classes)***..April 17
Last Week of Spring Term (Final Exams) ....May 17 - 21
Graduation ....May TBA

Summer Session-2004

Registration as Scheduled ....March through May 29
Final Registration Week ....May 30 - June 5
Classes Begin*...June 7
Last Day for Refunds** ....June 10
Midterm..July 1
Last Day for Withdrawals*** ....July 15
Final Exams ....July 28 - 29

*   Most credit classes begin this week. Many continuing education and credit classes
      begin on other dates. Check class schedule.
** Per institutional tuition refund policy in the College Catalog
*** Per institutional policy, deadline varies for non 16 week courses

The Harper Year
The College follows the semester plan and also offers a summer session. Day, evening and weekend classes are conducted throughout the academic year.

College Hours
Office Hours: The College is open Monday through Thursday from 8:00 am to 8:00 pm, on Friday from 8:00 am to 4:30 pm and 9:00 am to 12 noon on Saturday. Closed Friday and Saturday during summer term. Hours of operation may vary for some areas. Class hours are generally scheduled Monday through Friday from 7:00 am until 11:00 pm, Saturday from 7:00 am until 6:00 pm and Sunday from 1:00 pm until 6:00 pm.

Communities served by Harper College District No. 512

1 Arlington Heights
2 Barrington
3 Barrington Hills
4 Inverness
5 Buffalo Grove*
6 Carpentersville*
7 Deer Park*
8 Des Plaines*
9 Elk Grove Village
10 Fox River Grove*
11 Hanover Park*
12 Hoffman Estates

13 Lake Barrington
14 Mount Prospect
15 North Barrington
16 Palatine
17 Prospect Heights
18 Rolling Meadows
19 Roselle*
20 Schaumburg
21 South Barrington
22 Tower Lakes
23 Wheeling

*Portions of these communities are included in the district.
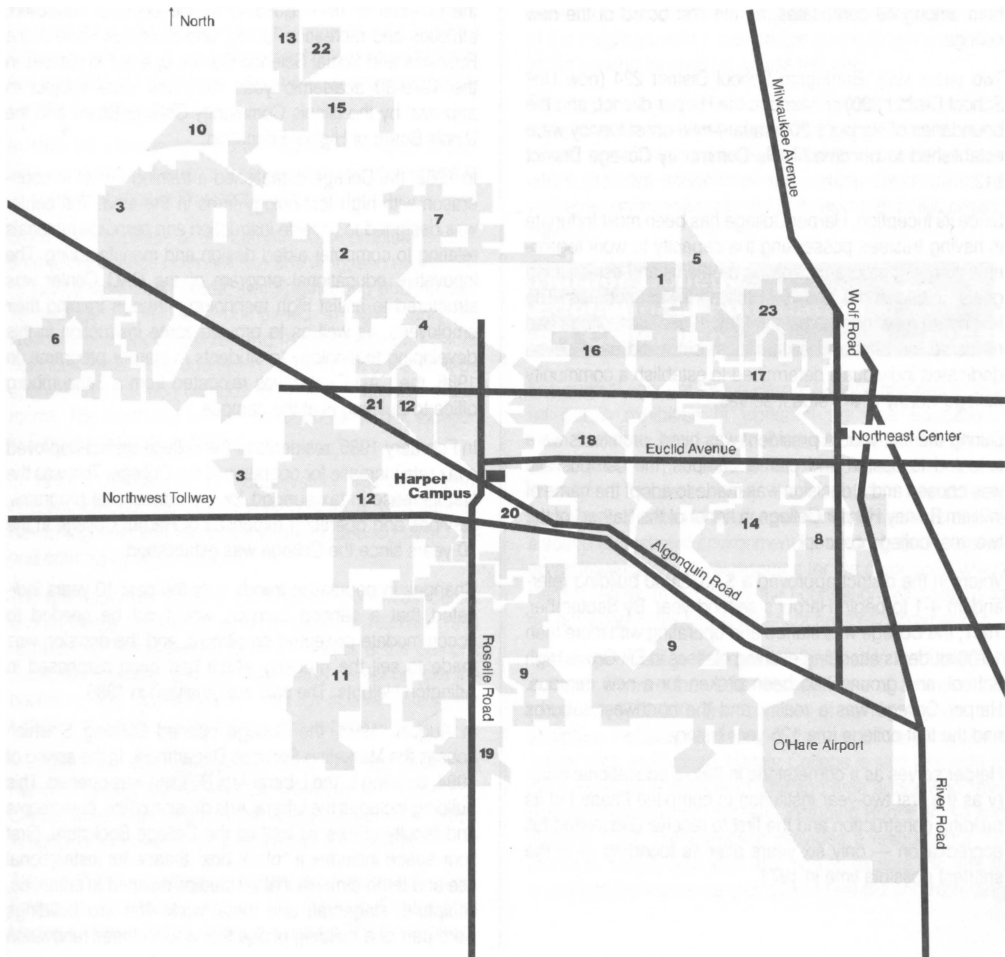
History

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

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 1960s 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 34 days after approving the referendum to elect seven citizens, from among 48 candidates, as the first board of the new college.

Two years later, Barrington 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 4-1 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 about 1,700 students jumped to 3,700 in one year, double the projections. When the doors opened on Harper's new campus in fall, 1969, approximately 5400 students were enrolled.

The College employed numerous off-campus locations, instituted a Weekend College program, and opened an extension campus at Willow Park Center in 1975 to provide additional classroom space for day and evening offerings. The Northeast Center subsequently moved to the Hawthorne School in Wheeling, and in the fall of 1982, to the Stevenson School in Prospect Heights.

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, the Engineering and Applied Technology Center, were completed and classes begun in the facilities in 1977. Building M, the physical education, athletics and recreation facility, and Buildings I and J, the Business and Social Science Center, opened to classes in the 1979-80 academic year. All plans were subject to approval by the Illinois Community College Board and the Illinois Board of Higher Education.

In 1982, the College established a training center in cooperation with high technology firms in the area. The center was designed to provide instruction and resource materials relating to computer aided design and manufacturing. The innovative educational program of the CAD Center was structured to assist high technology firms in training their employees, as well as to provide some instruction in this developing technology to students in Harper programs. In 1986, the CAD Center was relocated from a Schaumburg office to Building H at the campus.

In February 1985, residents of the college district approved a tax rate increase for operation of the College. This was the first increase in tax support for the educational programs, services and operating expenses of Harper College in the 20 years since the College was established.

Changes in population trends over the past 10 years indicated that a second campus would not be needed to accommodate projected enrollment, and the decision was made to sell the property which had been purchased in Arlington Heights. The sale was finalized in 1986.

In August, 1993, the College opened Building S which houses the Marketing Services Department. In the spring of 1994, Building L, the Liberal Arts Building was opened. This building includes the Liberal Arts division office, classrooms and faculty offices as well as the College Bookstore. First floor space includes a "black box" theatre for instructional use and three-dimensional art studios devoted to ceramics, sculpture, stagecraft and metal work. The two buildings were part of a building phase that also includes renovation

plans in existing buildings. Renovations completed in 1996 included the addition of a large computer lab in the Business and Social Science Center and updating of the Plant Science Center.

Campus Facilities

With the completion of the initial buildings, the Harper campus was opened to approximately 5,400 students in September, 1969. Additional facilities were needed in order to keep up with the increasing enrollment which eventually led to a complex of 18 informal contemporary buildings totaling 833,130 square feet nestled in the rolling terrain of 200 rural acres. On-time delivery of the buildings marked 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 and data processing center; and a central utility facility serving the entire campus.

In 1975 the College opened an extension campus to provide additional classrooms. The Northeast Center moved to its current location in Prospect Heights in 1982.

Since the first phase of the campus was completed, additions to the science complex, fine arts wing, and central utility facility have been made. The Engineering and Applied Technology Center was completed in 1977, and the Wellness and Sports Center and the Business and Social Science Center were opened in 1980. In 1975 the College opened an extension campus to provide additional classrooms. The Northeast Center moved to its current location in Prospect Heights in 1982.

In 1990, a 784 square foot observatory was completed. Privately funded, the observatory houses a 12" diameter Newtonian reflecting telescope and can be used by school and community organizations.

The two additional facilities, the Marketing Services Center and the Liberal Arts Center, were completed in 1993 and 1994 respectively. The Marketing Services Center is the campus publication building, and the Liberal Arts Center houses the bookstore and Liberal Arts Division. Of special note in the Liberal Arts Center are the theatre and applied arts.

In 2002, the College opened two new facilities, the Performing Arts Center and the Instructional Conference Center, which was renamed the Wojcik Conference Center in honor of Illinois State Representative Kay Wojcik.

Also in 2002, construction began on the new Science, Emerging Technology and Health Careers Center after Harper College District voters passed an $88.8 million ref-erendum. The building is scheduled to open in 2004. An additional campus located in Schaumburg was purchased in 2001. This campus is focused on technology training and retraining.

A hub of the campus, the Student and Administration Center, provides a natural meeting place for students and faculty — and includes a lounge, food service facilities, various student activity offices and student services offices, 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, "earthtone" 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 a 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 businesses and civic organizations.

Harper College Educational Foundation Art Collection

The original concept for the Harper College campus included public exhibition of works of art. The Educational Foundation has acquired a permanent collection consisting of a number of paintings, prints and pieces of sculpture. Throughout Harper's history, the Foundation has actively pursued acquisition of quality works of art in order to ensure a sound educational environment for students and to develop an invaluable cultural resource for the community which Harper serves. In the future, the Foundation will continue to collect works reflecting a variety of aesthetic expressions.

The Harper College Educational Foundation Art Collection consists of more than 250 original works of art valued at more than $750,000. The collection of paintings, prints and sculpture includes works by a number of very important artists such as Picasso. Harper College is also fortunate to have works by a number of Chicago area artists who have achieved international acclaim, including Roger Brown and Richard Hunt. The collection provides a resource for the students, faculty and staff in which to explore the arts in addition to making the campus a more beautiful and interesting

environment for learning. The captivating collection is home to notable works that provide community residents a local source of inspiration.

Philosophy

William Rainey Harper College is an institution of higher learning which believes that student success is achieved through academic excellence. In order to help prepare students for the challenges of life and work, the College offers an extensive curriculum taught by dedicated faculty and supported by qualified staff committed to teaching and learning. The College also recognizes the importance of the community it serves and enriches the cultural and intellectual life as well as the economic development of the Harper district. Finally, the College believes that the education of students must occur in an ethical climate which values diversity and promotes respect for all people

Mission

William Rainey Harper College is a comprehensive community college dedicated to providing excellent education at an affordable cost, promoting personal growth, enriching the local community and meeting the challenges of a global society.

The specific purposes of the College are:
- To provide the first two years of baccalaureate education in the liberal and fine arts, the natural and social sciences and pre-professional curricula designed to prepare students to transfer to four-year colleges and universities;
- To provide educational opportunities that enable students to acquire the knowledge and skills necessary to enter a specific career;
- To provide continuing educational opportunities for professional job training, retraining and upgrading of skills and for personal enrichment and wellness;
- To provide developmental instruction for underprepared students and educational opportunities for those who wish to improve their academic abilities and skills.
- To provide co-curricular opportunities that enhance the learning environment and develop the whole person.

Essential to achieving these purposes are all of the College's resources, support programs and services.

Degrees

Harper College offers six degrees: the Associate in Arts, the Associate in Science, the Associate in Fine Arts–Music, the Associate in Fine Arts–Art, the Associate in Applied Science, and the Associate in Engineering Science. The A.A., A.S., A.F.A. and A.E.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, although many students transfer to four-year colleges after earning the A.A.S. degree.

In addition, the College provides 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.

Accreditation

All courses and educational programs, including counseling services, are fully accredited by the North Central Association of Colleges and Secondary Schools.

- The Harper College business related programs of Accounting, Computer Information Systems, Financial Services, Hospitality Management, Management, Marketing, Supply Chain Management, and Office Careers are accredited by the Association of Collegiate Business Schools and Programs.

- The Harper College Music Department is accredited as a Community/Junior College Member of the National Association of Schools of Music.

- The Harper College Paralegal Studies Program is accredited by the American Bar Association.

- The Harper College Real Estate Program is licensed by the State of Illinois Office of Banks and Real Estate as a Real Estate Pre-License School (#110000046), a Licensed Appraiser–Education Provider (#155000165), and a Licensed Home Inspector–Education Provider (#052000106).

- The Harper College Learning Center is accredited by NAEYC (The National Association for the Education of Young Children).

- The Harper College Nursing Program is accredited by the:

  National League for Nursing Accrediting Commission
  (NLNAC), Inc.
  61 Broadway,
  New York City, NY 10006   212.363.5555

- The Harper College Certified Nursing Assistant Program is accredited by the:

  Illinois Department of Professional Regulations
  James R. Thompson Center
  100 West Randolph, Suite 9-300
  Chicago, IL 60601   312.814.4500

- The Harper College English as a Second Language Intensive English Program is accredited by the Commission on English Language Program Accreditation (CEA).

• The Harper College Cardiac Rehabilitation Service is accredited by the:

>   American Association of Cardiovascular and
>   Pulmonary Rehabilitation (AACVPR)
>   401 North Michigan Avenue
>   Chicago, IL 60611-4267   312.245.1085

• The Harper College Dental Hygiene Program is accredited by the:

>   American Dental Association (ADA)
>   Commission on Dental Accreditation
>   211 East Chicago Avenue
>   Chicago, IL 60611-2678   312.440.2500

• The Harper College Dietetic Technician Program is accredited by the:

>   American Dietetic Association (ADA)
>   Commission on Accreditation for Dietetics
>   Education
>   216 West Jackson, Suite 800
>   Chicago, IL 60606-6995   312.899.0040

• The Harper College Medical Office Administration Program is accredited by the:

>   Commission on Accreditation of Allied Health
>   Education Programs (CAAHEP)
>   35 East Wacker Drive, Suite 1970
>   Chicago, IL 60601-2208   312.553.9355

>   Curriculum Review Board (CRB) of The American
>   Association of Medical Assistants' Endowment
>   (AAMAE)
>   Accreditation Department
>   20 North Wacker Drive, Suite 1573
>   Chicago, IL 60606-2903   312.899.1500

• The Harper College Cardiac Rehabilitation Services is accredited by the:

>   Joint Commission on Accreditation of Healthcare
>   Organizations
>   One Renaissance Boulevard
>   Oakbrook Terrace, IL 60181   630.792.5000

• Illinois Department of Professional Regulations

Certifications and Affiliations

In addition to the accreditation listed in the previous section, the College also has the following certifications and affiliations:

CERTIFICATIONS
• **From Microsoft Corporation:**
>   Microsoft Certified Systems Engineer (MCSE), Microsoft Certified Professional (MCP), Microsoft Certified Systems Engineer and Internet (MCSE and Internet), Microsoft Office Specialist (MOS)

• **From Novell:**
>   Certified NetWare Administrator (CNA), Certified NetWare Engineer (CNE)

• **From Oracle:**
>   Individual exams in each specific area (SQL and PL/SQL, Database Administrator, Performance Tuning Workshop, Backup & Recovery Workshop and Net Administration) to be certified by Oracle. If certified in all five areas, the student will receive Database Administration certificate from Oracle.

• **From Solaris:**
>   Exams to be certified as a Systems Administrator or Network Specialist by Solaris

• **From Computing Technology Industry Association:**
>   A+ Certification

• **From Premier Autodesk:**
>   Certified Autocad Trainer

AFFILIATIONS

Academic Enrichment and Language Studies Division

• Member, International Interchanges for Leaders in Education
• Member, International Teachers of English to Speakers of Other Languages (TESOL)
• Member, Illinois Adult and Continuing Educators Association
• Member, Illinois Teachers of English to Speakers of Other Languages (TESOL) /Bilingual Education (BE)
• Member, Network of Intensive English Programs
• Member, NAFSA–Association of International Student Educators
• Northeast Palatine Resource Network
• Northwest Suburban Council for Community Services
• Member, Registry of Interpreters for the Deaf (RID)
• Director, College Reading and Learning Association
• Member, National Association for Developmental Education
• Member, National Council of Teachers of English
• Member, International Reading Association
• Member, International Writing Centers Association
• Member, Midwest Writing Centers Association

Business and Social Science Division

• Registered by the State of Illinois as a Public Accountant Continuing Professional Education Sponsor (CPA classes)
• Regional Training Center for the NetPrep™ Networking Program
• National Association of Communication Systems Engineers; Authorized Testing Center

- Student Chapter of American Production and Inventory Control Society
- Member, American Records Management Association
- Member, International Association of Administrative Professionals
- Certified Professional Secretary authorized testing site
- Student Chapter of Lambda Epsilon Chi, the national paralegal honor society
- Member, American Association for Paralegal Education
- Member, Northwest Suburban Bar Association
- Member, Illinois Paralegal Association
- Member, American Culinary Federation
- Member, Illinois Foodservice Educators Association
- Student Chapter of Kappa Beta Delta, the national business honor society
- Member, Illinois Colleges Real Estate Consortium

Continuing Education Division
- American Heart Association
- Association of Rehabilitative Nurses
- Association for Volunteer Administration
- College for Financial Planning and the Greater O'Hare Chapter of the International Association of Financial Planners

Corporate Services Division
- APICS (The Educational Society for Resource Management, originally called the American Production and Inventory Control Society)
- CPIM Review (Certification in Production & Inventory Management) and CIRM Review (Certification in Integrated Resources Management)
- NAPM (National Association of Purchasing Management)
- CPM Review (Certification in Purchasing Management)
- Achieve Global: Leadership, Customer Service, Sales Performance

Liberal Arts Division
- National Kitchen and Bath Association (NKBA)
- National Association of Schools of Music (NASM)
- Association of Illinois Music Schools (AIMS)
- Illinois Council of Orchestras
- Accredited by the National Guild of Community Music Schools
- Modern Language Association
- Community College Humanities Association (CCHA)

Life Science and Human Services Division
- Illinois State Florist Association
- The Society of American Florists
- The American Institute of Floral Designers

Resources for Learning Division
- Member, American Library Association
- Member, Illinois Library Association
- Member, Instructional Telecommunications Council
- Member, OCLC (Online Computer Library Center)
- Member, LOEX (Library Orientation Exchange) Clearinghouse for Library Instruction
- Member, North Suburban Library System
- Member, NILRC: A Consortium of Community Colleges, Colleges and Universities
- North Suburban Higher Education Consortium (NSHEC)

Technology, Mathematics and Physical Sciences Division
- American Association of Physics Teachers
- American Electronics Association
- American Geological Society
- American Institute of Architects (AIA)
- American Mathematical Society (AMS)
- American Mathematics Association of Two Year Colleges
- American Society for Engineering Education
- American Statistical Association
- American Technical Education Association
- Association for Computing Machinery
- Association of Collegiate Schools of Architecture
- Association of Licensed Architects
- Association of Mathematics Teacher Educators (AMTE)
- BOCA (Building Officials and Code Administrators)
- Chicago Section American Association of Physics Teachers
- Committee on Chemistry of the Two Year College, Division of Chemical Education, American Chemical Society
- Consortium for Computing in Small Colleges (Northwest Conference)
- EDS PLM Solutions
- Fire Department Safety Officers Association
- Illinois Advisory Committee on Arson Prevention
- Illinois Building Commission (IBC)
- Illinois Council of Teachers of Mathematics (ICTM)
- Illinois Fire Chiefs Association
- Illinois Mathematics Association of Community Colleges
- Illinois Mathematics Teacher Educators (IMTE)
- Illinois Office of the State Fire Marshall (IL OSFM)
- Illinois Professional Firefighters Association
- Illinois Section America Association of Physics Teachers
- Illinois Section of the Mathematics Association of America
- Illinois Society of Fire Service Instructors

- Institute of Electrical and Electronics Engineers (IEEE)
- Institute of Mathematical Statistics
- Mathematics Association of America
- Metropolitan Mathematics Club of Chicago (MMC), The
- National Council of Teachers of Mathematics
- National Fire Protection Association (NFPA)
- National Fire Academy Alumni Association
- Northwest Building Officials and Code Administrators (NWBOCA)
- Physics Northwest
- Planetary Studies Foundation
- Radio Club of America (RCA)
- Rescue and Emergency Specialist Association
- Society of Industrial and Applied Mathematics (SIAM)
- Society of Broadcasting Engineers (SBE)
- Suburban Building Officials and Code Administrators (SBOC)
- Women in Mathematics Education (WME)

Wellness and Human Performance Division

- National Junior College Athletics Association
- National Wellness Association

Compliance Actions

Harper College does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, sexual orientation, disability or unfavorable discharge from military service. This policy governs the recruitment and admission of students, the recruitment and employment of faculty and staff and the operation of any of the College's programs and activities as specified by federal laws and regulations. It is also the policy of Harper College that no student or employee shall be subjected to sexual harassment, which is regarded as a form of discrimination. Statutory references which support this practice include, but are not limited to the following:

- The Americans with Disabilities Act (ADA)
- The Illinois Human Rights Act (IHRA)
- Title VII of the Civil Rights Act
- The Vietnam Era Veterans and Veterans Act
- The Cook County Human Rights Ordinance
- The Family Medical Leave Act (FMLA)
- Title VI and Title IX of the Educational Amendments Act
- The Family Education Rights Privacy Act (FERPA)
- The Prevailing Wage Act
- The Freedom of Information Act (FOIA)
- The Gift Ban Act
- The Open Meetings Act
- The Investment of Public Funds Act
- The Tort Immunity Act, and
- The Health Insurance Portability and Accountability Act (HIPAA).

Inquiries regarding Affirmative Action should be directed to the Assistant Vice President for Diversity and Organizational Development. Inquiries regarding College compliance with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act should be directed to the College Compliance Officer for ADA/504.

Services for Persons with Disabilities

Reasonable accommodations and services are available for students, staff and visitors with disabilities in accord with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Information regarding those services or about campus accessibility can be obtained in the Center for Access and Disability Services in the Science, Math and Health Careers Center, D119. New students must apply to receive services and provide information about the nature and extent of their disability so that appropriate accommodations and services can be arranged. The ADS phone number is 847.925.6266, voice or 847.397.7600, TTY. E-mail is tthompso@harpercollege.edu.

College Accessibility

While mandated services will be offered at all Harper College facilities, complete College support services such as tutoring, counseling and others may only be available at the Palatine campus.

Enrollment Options

Baccalaureate Transfer Program
Career Programs
Continuing Education Programs
Other Offerings

Admission

- ■ *Eligibility*
- ■ *General Admission Requirements*
- ■ *Dual Admission Programs*

Students Applying to Limited Enrollment Programs

International Students

Concurrently Enrolled High School Students

Readmission

Assessment and Placement

Residency
- ■ *Resident*
- ■ *Non-Resident*
- ■ *Out-of-State*
- ■ *International*

Tuition and Fees
- ■ *Tuition*
- ■ *Activity Fee*
- ■ *Special Music Fee*
- ■ *Graduation Fee*
- ■ *Laboratory and Music Fees*
- ■ *Registration Fee*
- ■ *Technology Fee*
- ■ *Renovation Fee*

Chargeback Tuition

Education Service Agreement

Tuition Refund Policy
- ■ *Refund Policy for Financial Aid Recipients*

Withdrawals

Enrollment Status Verification

Enrollment Options

Students may elect to enroll in individual courses without pursuing a particular program, or may select one of the following programs:

Baccalaureate Transfer Program

This option is available to students who wish to transfer their coursework to an institution offering bachelor's degree programs.

Students interested in programs in business, communications, education, liberal arts, or similar programs may pursue the Associate in Arts Degree. Students interested in computer science, health, mathematics, science or similar programs may pursue the Associate in Science Degree. Students interested in engineering or similar programs may pursue the Associate in Engineering Science Degree. Students interested in art or music may pursue the Associate in Fine Arts Degree.

Career Programs

These sequences of courses are designed for individuals who desire to pursue a specific curriculum to prepare them for immediate entry into a particular career. Career Program coursework may transfer to some baccalaureate-granting institutions.

Career programs provide specific training for a wide variety of occupations in business, technology, human services, health care and related fields. Students may pursue the Associate in Applied Science Degree Program which includes both career preparation and general educational coursework, or a Certificate Program which focuses exclusively on career preparation coursework.

Continuing Education Programs

A lifelong pursuit of learning is needed to keep abreast of the knowledge explosion and the influence of social and cultural changes. The continuing education (non-credit) division makes available to the community a rich array of courses, seminars and short-term programs that encourage lifelong learning and help students meet their professional, career, civic and personal development goals.

Professional certification and other types of professional continuing education units are available for: computer training, information technology, Autodesk training, career counseling/workshops, workforce ESL, Certified Financial Planning, supervisory/management development, small business management, international trade, hospitality, travel and meeting planning, health services, cosmetology, volunteer management and manufacturing.

Personal enrichment offerings include: cultural awareness, fine arts, languages, music, photography, literature and writing, home maintenance, cooking, creative crafts, decorating and fashion, garden/landscape/floral, home ownership, health and wellness, dance, physical fitness, personal finance, self awareness, personal testing review, aviation, astronomy, animal health, women's program, youth programs and older adult services.

For more information, call the Office of Continuing Education at 847.925.6300 or e-mail ce@harpercollege.edu

Other Offerings

Courses in developmental English, reading, mathematics, study skills, and English as a Second Language are available for students who need to improve these skills in order to succeed in college studies. Students are placed in these courses based on assessment test scores.

In addition, the Adult Educational Development Department offers high school equivalent instruction in reading, writing, mathematics and nonnative literacy as well as preparation for GED and citizenship tests.

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 or her connection with the high school system, as certified in writing by the chief executive officer (or designee) 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 or she demonstrates the capacity to benefit from programs and courses offered by the College. High school students may be admitted to selected courses upon the written approval of their high school principal (or designee) and the designated College admissions official, and written parental acknowledgement.

To be placed in some programs in the College, the applicant may have to meet additional requirements as specified by that program and/ or the Illinois Public Community College Act.

■ *General Admission Requirements*
Upon application to the College, students are asked to indicate their enrollment plans and should note the following guidelines to assist them in making their decisions.

Full-time students enroll in at least 12 semester hours of credit courses. Part-time students enroll in less than 12 semester hours of credit courses. Degree-seeking students plan on pursuing a College degree.

Full-time applicants will be required to:
A. Complete a Harper College application.

B. Pay a $25.00 nonrefundable application fee.

C. Submit an official copy of their final high school transcript. Students who are enrolled in high school at the time of application must, in addition, submit a current high school transcript. Students who completed the GED must submit an official copy of GED results.

D. Submit official transcripts from all colleges attended.

E. Provide ACT scores. Either an official ACT score report or an official high school transcript that includes ACT scores can be submitted to fulfill this requirement. (This requirement will be waived for students who have completed 12 or more semester hours of college level credit and for students who are age 24 or older at the time of application.)

Degree seeking part-time applicants will be required to:

A. Complete a Harper College application.

B. Pay a $25.00 nonrefundable application fee.

C. Submit an official copy of their final high school transcript. Students who are enrolled in high school at the time of application must, in addition, submit a current high school transcript. Students who completed the GED must submit an official copy of GED results.

D. Submit official transcripts from all colleges attended.

Non-degree-seeking part-time applicants will be required to:

A. Complete a Harper College application.

B. Pay a $25.00 nonrefundable application fee.

Students who do not fulfill the appropriate admission requirements will be permitted to register for the semester for which they are applying, but will be prohibited from registering for subsequent semesters until all admission requirements have been fulfilled.

■ *Dual Admission Programs:*

These agreements with selected universities allow students to apply for admission to Harper College and the four-year college to which they plan to transfer simultaneously. Dual admission provides a seamless transition between Harper and participating schools by providing optimum continuity of courses, faculty and resources during all four years of study. Dual Admissions Programs currently are offered through Harper College and the following four-year institutions: Northeastern Illinois University, Northern Illinois University, Roosevelt University and Western Illinois University. Applicants may obtain Dual Admission applications and detailed program information from the Harper College Admissions Outreach Office.

Students Applying to Limited Enrollment Programs

The following career programs have been identified as limited enrollment programs: Cardiac Technology, Dental Hygiene, Emergency Medical Technician Training, Nursing (RN and LPN) and Basic Nursing Assistant (CNA) training, Home Health Aide, Mammography, Electrocardiograph Technician, Phlebotomy, and Paramedics. Each of these programs has special admission requirements.

Consult the curriculum section of this catalog to determine the specific admission requirements of a particular limited enrollment program.

Selection for these programs is determined by the following: Permanent residents of the Harper College district who complete the application process by the program's application deadline will receive preferential consideration in the selection process. If, on that deadline date, more completed applications have been received than space available, those students with the highest qualifications will be selected.

A permanent resident of the Harper College district is defined as an individual who:

a) is a citizen of the United States or has established permanent residence (holds an I-551 alien registration card) **and**

b) resides in the Harper College district for reasons other than attending Harper College.

The Admissions Office shall make the final determination of permanent residency status in relation to the selection process for limited enrollment programs.

Methods of determining eligibility for admission to Limited Enrollment Programs may differ from methods of computing Harper cumulative grade point average.

Because of the nature of clinical experiences and individualized instruction required in some programs, and specialized technology and the equipment necessary to offer these programs, a higher tuition rate is assessed for career specific courses. Tuition for these courses in this program is 200% of the standard tuition rate.

International Students

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 (F-1) with an intent to return to his or her homeland upon completion of his or her educational program."

International students must carry a minimum of 12 semester hours or be enrolled in the Intensive English Program. 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.

International students are not considered residents of the College district for purposes of admission to Limited Enrollment Programs.

International students are required to have health insurance coverage and will be charged an individual health insurance fee each semester. Students can receive a credit for the fee if they provide proof of equivalent coverage.

International students will be required to submit the following to the Admissions Office at least eight weeks prior to the beginning of the semester or summer session in which they intend to begin their studies. This information is subject to change by the INS. Please consult harpercollege.edu for updates.

1. A completed Harper application with a non-refundable $175.00 processing 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, minimum and maximum grades possible and all diplomas and certificates awarded. If these documents are not in English, they must be accompanied by authorized English translations.

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 210. This requirement will be waived for students applying to the Intensive English Program.

4. An affidavit of support signed by the party who will be supporting the student. The affidavit must be accompanied by statements from the bank and employer of the party who will be supporting the student. (If students are able to document sufficient financial resources to support themselves, this will be considered adequate.)

5. A Harper College declaration of intention.

6. A written statement regarding what the student plans to study at Harper. (This requirement will be waived for students applying to the Intensive English Program.)

7. A Harper College "Educational Background Information Sheet."

8. International Student Responsibility Checklist.

9. Copy of passport (visa stamp and I-94 card if already in the United States)

10. Photograph

11. Copy of I-20 if student is transferring from another U.S. college or university.

INS has enacted new regulations effective 1/1/03 that impact international students. Call the International Student Office for specific information (847.925.6226).

Concurrently Enrolled High School Students

High school students who wish to concurrently enroll at Harper College must be at least 16 years of age and in their junior or senior year at the high school. In addition:

• Students must submit a Harper College application for admission and application fee (if they are enrolling at the College for the first time), an official high school transcript, and a Recommendation for High School Student Concurrent Enrollment Form.

• Students who wish to enroll in a Harper transfer course must have a high school GPA of at least 3.0 (on a 4 point scale.)

• Students who wish to enroll in a Harper career course must have a high school GPA of at least 2.0 (on a 4 point scale).

• Students must fulfill all Harper course prerequisites.

(Students who are not yet 16 years of age and students who are not yet in their junior year of high school may be eligible for concurrent enrollment. In addition to fulfilling the admission requirements listed below, these students must complete the Harper College assessment battery and achieve scores that place them into college-level coursework, receive a recommendation for enrollment from a Student Development Faculty Member, and receive approval from the class instructor and the Director of Admissions Outreach.)

Readmission

A 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. (An exception to this is a student who is applying for admission to a Limited Enrollment Program. Contact the Admissions Office for details.) If a student has attended any other educational institution since attending Harper, official transcripts from each college attended should be submitted to the Admissions Office. Students dismissed from Harper for disciplinary reasons must be reviewed by Harper's vice president of student affairs.

Assessment and Placement

Harper College welcomes all who can benefit from the courses and programs offered. To that end an assessment policy is in place requiring all new full-time students to complete writing, reading and math placement tests. Students entering their first English and/or math courses are also required to complete appropriate placement test(s). The goals of assessment are:

1. To inform students about their competency levels in English, reading/writing and math.

2. To place students in the English and math courses in which they have the best opportunity for success.

3. To help underprepared students whose reading assessment scores are substantially below college level by requiring them to enroll in developmental reading courses prior to or along with their English courses. New full-time students who place into reading must enroll in the appropriate reading course during their first semester.

Details of the mandatory assessment and placement policy, including options for waiving testing, are available in the Assessment and Testing Center.

Residency

Students enrolling at William Rainey Harper College shall be classified as In-district, Out-of district, Out-of-state or International for tuition and fee purposes:

■ *In-district resident*

A student who has resided within the State of Illinois and the Harper College district* thirty days immediately prior to the start of the term is eligible to be classified as an in-district student for tuition calculation purposes. Residency requirements may differ for limited enrollment programs admission. Proof of in-district status is required at the time of registration. Proof of residence can include drivers license, voters registration card, library card, lease, utility bill, or tax bill.

■ *Out-of-district resident*

A student who has resided in the State of Illinois, but outside the Harper College district, for thirty days* immediately prior to the start of the term shall be classified as an out-of-district student.

■ *Out-of-state resident*

A student who has resided in the State of Illinois for less than thirty days** immediately prior to the start of the term shall be classified as an out-of-state student.

■ *International resident*

A student whose permanent residence is outside the United States and is attending Harper College on an F-1 visa shall be classified as an international student.

* Communities in Harper College District #512 Arlington Heights, Barrington, Barrington Hills, Buffalo Grove+, Carpentersville+, Deer Park+, Des Plaines+, Elk Grove Village, Fox River Grove+, Hanover Park+, Hoffman Estates, Inverness, Lake Barrington, Mount Prospect, North Barrington, Palatine, Prospect Heights, Rolling Meadows, Roselle+, Schaumburg, South Barrington, Tower Lakes, Wheeling.

\+ Portions of these communities are not included in the district.

** Students who move from outside the state or district and who obtain residence in the state or Harper district for reasons other than attending the community college shall be exempt from the thirty day requirement if they demonstrate through documentation a verifiable interest in establishing permanent residency. The Office of the Registrar shall make the final determination of residency status for tuition purposes.

Tuition and Fees (subject to change without notice)

■ *Tuition*

In-District Tuition:

....$62.00 per credit hour*

*(includes employees of companies within Harper district)

Out-of-District Tuition:

(see Chargeback) ....$201.00 per credit hour

Out-of-State Tuition:

....$316.00 per credit hour

International Student Tuition

....$278.00 per credit hour

Senior Citizen Tuition:

District residents age 60 and older will be assessed a 50 percent tuition discount for credit courses that are **specifically dedicated to senior citizens.** No other discounts apply to these classes.

District residents age 65 and older are eligible for a 100 percent discount for all credit courses (except senior-dedicated) during late registration. Late registration is the first day of the term or the first day of the session in which the class meets. Students may not drop and re-enroll for the discount.

A payment due date is established each term for registrations prior to that date. For registrations after the payment due date, payments are due the following business day. Students unable to pay all charges when due may apply for a pre-authorized payment plan. Details are available at the Business Office, A214, and on the Harper Web site. Students may apply for financial aid at the Scholarships and Financial Assistance Office, A364.

A one-time application fee of $25.00 is charged to each new student applying for admission for credit courses. The fee, which is nonrefundable, covers the cost of processing the application.

■ *Activity Fee*

Students enrolled for 12 or more credit semester hours will pay a $32.00 activity fee for each semester; students enrolled for less than 12 hours will pay a $16.00 activity fee. No activity fee is charged for students enrolled only in Continuing Education courses or Harper classes taught off-campus (extension courses).

However, students enrolled only in continuing education and extension courses may wish to pay the activity fee and obtain an activity card (see: Student Activities).

■ *Special Music Fee*

Students enrolled in minor applied music will pay $142.00 per semester. This entitles the student to one thirty minute private lesson per week. Major applied music students will pay $284.00 per semester and will receive one sixty minute private lesson per week.

■ Graduation Fee

A graduation fee of $20.00 includes the cost of the diploma (see: Graduation Requirements).

■ Laboratory and Music Fees

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

■ Registration Fee

A $10.00 non-refundable registration fee is charged to all students registering each semester for credit or continuing education courses regardless of course location.

■ Technology Fee

A technology fee of $4.00 per credit hour will be assessed for students enrolled in credit courses. The fee will support all technology throughout campus such as computer labs, instructional technology, resources of the library, touchtone, and Web registration.

■ Renovation Fee

A renovation fee of $1.25 per credit hour will be assessed to students enrolled in credit courses. The fee will support the College's infrastructure and the renovation of outdated facilities.

Chargeback Tuition

In-district students desiring to pursue a certificate or degree program not available through Harper College may apply for chargeback tuition if they attend another public community college in Illinois which offers that program. (See section on cooperative programs.)

Approved students will pay the in-district tuition of the college where they will be attending classes. The remaining tuition charges will be paid by Harper College for approved classes.

Application for chargeback tuition must be made in the Office of the Registrar 30 days prior to the beginning of the term for the college in which the student wishes to enroll.

Out-of-district students approved for chargeback tuition from their community college will pay Harper's in-district tuition and their district community college will reimburse Harper for the balance of the tuition for approved classes.

Education Service Agreement

Businesses within the Harper College district offer Harper in-district tuition rates to employees who live outside the College district but within Illinois. The Education Services Agreement Program permits these employees of in-district businesses to attend Harper classes at in-district rates if their employers have registered for this unique program. The in-district tuition is available whether the cost is to be paid by the employees or by the company. Employers who are interested in this program should contact the Admissions Outreach Office.

Tuition Refund Policy

Tuition refund requests shall be made to the Registrar's Office during normal business hours. Refunds will be made according to the following schedule:

Fall and Spring Semesters

16 Week Classes	Percent of Refund
Second week through Tuesday	100%
Third week through Tuesday	75%
No refund after third week of semester	

12 Week Classes	Percent of Refund
First week through Friday	100%
First week Saturday through second week Wednesday	75%
No refund after second week of semester	

8 Week Classes	Percent of Refund
First week through Wednesday	100%
First week Thursday through Saturday	75%
No refund after first week of semester	

Classes offered on the weekend (Friday, Saturday and Sunday) may have separate refund and withdrawal dates.

4 Week Classes	Percent of Refund
(Days are calendar days of semester)	
Prior to second day	100%
Second day	75%
No refund after second day of class	

Summer Session

8 Week Classes	Percent of Refund
First week through Tuesday	100%
First week Wednesday through Thursday	75%
No refund after first week of the term	

■ Refund Policy for Financial Aid Recipients

Harper students who are financial aid recipients must be aware of all refund policies including the federal Return of Title IV Funds policy. Eligible students who officially withdraw from all classes on or before 60 percent of the term has elapsed will receive a proportional refund based upon the official date of withdrawal. The official date of withdrawal is the withdrawal date as recorded by the Office of the Registrar and is based on the date that appears on the Student Add/Drop form as filed with that office.

Harper calculates refunds proportionally and must determine the unearned amount of Title IV Funds that must be returned to the Student Financial Aid (SFA) programs. The school bases the amount of unearned assistance that must be refunded on the applicable federal calculations.

Before any refund is made to the student, Scholarships and Financial Assistance must return funds to the appropriate financial aid program(s). If the student is indebted to the College the amount of this debt will be subtracted from any refund due the student. Students may contact Scholarships and Financial Assistance for further details.

Withdrawals

Students who wish to withdraw from a class after regular registration must withdraw officially by submitting the appropriate forms to the Registrar's Office. A student who does not withdraw officially from a class prior to the last date for withdrawals is subject to an F grade.

Criteria and procedures for a withdrawal due to significant medical reasons are available in the Health and Psychological Services Office.

The following guidelines determine grades for an official withdrawal from a 16-week course; the timetable for withdrawing from other courses (8-week, 4-week, etc.) will be determined on a pro rata basis according to these guidelines:

1. Classes dropped prior to the third 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 third week and prior to the thirteenth academic week,

3. A grade of F will be assigned to a class dropped after the twelfth week of a full semester course.

4. The deadline to withdraw from 16-week classes is printed in the official College calendar for the year in question.

Enrollment Status Verification

Students may have current or previous enrollment verified by the Registrar's Office, Student and Administration Center, A213, or by the National Student Clearinghouse online at www.studentclearinghouse.org or phone at 703.742.4200.

Full-time Status:
A student is considered full-time if he/she is enrolled in twelve or more credit hours (six credit hours for the summer term).

Part-time Status:
A student is considered part-time if he/she is enrolled in less than twelve credit hours (or less than six credit hours for the summer term).

Half-time Status—
A student is considered half-time if he/she is enrolled in six or more credit hours but less than twelve credit hours (6–11.9) (three credit hours for the summer term)

A current semester verification is based on the enrollment status of the student on the first day of the second week of classes (after late registration). A previous semester verification is based on the actual dates of attendance.
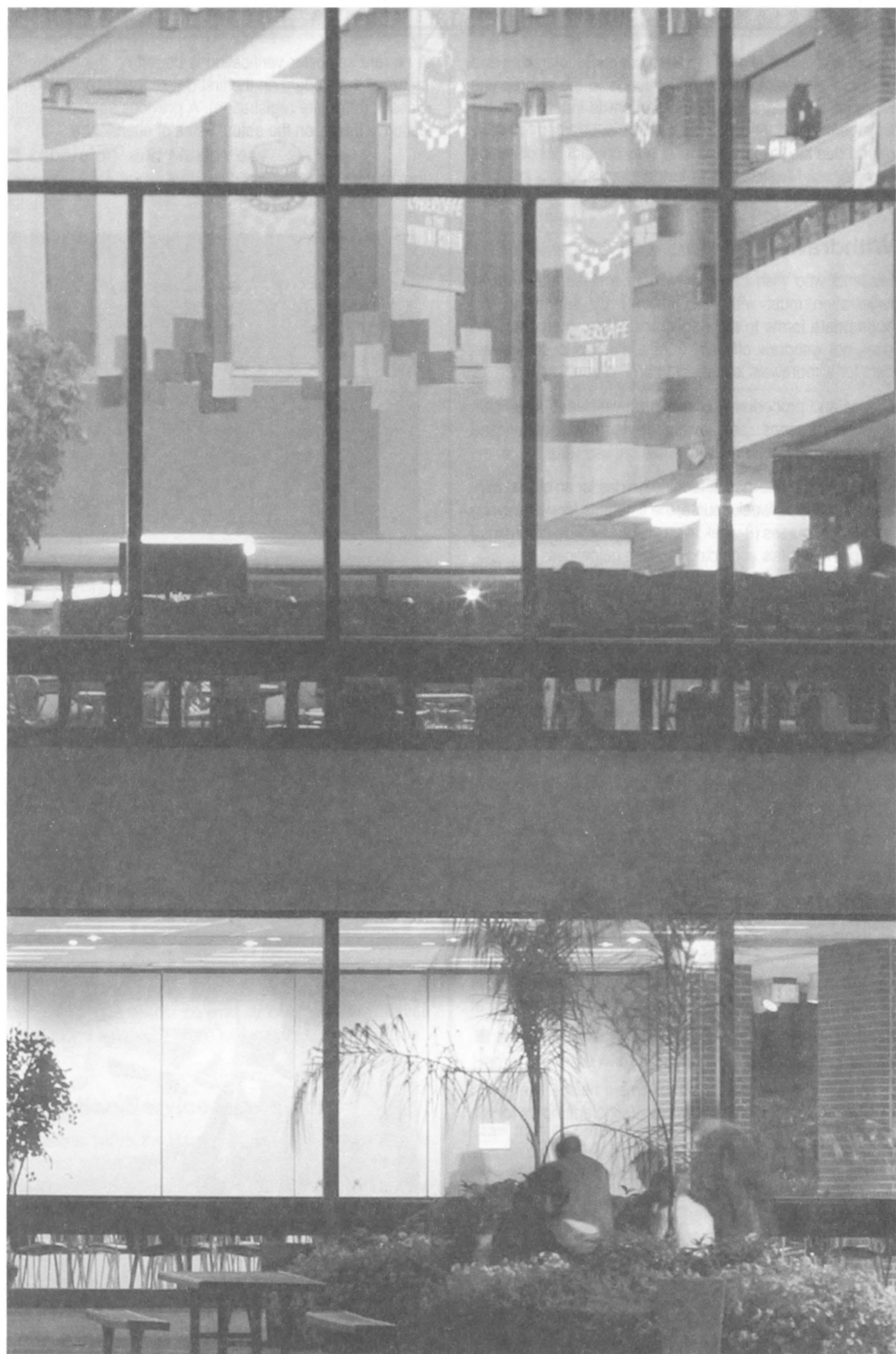
Grading

Grade Points

Academic Honors

Trustees' Honor List

Dean's Honor List

Honors List

Standards of Academic Performance

Rationale for Standards

Categories of Standards
- *Good Standing*
- *Academic Caution*
- *Academic Warning*
- *Probation*
- *Suspension*
- *Dismissal*

Mandatory Advising for Students on Probation, Post Suspension and Post Dismissal

Satisfactory Academic Progress Requirements for Financial Assistance

Repeat Policy

Forgiveness Policy

Attendance Policy

Academic Honesty Policy

Incomplete Grades

Auditing a Course

Transcripts

Transfer of Credit to Harper College

Student Records Policy

Student Complaint Process

Non-Solicitation Policy

Grading

At the end of each semester, the student will receive a grade for each class in which he or she was enrolled at the beginning of the third 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
P	Pass	.0
W	Withdrawal	.0
X	Incomplete	.0

The following classes are not computed in the cumulative grade point average:

Communication Skills ....all courses
English as a Second Language .... all courses
Math ....below 100 level
Reading ....below 100 level
English ....below 100 level

All P graded courses

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

Each semester, students achieving a grade point average of 3.50 to 3.74 are placed on the Dean's Honor List.

Honors List

Each semester, students with a grade point average of 3.25 to 3.49 are given recognition on the Honors List.

*Students must have accumulated 12 semester hours at Harper to be eligible for an academic honor. The honors are noted on the official academic records.

Standards of Academic Performance

Rationale for Standards

The Standards of Academic Performance at Harper College have been established in order to:

- *Guide the student in pursuit of academic success:*

  The Standards assure the availability of services which can help students reach success as well as clearly notify them of their progress.

- *Maintain an academic environment that clearly defines expectations for progress:*

  The Standards communicate the College's definition of academic progress. The Standards clarify College expectations and afford the student a guideline for setting realistic goals.

- *Clarify the roles and responsibilities of students, faculty and administrators:*

  The Standards define the role of the student in terms of academic performance and responsibility as well as the role of College personnel in evaluating academic performance and intervening with special assistance at specific intervals.

- *Allow the institution to maintain its academic integrity.*

Categories of Standards

■ *Good Standing:*
Students with a cumulative GPA of 2.0 or higher and students who have attempted* fewer than seven credit hours or have not attended classes since the summer of 1989 are in good standing.

■ *Academic Caution:*
Students who have attempted* seven and not more than 15 credit hours and have received a cumulative grade point average (GPA) of less than 2.0 will receive a caution notice and the recommendation to take advantage of various programs and services designed to help them achieve success.

■ **Academic Warning:**
Students who have a cumulative GPA of less than 2.0 and have attempted* 16 or more credit hours, or have completed their second successive semester with a cumulative GPA of less than 2.0, are given academic warning. These students will be advised to restrict their enrollment to a maximum of 13 credit hours and may have restrictions imposed upon them.

■ *Probation:*

Students who were academically warned the previous semester and have a cumulative GPA of less than 2.0 will be placed on probation. Students who have returned to good standing and then earn less than a 2.0 cumulative GPA will return to probation. These students will be restricted to a maximum of 13 credit hours and will be required to participate in success-oriented strategies.
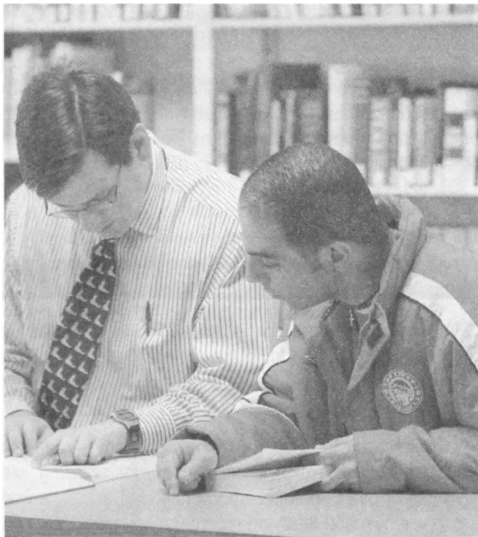
■ *Suspension:*

Students who have attempted* 40 or more credit hours, have had three successive semesters with a cumulative GPA of less than 2.0, with one of those semesters in probation, and earned below a 2.0 semester GPA the last semester they were enrolled are placed on suspension. These students will be suspended from the College for one full semester (fall or spring). Students suspended after spring term will not be allowed to enroll for summer school or fall semester. Students must be involved in success-oriented strategies upon their return.

■ *Dismissal:*

Students who have returned to the College after one semester of suspension and who receive a semester GPA of less than 2.0 will be dismissed for a minimum of two full semesters (fall/spring or spring/fall). After this dismissal period, these students must petition the Dean of Student Development for reinstatement.

*Refers to receipt of grades A, B, C, D and F.

Status	Category	Results
Academic Caution	Attempted 7+ credit hours and cumulative GPA less than 2.0	Caution and recommendations of success-oriented strategies
Academic Warning	Attempted 16 or more credit hours with cumulative GPA less than 2.0 or second successive semester with cumulative GPA less than 2.0	Recommend restriction to maximum 13 credit hours. May have restrictions imposed.
Probation	Previous semester with Academic Warning and cumulative GPA less than 2.0	Mandatory restriction to maximum of 13 credit hours. Required success-oriented strategies.
Suspension	Attempted 40 or more credit hours, at least three successive semesters with cumulative GPA less than 2.0 with one of those terms in probation and earned below a 2.0 semester GPA the last semester they were enrolled.	One semester suspension. Required success-oriented strategies upon return.
Post Suspension	Semester after suspension and subsequent semesters with semester GPA of 2.0 or higher and cumulative GPA of less than 2.0.	Mandatory restriction to maximum of 13 credit hours. Required success-oriented strategies.
Dismissal	One semester after suspension or a previous semester in reinstated dismissal or post dismissal with semester and cumulative GPA less than 2.0	Dismissal of two semesters. Must petition for reinstatement.
Post Dismissal	Semester after reinstatement from dismissal and subsequent semesters with semester GPA of 2.0 or higher and cumulative GPA of less than 2.0.	Mandatory restriction to maximum of 13 credit hours. Required success-oriented strategies.

Mandatory Advising for Students on Probation, Post Suspension and Post Dismissal

As part of the required success-oriented strategies, students on probation, post suspension and post dismissal are required to see a counselor for educational planning and academic support. Individualized strategies will be developed to assist the student to identify causes of academic difficulties and to achieve satisfactory grade point averages. College services will be utilized to help the student reach his or her educational potential and goals. Students who fail to see a counselor will not be allowed to register for subsequent classes.

Students placed on suspension and dismissal may seek counseling assistance during the semester(s) of non-attendance. Upon returning to school, previously suspended and dismissed students will be placed on post suspension or post dismissal, restricted to a maximum of 13 credit hours and required to see a counselor to develop success-oriented strategies before being allowed to register.

Satisfactory Academic Progress Requirements for Financial Assistance

In addition to the Standards for Academic Achievement, federal and state financial aid recipients must also comply with the satisfactory academic progress requirements for financial assistance as follows:

1) A student must be enrolled in a program of study leading to an associate degree or a certificate (>23 credit hours) at Harper College.

2) A student must have a cumulative grade point average of 2.0 or higher to be eligible for financial assistance.

3) A student must complete 67 percent (67%) of the courses attempted throughout his/her entire enrollment at Harper College. Courses in which a student receives an F (fail), X (incomplete), W (withdrawal) or H (audit) will not count as completed courses or earned grades.

4) A student must complete an associate degree or certificate within a specified time period. A student cannot receive financial assistance beyond the specified time allotted for completion of his/her program. The receipt of financial assistance does not alter the specified time period.

Contact Scholarships and Financial Assistance for complete details of this requirement.

Repeat Policy

Students will be allowed to repeat courses and attempt to earn a higher grade for classes taken at Harper College. When 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(s) will remain on the transcript but will not be used to compute the Harper College cumulative GPA. The repeat policy applies only to courses currently offered. A student transferring to another college should check that school's repeat policy; it may differ.

Note: In the case of courses that are approved to be taken more than one time, the repeat policy is not in effect until the number of approved repeatable hours is exceeded.

Forgiveness Policy

Under limited circumstances, a student may petition to have previously earned F grades excluded from the calculation of the cumulative grade point average. If the F grades are excluded from the cumulative grade point average calculation, they will still appear on the student record. Eligibility guidelines and procedures are available in the Student Development Centers and the Registrar's Office.

Attendance Policy

Regular attendance is necessary for satisfactory college work. Each instructor or program has the responsibility to establish the attendance requirements which best suit the educational goals of that class or program. No central class attendance record is kept other than a mid-term report. It is the students' responsibility to learn the instructor's attendance policy for each course, as well as to discuss with their instructors any extraordinary circumstances affecting their attendance.

Academic Honesty Policy

Harper College is strongly committed to the promotion of high ethical standards. Such standards can best be accomplished in an environment where honesty and integrity are practiced.

For this reason the College strongly condemns academic dishonesty. Academic dishonesty includes cheating, plagiarism or other improper appropriation of another's work as one's own and falsifying records to advance one's academic standing.

Cheating includes but is not limited to copying answers, stealing and/or disseminating tests or answer keys, using someone else's data in preparation of reports or assignments, and assisting others in such practices.

Plagiarism involves the presentation of another person's words, ideas, or work as one's own. It includes but is not limited to copying any material, (written or non-written) without proper acknowledgement of its source, and paraphrasing another's work or ideas without proper acknowledgement.

Falsifying records includes but is not limited to falsifying or improperly altering college records and documents, or knowingly supplying false or misleading information to others (e.g. the College, other educational institutions, or prospective employers).

Any form of academic dishonesty as defined by the faculty member or department is a serious offense requiring disciplinary measures. Discipline for academic dishonesty involving a specific course shall be first determined by the instructor of the course and may include failure of the specific assignment, project or test or of the course. The student may appeal the instructor's decision in accordance with the College's Student Academic Complaint Procedures. In cases of academic dishonesty the faculty assigned grade supersedes a student-initiated withdrawal. In cases where disciplinary measures beyond course failure may be deemed appropriate or dishonesty that is not related to a specific course, the student may be disciplined in accordance with the Student Conduct Policy with the appropriate vice president involved in the decision.

Incomplete Grades

A student may be assigned a grade of X for unfinished work in a course provided the work was incomplete because of circumstances deemed to be unavoidable or uncontrollable (to be determined by the instructor). The work to be completed will be assigned by the instructor. The unfinished work must be satisfactorily completed by the midterm of the following 16-week semester. Failure to do so will result in a grade of F. In certain courses such as CIS open entry courses, it is necessary to meet the instructor deadline specified in the contract for that class.

Auditing a Course

A student who wishes to audit a course will be required to pay full tuition and fees and must obtain approval from the instructor, department chair or dean prior to enrollment in the course.

Registration for audit status may be completed only during late registration (the first week of the term) and must be the original enrollment in the class. **Changes from credit to audit are not permitted**. Students taking a course for credit are given priority in registration.

Upon completion of the course, the instructor will assign an H grade.

Transcripts

Official transcripts of a student's academic record will be issued and sent from the Registrar's Office, upon written request, to other educational institutions and prospective employers. Fax transmission of unofficial records is also available. The College reserves the right to withhold transcripts of persons who have past due monetary obligations such as tuition, fees or materials.

Transfer of Credit to Harper College

A degree seeking 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 a regionally accredited 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. 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. The student's work at each institution is evaluated independently if several institutions were attended. A student must petition for evaluation of transfer credit through the Registrar's Office.

3. 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. Elective credit may be awarded for transfer course work with no direct equivalency at Harper College.

4. Courses which are a part of a department or program of study not offered by Harper College are considered non-transferable.

5. Evaluation of credentials from a foreign country may be requested through the Registrar's Office.

6. Effective for students following the 1999-2000 Catalog (and thereafter), transfer students must earn a grade of C or better in their courses equivalent to ENG 101-Composition and ENG102-Composition at the collegiate institution previously attended. This requirement will be in place for the AA, AS, AFA, and AES degrees, as well as the IAI core curriculum for students who are not completing the degree.

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 Registrar. (See the Student Handbook of Policies and Procedures section.)

Student Complaint Process

A Student Grievance policy and procedure is available for students who feel improper, unfair, arbitrary or discriminatory judgements or improper use of procedures have been applied to them directly by the College or a College representative. These procedures are included in the Student Handbook of Policies and Procedures section. In addition to these formal procedures, students are encouraged to contact the Ombudsperson at 847.925.6441 to discuss informal problem-solving approaches.

Non-Solicitation Policy

Employees of the College are required at all times to perform their duties in such a manner that they present a proper and official image to the community and avoid the activities that may result in personal or private gain. Toward that end, class lists and any other data about students are to be utilized solely for College instructional, administrative, advising/counseling and business purposes. Use of this information for personal or business solicitation is strictly prohibited.

Student Affairs

Student Development
- *Academic Advising and Counseling Center*
- *Career Center*
- *Center for Multicultural Learning*
- *Assessment and Testing Center*
- *Open Test Center for GED*
- *Center for New Students and Orientation*
- *Women's Program*

Access and Disability Services

Health and Psychological Services and Wellness Programs

Student Activities
- *Service Learning*
- *Student Senate*

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- *Intercollegiate*
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Conduct

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Learning Achievement Program

Success Services for Students

Community Success Services

Tutoring Center

Community Tutoring Center

Writing Center

LAP Courses

Library Services
- *Distance Learning Classes*

Media Services

Harper College Bookstore
- *Bookstore Refund Policy*
- *Book Buyback*

Student Financial Assistance

Federal Programs

State-Sponsored Aid Programs

Scholarships

Foundation Endowments and Scholarships

Business Office

Veteran Services

Food Service

Child Learning Center

Student Affairs

College can be a positive and enriching experience for students of all ages and backgrounds. Student Affairs at Harper College wants every student to achieve success in his/her college endeavor and to have the opportunity to grow both in and out of the classroom. The programs and services listed below are designed toward this end.

Student Development

This area of the College is designed to assist students in assessing, identifying and achieving their goals. Various professional services and programs are offered to maximize responsible student decisions relating to education, career, social and personal issues. Programs in this area are listed below.

■ *Academic Advising and Counseling Center*

■ *Career Center*

■ *Center for Multicultural Learning*

The Academic Advising and Counseling Center, located in the Business and Social Science Center, I117, the Career Center, located in the Student and Administration Center, A347, and the Center for Multicultural Learning, located in the Science, Math and Health Careers Center, D142, provide services to help returning students develop their educational plans. Services include assistance with course selection, transfer information and information on Harper's career programs.

The Center for Multicultural Learning provides counseling and support services for multicultural/minority students and works with existing College programs to foster multicultural awareness. Recognizing the unique development and social needs of multicultural students, the Center for Multicultural Learning is committed to the advocacy of minority issues throughout the College.

The Career Center assists students in making career, academic, and life planning choices. Students wishing assistance in their career choice, choosing a college major, or in gaining skills which will aid them in the job hunting process, may visit the Career Center. A variety of career and academic information is available, including DISCOVER, a computerized guidance program. Student Development faculty are available to assist in the decision-making process through individual counseling and testing as well as career planning courses and seminars.

Job search assistance is available by using ccjobnet.com. This password-protected job listing system annually catalogs more than 10,000 Chicago-area jobs. Individual passwords are created in the Career Center for each job seeker. Students have the added advantage of posting their resumes in ccjobnet.com for employers' viewing. Harper students can also gain the skills necessary for successful job searching, resume writing and interviewing by making a counselor appointment or attending a Job Search workshop.

The Minority Student Transfer Center in D142 was established with the express intent of increasing the number of minority students who are actively pursuing transfer to four-year colleges and universities, as well as assisting minority students in successfully transferring from Harper College to four-year schools to obtain bachelor degrees.

Students are encouraged to see a Student Development counselor each semester to update their educational plans, check for changes in the Harper curriculum and verify information about transfer schools. Computerized degree audit reports, which show degree requirements and courses taken, are available upon request from the Student Development centers.

Counselors in the Academic Advising and Counseling Center in I117, the Career Center in A347, and the Center for Multicultural Learning in D142 also offer personal counseling to students, provide counseling designed to meet the needs of adult students and assist students in academic difficulty. Counselors and staff are available on a walk-in basis, but it is recommended that students call to schedule an appointment.

In addition to the services described above, the Student Development centers maintain a collection of information on college selection as well as college catalogs for personal use by students. Up-to-date transfer information on area colleges and universities is available, including specific information on program requirements for transfer to these institutions. Computerized college searches and Web-based information on transfer schools are available.

■ *Assessment and Testing Center*

This Student Development office is located in the Student and Administration Center, A148 and is responsible for the coordination and administration of academic assessment and other testing programs available to Harper College students and community members. All new full-time students are required to participate in an orientation program that includes academic assessment testing. New students assess their academic strengths in writing, reading and mathematics through a battery of tests. Tests for distance learning classes, independent study programs, proficiency and CLEP testing and entrance examinations for limited enrollment programs are coordinated in this office. Harper College also participates in national testing programs, either as a test center or as a source of information.

A Student Development Program consisting of vocational/interest tests and/or personality measures is available for a minimal fee to students enrolled in at least six credit hours. Students first meet with a counselor to determine appropriate test options. After testing, students again meet with a counselor for interpretation of the test

results. This process is intended to assist students by providing information for career and course planning and decision-making.

■ 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 State Superintendent of Education. Tests are offered monthly at Harper.

■ Center for New Students and Orientation

Another Student Development Center, located in the New Student Services and Arts Center, C104, is available to students entering the College for the first time. The purpose of this center is to assist all entering students by providing the preliminary information helpful in their transition to Harper College. The center specializes in helping the adult student as well as the traditional student. Advising is provided by appointment in small groups and individually.

This center is responsible for New Student Orientation each semester. These programs are designed to help new students with the transition into the College setting. They provide opportunities to meet other students and to become familiar with the campus and services available. Students begin setting goals and are assisted in the selection of and registration for courses.

Prior to beginning the fall semester, all new students and their parents or guardians are invited to the First Year Experience. The student program promotes new friendships, a sense of community and a chance to talk to Harper staff and Student Activities representatives. The parents or guardians of new students are invited to a special program that helps familiarize them with Harper College and with some of the experiences the students may have as new College freshmen.

■ Women's Program

Since its inception in 1969, the Women's Program at Harper College has served more than 50,000 women in the northwest suburbs. The Women's Program helps women learn more about themselves and their options, and provides services and programming to assist them in achieving their educational and/or employment goals.

The Women's Program is comprised of three major components:

Grant Funded Support Services
State-funded grant programs allow us to provide career, personal, and academic counseling; job readiness preparation; mentoring experience; information about and referral to appropriate resources; and limited assistance with tuition, books, and childcare expenses. These services are available to students who find themselves in the following circumstances:

- Single parents
- Displaced homemakers
- Nontraditional career seekers
- Economically disadvantaged
- Those with disabilities or other barriers to education.

Continuing Education
Continuing Education courses and workshops are offered on a variety of topics related to personal growth, career, family and women's issues. These offerings are open to men as well as women.

Special Programming
Each year the Women's Program co-sponsors a variety of speakers and programs related to women's issues. This includes Women Make History Month, which is celebrated each March. Activities include a keynote speaker, seminars, films and performances focusing on the many areas in which women have impacted our history and culture. This event helps us remember, recognize, and learn from the women in our past.

The Women's Center, located in the Student and Administration Center, A347, is a place to relax, talk, and study. Campus information, women's resources and referral information are available. Men as well as women are welcome to use the facility.

Access and Disability Services

The mission of the ADS is to create a comprehensively accessible environment where individuals are viewed on the basis of ability, not disability. Harper College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

An orientation program, academic advising, counseling and support services are available to students with disabilities. The ADS office will assist students in choosing their courses, setting career goals, maintaining good academic standing and planning for after college. Specialized services include instructional support and specialized courses for deaf/hard of hearing students. The Program to Achieve Student Success (PASS), is a fee for service program for students with learning disabilities and ADD that offers one-on-one specialized instruction on a weekly basis. Diagnostic testing for learning disabilities is also available for a fee.

A program known as ACHIEVE! is open to students with disabilities who are at risk academically, are seeking a college degree and who need coordinated academic support. First generation college students and students with economic/financial need who are disabled are also encouraged to participate. Students will receive counseling, mentoring, access to tutoring, transfer assistance and monitoring of academic progress. Contact the Counselor or Retention Specialist for the ACHIEVE! program.

New students should identify themselves, apply for supportive services/accommodations and furnish the ADS office with pertinent information about the nature and extent of their disability. This information will be kept confidential

and will be used to plan for appropriate services and accommodations. All new students will be interviewed and will participate in the College assessment program. Testing can be adapted to meet individualized needs (materials in Braille, large print or audio tape) and extended time can be provided. Students are expected to take responsibility for the management of their services and accommodations.

Besides providing services, the ADS office offers students the use of a wide variety of specialized equipment (Kurzweil Reading System with optical character scanner, Phonic Ear FM Transmission System, computers with large print, speech output CCTVs [Closed Circuit TV systems for print magnification] and other adaptations). Some equipment may be borrowed for personal use. The ADS office works closely with the faculty and staff of other departments at Harper to insure that the campus is physically, electronically and programmatically accessible to students with disabilities. Students are integrated into the mainstream of College life and resolve problems through the ordinary channels as much as possible.

Students interested in securing these services should contact the Center for Access and Disability Services at the earliest possible date at 847.925.6266 (voice). The ADS office is located in the Science, Math and Health Careers Center, D119. The TTY number is 847.397.7600. To receive services, students must have an intake interview, turn in an ADS schedule form and make requests for accommodations. Availability of some services may be limited for students who turn in class schedules after the last full day of open registration, prior to the beginning of a semester.

ADS also provides information, accommodations and services to campus visitors as needed. Requests for information or services should be made to the director of ADS.

Employees of the college who need reasonable accommodations should contact Human Resources to obtain procedures for requesting accommodations.

Midwest Center for Postsecondary Outreach: ADS serves as an outreach site for this center which is based at St. Paul Technical College in St. Paul, Minnesota. The MCPO is funded by the U.S. Department of Education and is committed to increasing access to and opportunity for post-secondary education for Deaf/Hard of Hearing persons in the midwest. ADS works specifically with colleges in Illinois, Missouri and Kansas.

Health and Psychological Services and Wellness Programs

Academic achievement and the completion of educational goals are largely dependent upon the physical and psychological well-being of the student. The goal of Health and Psychological Services, located in the Student Administration Center, A362, is to provide care from a holistic perspective that enhances personal health and wellness, promotes academic success and enables students to realize career aspirations. The Health and Psychological Services team consists of a family nurse practitioner, consultant physician, registered nurses, health educator, licensed clinical health psychologist and doctoral level psychologists in training. The nurse practitioner, physician and psychologist are available to diagnose, treat and refer all Harper College students as necessary.

Health care services offered include physical examinations, treatment of acute illness, pap tests and tests for strep, mono, pregnancy, as well as communicable and sexually transmitted diseases. Doctoral level externs in clinical psychology are available to provide evaluation, treatment, and referral to students currently enrolled in six or more credit hours in Fall or Spring semesters, or in three or more credit hours in Summer semester.

Students are encouraged to use Health and Psychological Services which are CONFIDENTIAL and FREE or low cost.

A health educator plans and coordinates a variety of health and wellness activities to meet identified student and employee needs regarding physical and mental health. These include an annual community Wellness Week, flu vaccine program, cholesterol and other health screenings, national awareness and prevention campaigns such as Collegiate Alcohol Awareness and Sexual Awareness Weeks and compliance with the Drug-Free Schools Act. Various health-related programs and speakers are presented every semester offering students and staff the opportunity for lifestyle enrichment and access to self-help and community resources.

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 and other programs of interest sponsored by the student Program Board; student publications including the College newspaper, *The Harbinger;* and a literary and visual arts publication, *Point of View*; student radio station, WHCM; speech activities; a student travel program; free legal and medical advice; student government; and a program for student leadership development. These programs are financed by student activity fees.

Numerous clubs are active, and students are encouraged to begin other organizations within the established guidelines. Among the clubs recognized are: ADS Success Club (Student Access and Disabilities), American Sign Language Club, Asian Student Association, Astronomy Club, Black Student Union, Chemistry Club, Deaf Club, Food Service Club, Formulator, Harper Assn. of Mathematics, Harper College Dance Company, Harper Intervarsity Christian Fellowship, Harper Pride, Harper Students for Environmental Awareness, Harper Wellness Advisors, Harper's Bizarre Fashion Club, Honors Society,

Indian/Pakistani Student Association, International Students Club, Juggling Club, Lambda Epsilon Chi (Paralegal/Legal Assistant Studies), Latinos Unidos, Muslim Student Association, Newman Club, Nursing Club, Phi Theta Kappa, Pom Pon/Cheerleaders, Psychology Club, S.C.A.I.F.D. (Student Chapter of American Institute of Floral Design), Science Fiction and Fantasy Club, Sociology Club and Student Ambassadors.

The Student Activities office is located in the Student and Administration Center, A336.

■ Service Learning

There are many reasons why we volunteer. The desire to help others, meet community needs, gain experience, learn new skills, indulge an interest, or to explore a career are all valid reasons for volunteering.

For more information about service learning or volunteer opportunities call the Student Activities Office (A336), extension 6242.

■ Student Senate

The Student Senate is the student government body through which students are represented to the Board of Trustees, administration and faculty. Members are responsible for recommending the student activities budget which provides 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.

Athletics

■ Intercollegiate

Harper College offers 13 intercollegiate athletic teams for men and women. The college is a member of the North Central Community College Conference (N4C), which includes Triton, DuPage, Rock Valley, Joliet Junior College, and Grand Rapids, MI (football only). Harper College is also a member of the National Junior College Athletic Association (NJCAA), which has a membership of approximately 560 junior and community colleges throughout the United States.

To participate in a sport, a student must meet NJCAA eligibility rules. Students must also furnish an acceptable record of a physical examination taken within one year of the ending date of their sport season. Interested students should contact the athletic office to determine eligibility status and receive specific sport information.

■ Intramurals

The structured intramural program includes men's and women's sports leagues, distance runs, contests and tournament clinics. Information on intramural activities is available in the Wellness and Sports Center, M214, and at the Information Center in the Student and Administration Center, or contact the coordinator of intramurals in the Wellness and Sports Center, M219.

Conduct

Harper College respects the civil rights and liberties of each member of the College community. A student conduct code has been established to ensure these rights and responsibilities. All students are held responsible for being informed of the rules pertaining to these rights and responsibilities which are printed in the Student Handbook of Policies and Procedures section.

Smoking Policy

It is the policy of William Rainey Harper College to provide a smoke/tobacco free environment consistent with its efforts to promote wellness and a campus environment conducive to work, study and activities for students, employees and the public.

The College recognizes the rights of those who choose to use tobacco and does not prohibit the use of tobacco products. It does, however, restrict the use of these materials to areas outside College buildings and vehicles. As defined in this policy, tobacco products include cigarettes, cigars, or tobacco in any other form, including smokeless tobacco which is any loose, cut, shredded, ground, powdered, compressed or leaf tobacco that is intended to be placed in the mouth without being smoked.

Violations of this policy will be dealt with in accordance with procedures set forth in the Student Code of Conduct contained in the Student Handbook of Policies and Procedures section and with procedures set forth in the various employee manuals (Agreements).

Learning Achievement Program

The Learning Achievement Program (LAP) offers academic support to students by providing success services, development courses and tutoring to those who need preparation for college level work.

Success Services for Students

Students can obtain a Test Performance Analysis in any content area. They will be given a complete breakdown on types of errors being made as well as specific strategies that lead to improvement. The Study Behavior Inventory identifies strengths and weaknesses in the following areas: test taking tips, test anxiety, short and long term study skills, time management and writing skills. Follow-up sessions may be scheduled. The Learning Styles Inventory indicates how a person learns best. Once the learning style is determined, specific strategies will be recommended that will complement that style. Services are free of charge to

Harper students. Appointments may be scheduled by coming directly to the Academic Resource Center, F332 or by calling 847.925.6715. All information is confidential.

Community Success Services

Success Services are offered to junior high, high school students and students from other colleges. Students may schedule an appointment for test anxiety, study skills, reading strategies or test taking tips with a learning specialist. The fee for an individualized session is $20. For additional information, call 847.925.6715.

Tutoring Center

Free tutoring is available in more than 60 courses. This assistance is provided by professional and peer tutors. Students must be enrolled in the course for which they are seeking tutoring. Services that are offered include tutoring by appointment, tutoring on a walk in basis and review seminars and workshops. Study guides are also available for certain courses. For additional information, contact the Tutoring Center in the Academic Resource Center, F315 or call 847.925.6539.

Community Tutoring Center

Harper's Community Tutoring Center serves students of all ages in the community. Qualified tutors will offer help to students in various areas including mathematics, accounting, computers, biology. English, chemistry and writing. Cost for the one-on-one tutoring session is $25.00 per hour.

Tutoring sessions are scheduled by appointment only. Contact the Community Tutoring Center in the Academic Resource Center, F315, 847.925.6888 for more information.

Writing Center (Academic Resource Center, Room F 303)

A creative workshop environment, The Writing Center offers technology tools, print resources, and consultations with professional writing specialists to facilitate drafting, revision, editing, and documentation of written academic work. Writers must prepare a printed draft before consultation with a specialist. The Center operates as a walk-in service only, and students are advised to allow ample time for a consultation. Tech Aides provide support in using the Center's computer facilities to complete writing tasks.

Hours: Monday–Thursday, 8:00 am-8:00 pm, and Friday, 8:00 am-2:00 pm. The Center is closed when classes are not in session. For additional information call 847.925.6715 or 847.925.6000, x2719.

LAP Courses

The LAP offers the following courses which are designed to increase each student's opportunity for success:

ENG	098[1,2]	. . . . .Composition
RDG	090[1,2]	. . . . .Fundamentals of Reading
RDG	099[1,2]	. . . . .Developmental Reading

PSY   106[3]   . . . .Practical Psychology (Learning Skills)

[1] Non-degree credit. Does not transfer. Does not count toward graduation.

[2] Mandatory enrollment based on Harper assessment test.

[3] Transfer credit in some programs. Check with college to which you intend to transfer.

Library Services (Resources for Learning Division)

Library Services, located in the Academic Resource Center, teaches library patrons how to find and evaluate information for their research, provides print and electronic resources, and creates a learning environment which encourages active self-inquiry. The goal is to create a dynamic, functional relationship between information and people. The collection contains about 322,000 volumes, nearly 10,000 magazines and journals (print and online), and back issues of the *Chicago Tribune* and *New York Times* on microfilm. The collection also includes compact discs, slides, videotapes, DVDs and other media formats. The library oversees the circulation of all materials in the collection. Available for patron use are reference services, library instruction, interlibrary loan, electronic resources, College Archives, reserve materials, copy machines and an online Catalog. Materials added to the collection are acquired and catalogued using the Library of Congress system of classification. Individual study carrels and study rooms for small groups are also available.

The library has a computerized, online Catalog which can be accessed through strategically placed workstations on the first and second floors of the Academic Resource Center. The Catalog can also be accessed from home or office via an Internet connection and personal computer. Numerous Web-based electronic databases and indexes also are accessible for patron use.

Other self-instructional spaces and the independent study area, each equipped with a variety of media, are used to support individualized instruction. For additional information, call 847.925.6184.

Distance Learning Classes (Department of Instructional Technology)

A variety of courses are now available to students via the World Wide Web. Not only will you have the flexibility of class scheduling, testing dates and times, you may also have the opportunity to communicate with your instructor and classmates via e-mail or through discussion forums. If you have access to a computer with specific hardware and software requirements, and online access through an Internet Service Provider (ISP), then Internet courses may be the perfect option for you. Harper uses Blackboard™ (http://harper.blackboard.com) for many courses offered in an online format.

Harper offers a complete range of courses, from economics to psychology, that may be viewed on cable TV within the Harper district area. Each telecourse has a mandatory, on-campus orientation session in order to give you an intro-duction to the instructor and course expectations. And any missed classes can be viewed at the main campus Library or select area libraries. A taped set of classes may also be rented from the Bookstore for a fee. Please check with your local cable TV company to verify availability of Harper chan-nel access in your area as well as telecourse tape access at your local library.

Other colleges and universities provide courses via two-way interactive video, transmitted live to a Harper class-room. Students who want to enroll in an interactive video class must apply to the institution offering the class. For specific information about interactive video courses offered at Harper College, check the course schedule or call 847.925.6586.

Media Services

The Media Services area is located on the first floor of the Academic Resource Center. The media and equipment pro-vided to students and faculty are aimed at making instruc-tion more effective. Also available is a television studio for instructional and informational productions. A media distri-bution system provides many classrooms on campus with direct and flexible resources for instructional use. The sys-tem provides remote media projection and other electronic resources directly from Media Services.

Harper College Bookstore

The Harper College Bookstore, located in the Liberal Arts Center, is a resource for required textbooks, supplies, study aids, dictionaries and other items.

It is recommended that you bring your class schedule with you so the necessary texts can be located easily.

Cash, checks, Mastercard, Visa or Discover Card can be used to pay for purchases. If you are paying by check or credit card, you must have a picture ID. If you plan to use financial aid or have a scholarship to purchase books, arrangements should be made with the financial aid office before making any purchases.

■ *Bookstore Refund Policy*
  Save Your Receipts
Merchandise that is unmarked, and in original purchase condition may be returned for refund within 14 days of the date on the receipt, or 14 days from the semester start in which it was purchased. A receipt must accompany all refunds.

■ *Book Buyback*
End of Semester:
The Bookstore will purchase textbooks from students at the end of every semester. Dates and times will be posted on campus. Up to fifty percent of the new price will be paid for books that will be used for the next semester (quantities may be limited). National market value will be paid for all other books. Study guides, workbooks and lab books are acceptable only if pages are intact and contain no writing.

Year-round:
The Bookstore offers a year-round buyback. Prices are determined by the national market value which is less than prices paid at the end of the semester. This service will not be offered one week before each semester and during the first two weeks of classes. These books are not kept by the Bookstore.

Hours are posted near the entrance to the Bookstore and online. For more information, call the Bookstore at 847.925.6275.

Student Financial Assistance

Scholarships and Financial Assistance administers and coordinates aid funds from the following federal, state, insti-tutional and private sources:

Federal Programs

- Federal Work Study
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Veterans and Reservists/GI Bill
- Survivors' and Dependents'
  Educational Assistance Program
- Federal Educational Loan Programs

State-Sponsored Aid Programs

- Monetary Award Program
- Illinois Incentive for Access Program
- Illinois National Guard
- Illinois State Scholarships for Survivors of Police and Firemen Killed in the Line of Duty
- Dependents of Prisoners of War or Servicemen Missing in Action
- Illinois Merit Recognition Scholarship
- David A. DeBolt Teacher Shortage Scholarship
- Minority Teachers of Illinois Scholarship

Scholarships

Each year the Board of Trustees of Harper College offers to graduates of high schools within the Harper district schol-arships called Trustee Scholarships. The Trustee Scholarship is also awarded to two students selected from the general College in-district population who are not recent graduates from one of the district high schools.

Additionally, the Harper College Educational Foundation has established scholarships for Harper students. Criteria for these scholarships varies. The "Motorola Award for Excellence" is the highest honor a Harper student can achieve. Application for this scholarship is open to students from all College degree programs who meet criteria of grade point average, service and faculty recommendation. Additional scholarships in all areas of study have been provided through local organizations, corporations and private donors. The following is a listing of the Harper College Educational Foundation scholarships and awards:

Foundation Endowments and Scholarships

- AAUW Scholarship for Women
- Access to Opportunity Scholarship
- Donald G. Albrecht Memorial Endowment Scholarship
- Amersham Endowment Scholarship
- Architectural Technology Endowed Scholarship
- James F. and Valerie D. Arnesen Biology Endowment Scholarship
- Barrington Breakfast Rotary Club Scholarship
- Stephen Boettcher Memorial Engineering Scholarship
- Lou Buchenot Scholarship
- Business and Social Science Staff Scholarship
- Diane Tomcheff Callin Endowed Memorial Scholarship
- Dr. J. Harley Chapman Endowed Music Performance Scholarship Fund
- Eugenia S. Chapman Memorial Endowment Scholarship
- Jean B. Chapman International Student Scholarship Fund
- Chicago Northwest Suburban Chapter of the CPCU Society Scholarship
- Betty and Matt Cockrell Endowed Scholarship
- Geraldine Cosby Endowed Service Scholarship
- Marilyn Shiely Coste Memorial Scholarship
- Criminal Justice Scholarship
- Harold Cunningham Mathematics Memorial Scholarship
- Renee Windle Danforth Memorial Fine Arts Award
- John W. Davis Spanish Travel Scholarship
- Displaced Homemakers Scholarship
- Ronald Dourlet Memorial Scholarship
- Cheryl M. Dwyer Memorial Endowed Scholarship
- Education to Careers Scholarship
- Gene and Hildegarde Evans Memorial Scholarship
- Evanston Hospital Nurses Alumnae Scholarship
- Executive Secretary Scholarship
- Kathleen Fagan Memorial Nursing Scholarship Endowment
- Fine Arts Scholarship
- Fine Arts Scholarship for Women
- James E. Finke Memorial Scholarship
- Lawrence Francione Memorial Scholarship
- Garden Club of Inverness Plant Science Technology Scholarship
- GED Graduate Scholarship
- General Endowment Scholarship
- Kathleen N. Graber Scholarship
- Harper 512 IEA/NEA Association Scholarship

- Harper Cardiac Rehabilitation Endowment Fund
- Harper Cardiac Rehabilitation Scholarship
- Justin Hart Endowed Scholarship
- Joanne Heinly Nursing Scholarship
- Dr. Ernest B. and Mrs. D. Kris Howard Endowment for Community Service
- Elizabeth Schmik Hull Fund
- ICCB Foundation Scholarship
- Illinois CPA Society–O'Hare Chapter Association
- International Air Cargo Association of Chicago Scholarship
- International Studies Abroad Scholarship
- JBM Endowed Scholarship Fund
- Kathy Johnson Award for Excellence in Nursing
- Nils Andrew Johnson Memorial Culinary Arts Scholarship
- Roy G. Kearns Memorial Scholarship
- Beverly Kiss Memorial Scholarship
- Mary Ellen Klotz Scholarship for Art Students
- Timothy A. Kolze Memorial Endowment Scholarship
- Latinos Unidos Student Organization Scholarship
- Sharlene Marchiori Memorial Nursing Scholarship
- James J. McGrath Humanities Scholarship
- Jim McGuire Memorial Endowment Scholarship
- Henry Meier German Scholarship
- Edward Moran Memorial Computer Science Award
- Motorola Award for Excellence
- Music Academy
- Nick Nocchi Award
- Northrop Grumman Engineering Scholarship
- Northrop Grumman Engineering Scholarship (2+1)
- Glenda F. Nuccio Memorial Scholarship
- The Otter Chemistry Endowment
- John Louis Papandrea Liberal Arts Memorial Scholarship
- Wilford C. Papenthien Memorial Fund
- Pepper Engineering Scholarship
- Phi Theta Kappa Scholarship
- Robert R. Randall Endowment
- Glenn A. Reich Computer Science Scholarship Endowment
- Royal American Bank Scholarship Award
- Schaumburg Community Garden Club Scholarship
- Walter E. and Elizabeth M. Schroeder Memorial Endowment for Honors Students
- Anne Rodgers Scott Endowment for Student Success
- Margaret Scott Memorial Math Scholarship
- Sears Fashion Merchandising Scholarship
- Dr. Charles Shaner Memorial Scholarship for Dental Hygiene
- William Simpson Memorial Wheeling Rotary Endowed Scholarship for Northeast Center
- Midge C. Smith Memorial Scholarship
- Square D Engineering Endowed Scholarship (2+1)
- Student Leader Endowed Scholarship
- Donald and Patricia Torisky Endowment Fund
- Robert Urbanus Corporate Careers Scholarship
- Jacob and Iris Wolf Endowed Sign Language Interpreting Scholarship

• Women's Program Scholarship
• Joan R. Young Scholarship
• Carol A. Zack Memorial Fine Arts Scholarship

In addition, many private and public agencies are ready and able to assist the worthy college student. Students are encouraged to check with the local organizations such as women's clubs, Rotary and chambers of commerce.

Scholarships that are available to transfer students are listed after the section entitled "Transfer to a Senior Institution."

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 $2,625 for the first year and $3,500 for the second 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 an award package 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 2,500 Harper College students are receiving some form of assistance in programs administered by Scholarships and Financial Assistance.

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. Free Application for Federal Student Aid (FAFSA)
   B. Harper College Financial Aid Application

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

State and federal financial aid programs have specific standards for academic progress which the student must meet in order to maintain eligibility. Contact Scholarships and Financial Assistance for academic requirements.

Business Office

The Business Office processes tuition payments and answers inquiries regarding students' accounts. The Business Office issues checks or credit card refunds when students have credit balances on their accounts.

Pre-authorized payment plans maybe obtained in this office, located in the Student and Administration Center, Room A214. There is a $25.00 charge for this service.

Veteran Services

Harper College maintains a full-time veterans' assistant who has responsibility for veteran enrollment certification.

Eligible veterans and servicepersons receive a monthly educational allowance to attend school.

Illinois veterans should inquire about eligibility criteria for the Illinois Veterans Grant.

Harper has been designated as a Serviceperson's Opportunity College by meeting or exceeding the following criteria:

Uncomplicated and non-restrictive admission policies; providing for servicemen or women to pursue educational programs through courses offered on weekends, evenings and other nontraditional times; and offering maximum credit for educational experiences obtained in the Armed Forces.

Questions concerning veterans' affairs should be directed to Scholarships and Financial Assistance, Student and Administration Center, A364.

Food Service

The Harper Food Service offers breakfast and lunch Monday through Friday and dinner Monday through Thursday in the Dining Hall in the Student and Administration Center. Operating hours during the regular school year are as follows:

Monday through Thursday . . . . .7:30 am-6:30 pm

Friday . . . . .7:30 am-2:15 pm
(Service hours subject to change without notice)

Food Service also maintains food and vending machines located in buildings throughout the campus. There are snack bars located in the Liberal Arts Center, Business and Social Science Center, Science, Math and Health Careers Center. Food Service also provides on-campus catering for breakfast, luncheons, dinners and special events. This service is available to faculty, staff and students. Call 847.925.6250.

Child Learning Center

The Early Childhood Education Program offers:

• A Preschool Room with flexible scheduling for children of Harper students, faculty and staff. Children who are completely toilet trained and three through five years of age will be accepted on a first-come, first-served basis. The room is open Monday-Friday, 8:00 am-4:00 pm. Children can spend a maximum of five hours per day in the Center. Call for current fee information.

- A preschool program for children of students, faculty, staff and the community at large. The children are registered for set sessions which coincide with Harper's calendar.

- Advance registration is required for both programs, and early registration is advised as the centers often reach capacity. For more information, call 847.925.6262. The Child Learning Center is located in the Business and Social Science Center, I123.

The Northeast Center Campus, located at 1375 S. Wolf Road in Prospect Heights, offers a child care room with flexible hours daily when the College is in session, if there is sufficient enrollment to maintain staffing, for parents attending a class or workshop. Morning preschool for the community is also available. For more information, call 847.925.6001.

All programs are licensed by the Illinois Department of Child and Family Services and accredited by the National Association for the Education of Young Children.
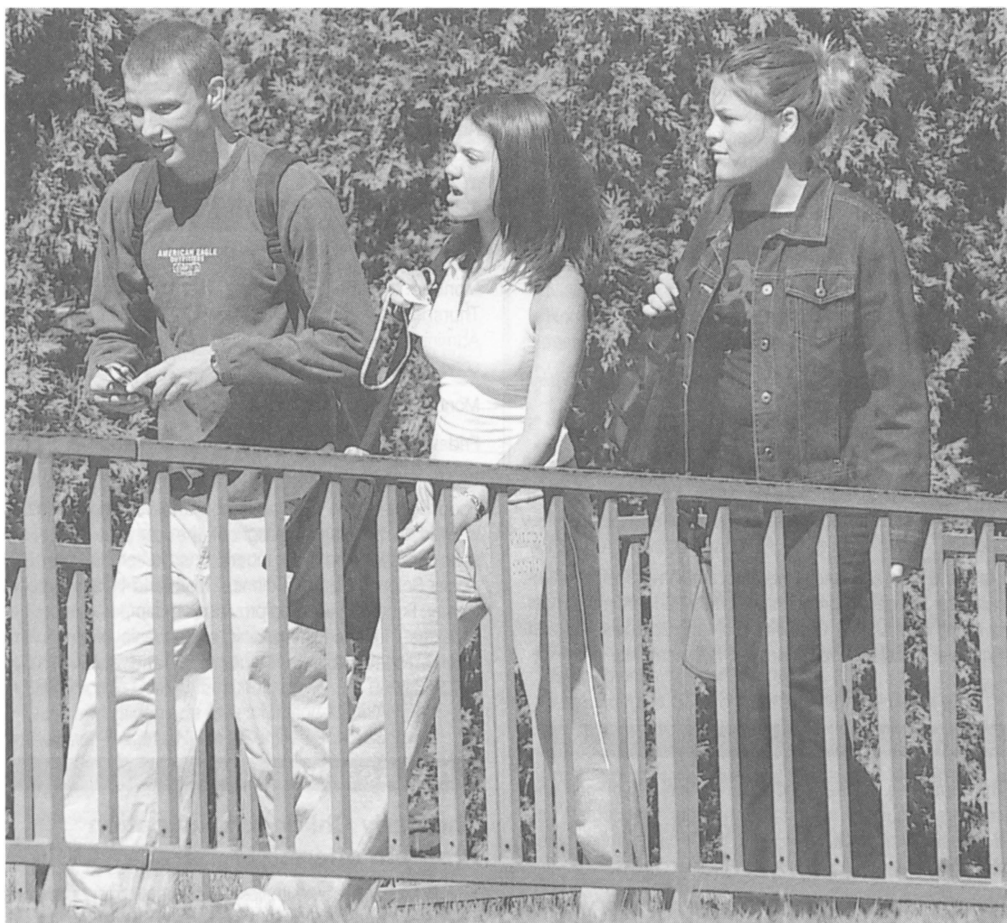
Federal and State Laws

Americans with Disabilities Act

Crime Awareness and Campus Security Act

Drug Free Schools and Communities Act

Family Educational Rights and Privacy Act

Student Right to Know Act

College Policies

Academic Honesty Policy

Assessment and Placement Policy

Bulletin Boards and Publicity

The College Center

Communicable Diseases Policy

Discrimination Complaint Procedure

**Distribution of Literature and
Use of Tables or Display Space**

Policy Regarding Sexual Offenses

Political Campaigning on Campus

Sexual Harassment Policy

Smoking Policy

Speakers Policy

Standards of Academic Performance

Student Activities Awards Programs

**Student Code of Conduct and
Dispute Resolution Procedures**

Student Dress

Workplace Violence Policy

This Student Handbook includes specific information on College policies and procedures. Elsewhere in the catalog College academic regulations are delineated for students. These include Harper College Standards for Academic Achievement, Repeat Policy, Forgiveness Policy, Grading and Grade Points, Incomplete Grades, Attendance Policy, Plagiarism and Cheating, Auditing a Course, Tuition and Refunds, Academic Honors, Withdrawals, Honors Program, Transcripts and Transfer of Credits. The catalog also includes graduation requirements for degrees and certificates, and information on all programs and courses and their prerequisites. The current semester course schedule mailed to district residents and schedule printouts posted throughout the College provide specific information regarding class times and registration procedures.

Federal and State Laws

Americans With Disabilities Act

Harper College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Persons with disabilities who may require accommodations and/or support services should contact Access and Disability Services in the Science, Math and Health Careers Center, Room D119, or telephone 847.925.6266 (voice) or 847.397.7600 (TTY).

Crime Awareness and Campus Security Act

The Department of Public Safety at Harper College is a 24-hour law enforcement agency responsible for the safety and security of the Harper College community. Responsibilities of the department include enforcement of college rules and regulations, village and county ordinances, and state and federal laws. In addition we provide traffic control, grounds and. building patrol, emergency first aid and CPR, jump starts and vehicle key retrieval.

Public Safety, by law, is the central repository for all Lost and Found items recovered and stored at the College. If you have found an item, regardless of value, it must be turned over to the Department of Public Safety for safekeeping. If you have lost an item, inquire about it with Public Safety.

Harper College police officers have the same authority as municipal and state officers as well as sheriff's deputies. These duties include the authority to detain people, conduct investigations, gather evidence and make arrests. As such, all crimes and motor vehicle accidents that occur on campus should be immediately reported to the Department of Public Safety.

Crime statistics and information required by the Crime Awareness and Campus Security Act of 1990 are available at the Department of Public Safety which is located in the Public Safety Center. This same information is available at the Information Center, Student and Administration Center.

Emergency call boxes are strategically located throughout campus parking lots. Locations can be identified during hours of darkness by noting the blue lights on parking lot light standards. The call boxes are immediately below these blue lights. Pushing the red emergency button puts you in direct contact with the Public Safety dispatcher.

For emergencies, contact Public Safety at 847.925.6211. For parking permits or non-emergency information call 847.925.6330. Cellular telephone use 847.925.6211.

Drug Free Schools and Communities Act

It is the policy of William Rainey Harper College to provide a drug and alcohol free environment and work place as defined by the Drug Free Workplace Act of 1988 and the Safe and Drug Free Schools and Communities Act of 1994.

William Rainey Harper College prohibits the unlawful possession, use, distribution, dispensing and manufacture of illicit drugs and alcohol by students and employees on its property or as part of any College activity.

Students who violate this policy will be governed by the College's Student Conduct Code and subject to disciplinary action up to and including suspension, expulsion and referral for prosecution. Employees who violate this policy will be subject to disciplinary action in accordance with their appropriate employee group regulations up to and including suspension, termination of employment and referral for prosecution.

These sanctions will be consistent with local, state and federal laws in reference to the Cannabis Control Act, the Controlled Substance Act and the Liquor Control Act. Students and employees are reminded that these laws provide for a variety of legal sanctions and penalties which include, but are not limited to, incarceration and monetary fines. Further information on these local, state and federal ordinances and statutes will be maintained in the following offices: Vice President of Student Affairs, Health and Psychological Services, Student Development, Student Activities, Personnel and College Library. Students and employees are encouraged to obtain copies of this information.

In addition, all employees directly engaged in performance of work pursuant to the provisions of a federal grant or federal contract in excess of $25,000 and students who are Pell Grant recipients must notify the College within five days of any criminal drug statute conviction for a violation occurring on or off College premises while conducting College business or activities. The College shall, within 10 days after receiving such notice, inform the federal agency providing the grant of such conviction. Within 30 days following such notification of conviction, appropriate disciplinary action shall be taken against such employee or student and/or the employee or student may be required, at his or her own expense, to participate satisfactorily in a substance abuse assistance or rehabilitation program. With the intent to pro-

vide a drug and alcohol free educational and work environment, Harper College has established a Drug, Alcohol and Wellness Network committed to providing proactive drug and alcohol abuse prevention programs, confidential counseling, intervention and referral for its students and employees. An Employee Assistance Program is also available for employees and their immediate family members.

Harper College shall make available to students information about this policy through the Harper Course Schedule as well as through the Student Handbook.

Harper College shall conduct biennial reviews of the drug and alcohol abuse programs to determine their effectiveness and implement appropriate changes.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 establishes the rights of students to inspect and review their education record; provides that personally identifiable information will not, with certain exceptions, be disclosed without the students' permission; provides for guidelines for the correction of inaccurate or misleading data through informal or formal hearings; grants the right to file complaints with the Family Educational Rights and Privacy Act (FERPA) office concerning alleged failures by the institution to comply with the Act; and makes provision for notice to the students concerning their rights.

No one shall have access to, nor will the institution disclose, any information from students' education records — other than Directory Information — without the written consent of students, except to officials of other institutions in which students seek to enroll; to persons or organizations providing students financial aid; to accrediting agencies carrying out the accreditation function; in compliance with a judicial order; in emergency situations when necessary to protect the health or safety of students or other persons; and to those members of the College community with a legitimate educational interest.

"Legitimate educational interest" means and includes a demonstrable need to know by any staff member in terms of his or her assigned duties. Parents of a dependent child (as defined by IRS code) are also eligible to inspect that dependent student's record.

Educational records that are not governed by the Act and are not accessible to students include:

　　1. Records kept by Harper personnel such as faculty, counselors and administrators, which are used only by the maker or his or her substitute and are not available to any other person.

　　2. Law enforcement records which are kept apart from the student's other educational records and are maintained solely for law enforcement purposes. These records are made available for inspection by Public Safety personnel only when acting in the line of duty and only to law enforcement officials of the same jurisdiction. Educational records maintained by the institution may not be disclosed to the personnel of the law enforcement unit.

　　3. Employment records for College employees, which are kept solely for business reasons.

　　4. Student records made or maintained by a physician, psychiatrist, psychologist or other recognized professional or para-professional acting in his or her professional or para-professional capacity, and which are made, maintained or used only in connection with the provision of treatment to the student and are not available to anyone other than persons providing such treatment, except that such records can be personally reviewed by a physician or other appropriate professional of the student's choice.

■ Directory Information

The following items are hereby designated as "Directory Information," and as such may be disclosed or released by the College for any purpose, at its discretion:

The student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, part-time/full-time enrollment status, degrees and awards received and the most recent previous educational institution attended.

Currently enrolled students have the right to withhold the release and disclosure of any or all of these items by giving written notice on the appropriate form to that effect to the dean of enrollment services by the first day of each course or program, as the case may be, for which they enroll. Request for non-disclosure will be effective for only one academic year; therefore, authorization to withhold Directory Information must be filed annually.

Student Right to Know Act

The law provides students with the right to inspect and review information contained in their education record; to a response to reasonable requests for explanations and interpretations of the record; to challenge the contents of their education record; to have a hearing if the outcome of the challenge is unsatisfactory; and to submit explanatory statements for inclusion in their files if they feel the decision of the hearing officer is unacceptable. The Vice President of Student Affairs has been assigned by the College to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic, and financial files, and academic cooperative education, disclosure and placement records. Students wishing to review their education records must make written request to the official responsible for the records listing the item or items of interest.

Records covered by the Act will be made available within forty-five days of the request. Students may have copies made of their records with certain exceptions (e.g., a copy of the academic record for which a financial "hold" exists, or a transcript of an original or source document which exists elsewhere). Education records do not include records of instructional, administrative and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, records of the law enforcement unit, student health records, employment records or alumni records. Health records, however, may be reviewed by physicians of the students' choosing.

Students may not inspect and review the following: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; educational records containing information about more than one student, in which case the institution will permit access ONLY to that part of the record which pertains to the inquiring student; and confidential letters and recommendations placed in their files prior to January 1, 1975, providing those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

■ Procedures to Amend Records and Request Hearings

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, may discuss their problems informally at a meeting with the author of the record and the Vice President of Student Affairs. If the decisions are in agreement with the student's request, the appropriate records will be amended. If not, the students will be notified within a reasonable period of time that the records will not be amended, and they will be informed by the Vice President of Student Affairs of their right to a formal hearing. Students' requests for a formal hearing must be made in writing to the Vice President of Student Affairs who, within a reasonable period of time after receiving such requests, will inform students of the date, place and time of the hearing.

Students may present evidence relevant to the issues raised and may be assisted or presented at the hearings by one or more persons of their choice, including attorneys, at the students' expense. The hearing officers who will adjudicate such challenges will be designated by the President of the College.

Decisions of the hearing officer will be final, will be based solely on the evidence presented at the hearing, will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing officer, if the decisions are in favor of the students. If the decisions are unsatisfactory to the students, the students may place with the education records statements commenting on the information in the records, or statements setting forth any reason for disagreeing with the decisions of the hearing officer. The statements will be placed in the education records, maintained as part of the students' records, and released whenever the records in question are disclosed.

Students who believe that their rights have been abridged may file complaints with the Family Educational Rights and Privacy Act office (FERPA), Department of Health, Education, and Welfare, Washington D.C. 20201, concerning alleged failures of the College to comply with the Act.

Copies of the Act, the HEW regulations, Harper policies and procedures, the Harper College Student Handbook, and forms for use in implementing the Act, are available upon request in the Registrar's Office, A213.

College Policies

Academic Honesty Policy

Harper College is strongly committed to the promotion of high ethical standards. Such standards can best be accomplished in an environment where honesty and integrity are practiced. For this reason the College strongly condemns academic dishonesty. Academic dishonesty includes cheating, plagiarism or other improper appropriation of another's work as one's own and falsifying records to advance one's academic standing.

Cheating includes but is not limited to copying answers, stealing and/or disseminating tests or answer keys, using someone else's data in preparation of reports or assignments, and assisting others in such practices.

Plagiarism involves the presentation of another person's words, ideas, or work as one's own. It includes but is not limited to copying any material (written or non-written) without proper acknowledgement of its source, and paraphrasing another's work or ideas without proper acknowledgement.

Falsifying records includes but is not limited to falsifying or improperly altering college records and documents or knowingly supplying false or misleading information to others (e.g., the College, other educational institutions, or prospective employers).

Any form of academic dishonesty as defined by the faculty member or department is a serious offense requiring disciplinary measures. Discipline for academic dishonesty involving a specific course shall be first determined by the instructor of the course and may include failure of the specific assignment, project or test, or failure of the course. The student may appeal the instructor's decision in accordance with the College's Student Academic Complaint Procedures. In cases of academic dishonesty the faculty

assigned grade supersedes a student-initiated withdrawal. In cases where disciplinary measures beyond course failure may be deemed appropriate by the instructor, or dishonesty that is not related to a specific course, the student may be disciplined in accordance with the Student Conduct Policy with the appropriate vice president involved in the decision.

Assessment and Placement Policy

The College shall assess the abilities of students in reading, writing and mathematics to assist with course placement in an effort to provide competencies for student success. Details of the mandatory assessment and placement policy are published in the Student Affairs Procedure Manual and are available in the Assessment and Testing Center.

Bulletin Boards and Publicity

Announcements of college events can be found in the Events Calendar, on the closed circuit television monitors and on bulletin boards. If space allows, bulletin boards may be used for announcements of events by non-Harper not-for-profit organizations. Bulletin boards may not be used to announce non-Harper for-profit events.

Publicity must be approved by the Student Activities office and may be hung or distributed only in designated locations. Recommended poster size is 8.5" x 11" tall, but larger posters will be allowed if space is available. A poster service is also available through the Student Activities office, Student and Administration Center, A336. A two-week lead time is requested for posting and the poster service. The name of the organization sponsoring an event must appear on all publicity material as well as the Harper logo. Generally, posters will be displayed for a period not to exceed two weeks. Exceptions to these regulations may be requested through the Student Activities office. For further information, refer to the Student Activities "Posting Policy Guidelines."

The College Center

Many of Harper's lectures, concerts, informal discussions, dances, meetings, conferences and other activities are held in the College Center. Its facilities include a Cyber Cafe and food service area, game room, video arcade, TV area, lounges, meeting rooms and offices for student government, clubs and organizations, student publications, student development, health services and financial aid.

To insure efficient use of the facilities, the following building policies have been established:

- Playing cards or table games, visiting and studying are not permitted in the College Center dining hall between 10:30 am and 1:30 pm. The second floor lounge and third floor game room may be used for these activities at any time, however.

- Students are expected to be respectful of others who are using the facility.

- Students are not allowed to sleep in the lounges. A rest area with sleeping cots is available in Health and Psychological Services, Student and Administration Center, A362.

- Regulations governing the use of the game room are posted in that area.

- Programs are occasionally held in the College Center that may require the relocation of students from one area to another. In such cases, regulations will be posted or announcements will be made indicating the affected area. The fireplace, lounge area and game room may be closed during formally scheduled activities in the lounge.

Communicable Diseases Policy

A student who has a chronic communicable disease or who is a carrier of a chronic communicable disease may attend the College and participate in programs and activities whenever, through reasonable accommodation, there is no significant risk of transmission of the disease to others.

A student who has a chronic communicable disease or who is a carrier of a chronic communicable disease may be denied admission to, or may be dismissed from, a particular program or course of study whenever such chronic communicable disease has a direct effect on the student's ability to perform so as to render the student not qualified for the program or course of study.

No other person who has a chronic communicable disease or who is a carrier of a chronic communicable disease shall be denied the use of College facilities or services whenever, through reasonable accommodation, there is no significant risk of transmission of the disease to others.

The President is authorized to establish rules and regulations that are designed to implement this policy.

■ *Rules and Regulations*
A. Temporary Exclusion
When there is a question concerning admittance, suspension or dismissal of a student because the student has a chronic communicable disease or is a carrier or is reasonably suspected of having a chronic communicable disease or of being a carrier, such student or other user of College facilities or services may be temporarily excluded from the College by the Vice President of Student Affairs, pending a final determination. A student who has been temporarily excluded from the College shall be provided with an opportunity to make up any work missed during the absence.

B. Initial Evaluation
Whenever necessary, a student or other user of College facilities or services who has a chronic communicable disease or who is a carrier of a chronic communicable disease, or is reasonably suspected of having a chronic communicable disease or of being a carrier, shall be evaluated by a team that may consist of the Vice President of Student Affairs, other appropriate College personnel, a physician, the student's physician, public health personnel and other

consultants selected by the President or his/her designee. The team's report and recommendations, along with any dissenting opinions, shall be forwarded to the President for decision. Every effort shall be made to complete the evaluation in a timely and prompt manner.

C. Admission Decision

The President shall make the decision on admittance, suspension or dismissal after reviewing the report and recommendations of the evaluation team. The President's decision may be appealed to the Board of Trustees.

D. Subsequent Evaluations

The student shall be periodically reevaluated by the evaluation team to determine whether the student's status continues to be appropriate. The frequency of the reevaluations shall be determined by the team.

E. Withdrawal

If such student cannot attend the College, or participate in a particular program, activity or course of study, the student shall be permitted to withdraw without prejudice and receive a tuition refund within the given guidelines. Any other user of College facilities or services who cannot use such facilities or services shall receive a refund for fees paid.

F. Confidentiality

Such student's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the student and others.

Discrimination Complaint Procedure

William Rainey Harper College prohibits discrimination against any individual on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, sexual orientation, physical or mental disability, or unfavorable discharge from military service.

The purpose of the discrimination complaint procedure is as follows:

• to advise individuals who believe that they have been subjected to discrimination of how to proceed with a discrimination complaint;

• to ensure that such complaints are resolved in a manner which is prompt and confidential.

■ *Non-Discrimination Compliance Officer*

The College President will appoint an employee to act as the College's Non Discrimination Compliance Officer (NDCO).

The NDCO will be responsible for the investigation of complaints of alleged discrimination within the guidelines of existing legislation, College policy and appropriate contracts.

■ *Informal Discussion*

Before filing a formal complaint, students and employees are encouraged to discuss their concerns with the Non-Discrimination Compliance Officer. This confidential discussion is seen as the first step in the resolution procedure. It allows for sharing of information, giving of advice, and achieving mutual resolution between/among parties.

■ *Filing and Resolution of a Complaint of Discrimination*

A formal investigation of a claim of discrimination will only be undertaken by the Non-Discrimination Compliance Officer upon authorization of the complaining individual and receipt of a written complaint.

The following procedures shall be used for investigating complaint(s) of discrimination:

Within 21 calendar days of the alleged discriminatory act or conduct, an employee or student should:

• submit a specific and detailed written complaint setting forth the nature of the alleged discrimination;

• identify the person(s) against whom the complaint is being filed; and

• identify the date(s) of the action(s) which is (are) the subject of the complaint, and the remedy or relief sought.

Upon receipt of the written complaint, the Non-Discrimination Compliance Officer will review and discuss the complaint with all parties directly involved. On the basis of the written complaint and interview(s), the NDCO will determine what further investigative action is required.

After the initial interview(s) with the complainant, the Non-Discrimination Compliance Officer will conduct further investigation as deemed appropriate. Such investigation may include, but is not limited to:

• interviewing the party(ies) alleged to have committed the discriminatory act;

• interviewing witnesses identified by the complaining or accused party; and

• reviewing documents relevant to the complaint.

As a result of the above initial steps, resolution with the parties will be explored. If resolution is not achieved, the Non-Discrimination Compliance Officer will determine the appropriate actions to be taken.

The Non-Discrimination Compliance Officer shall prepare a confidential report with regard to the investigation. The report shall state whether or not the NDCO believes a violation of the College's non-discrimination policy has occurred and whether or not resolution has been achieved. The Non-Discrimination Officer's report shall be completed within 30 calendar days of receipt of any complaint(s); however, such time may be extended for an additional 30 calendar days if necessary.

If resolution is not achieved, the Non-Discrimination Compliance Officer's report shall be submitted to the appropriate Vice President for review and action within 14 calendar days of receipt of the report.

A copy of the confidential report will be sent to and maintained by the Assistant Vice President for Diversity and Organizational Development of the College. The Non-Discrimination Compliance Officer's findings shall be sent to the complaining and accused parties.

Either party may appeal in writing the decision of the appropriate Vice President by filing an appeal with the President within five calendar days of receipt of the Vice President's decision. The President shall respond within 30 calendar days of receipt of the appeal.

Distribution of Literature and Use of Tables or Display Space

The College encourages student organizations, individuals and agencies to interact and communicate directly with Harper students in the College Center, Student and Administration Center, or in the Business and Social Science Center lobby. In the designated areas, tables may be set up without charge for representatives of student organizations and representatives of non-profit, non-commercial, non-student organizations in accord with the following rules:

1. The space is available only upon advance request, which shall be obtained by filing a reservation form in the Student Activities office, Student and Administration Center, Room 336.

2. Space shall be requested at least five days prior to the desired date. Requests for a subsequent semester will not be accepted earlier than six weeks prior to the beginning of that semester. Space shall be allocated on a first-come, first-served basis, except that individual students and student organizations shall be given priority over individual non-students and non-student organizations.

3. No displays or distribution shall be conducted when the lounge is reserved for an activity.

4. A maximum of three tables or displays may be placed in the designated area in the Student and Administration Center at the same time, and a maximum of two may be placed in the designated area of the Business and Social Science Center at the same time. Tables will be provided by the College. Displays shall not exceed 4' x 8' in size. The tables and displays will be placed next to the windows along the south corridor of the College Center lounge or along the north wall by the events sign in the Business and Social Science Center.

5. In order to allow as many groups as possible to be represented in the College Center and the Business and Social Science Center, an exhibitor may reserve a space for a maximum of once a week. If preferred, space may be reserved for a maximum of one week per semester.

6. There shall be no more than one space per organization at the same time; however, if no other requests have been made by the reservation deadline, one additional display space may be reserved. No more than four, nor less than one person(s), shall staff any display.

7. Displays may not be distributive in nature. No sound amplification equipment may be used in the designated area.

8. Representatives of organizations or individuals may communicate anywhere in the designated area.

9. Representatives of organizations or individuals must clearly identify themselves to Harper students.

10. Alcoholic beverages, narcotics, profane language, quarreling, fighting or gambling are prohibited. Smoking is also prohibited.

11. The solicitation of funds, the sale of goods or services, or advertising for the sale of goods or services is prohibited except:

   a. by student organizations as part of a bona fide fund-raising activity for the organization; and

   b. by a tax-exempt charitable organization.

12. The distribution of literature that is obscene or pornographic is prohibited.

13. The individual or organization is responsible for prompt payment of any damage to the College property.

14. The College may assume a violation of regulations has occurred if an organization does not staff its reserved space for two reserved dates without notifying the Office or Director of Student Activities. In the event of such a violation, the College may cancel the balance of the reserved time.

15. In the event that an organization wishes to rent the entire lounge, the College reserves the right to cancel reservations for that date in the designated area by issuing a notice ten days prior to the scheduled date.

16. Violation of the regulations shall result in the revocation of the organization's or individual's reservation by the Director of Student Activities for the remainder of the semester or three months, whichever is longer, by service of a cancellation notice in writing upon the person making the reservations. If there is a dispute as to the facts causing the violation, the party contesting the cancellation notice may, within five days of the cancellation, request the Vice President of Student Affairs to hold a meeting with the aggrieved party and the College office cancelling the reservation to review the alleged violation.

Policy Regarding Sexual Offenses

Harper College is committed to providing a safe environment for its students, free of harassment, coercion and violence. Moreover, Harper College recognizes that it is a part

of a larger community and is obligated to uphold the laws of that community. Although the College policies and procedures and the laws of the community may overlap, they also function independently from one another.

It is illegal and against the policy of Harper College for any student, employee or other person to commit the offense of stalking (when such person transmits a threat with intent to place the victim in reasonable apprehension of sexual assault), sexual assault, aggravated sexual assault, sexual abuse, aggravated sexual abuse, as defined in the Illinois Criminal Code of 1961, 720 ILCS 5/12-7.3, 12-13 through 12-16, against any person while on the Harper College campus, at a College activity, or off-campus if there is a direct relationship between the sexual offense and the College. Such illegal and prohibited activities include, but are not limited to, sex offenses which are commonly called date rape or acquaintance rape, or which may involve unwanted touching or fondling, whether forcible or non-forcible.

In conformance with these Acts, the President of the College shall establish a program and rules to implement this policy. The rules will be delineated in the Administrative Services Procedure Manual, the Academic Affairs Procedure Manual, the Student Affairs Procedure Manual and other appropriate publications.

■*Rules and Regulations*

A. Introduction
These procedures clarify definitions of acquaintance rape and sexual assault, outlines the steps the institution is taking toward education, prevention and treatment, sets forth disciplinary procedures that may occur when acquaintance rape/sexual assault has taken place on the campus and explains resources available to Harper College students who are victims/survivors of acquaintance rape/sexual assault.

B. Definitions
Acquaintance rape is defined as forced, manipulated or coerced sexual contact by someone the victim knows. Under Illinois law, acquaintance rape is a crime—the law makes no distinction between sexual assault by strangers or acquaintances. Any forced sexual conduct including forced touching and fondling is also a crime under Illinois law. Under this law, consent cannot be given by someone under the age of 18, someone under the influence of alcohol or someone who is diagnosed with a mental disability and therefore unable to make a reasonable judgment about the harmfulness of an activity.

C. Reporting Procedures
1. If any person believes that he or she has been a victim of a sexual offense, such person should report the alleged sexual offense immediately to the Vice President of Student Affairs, a faculty member, administrator or campus public safety. If an employee other than the Vice President of Student Affairs receives a report of a sexual offense, the employee shall report the alleged sexual offense to the Vice President of Student Affairs.

2. Such person who believes he or she is a victim of sexual offense has the option of also notifying any other law enforcement authorities, including on-campus public safety and local police. The Vice President of Student Affairs shall offer to assist such person in notifying law enforcement authorities, and will assist such person if he or she so requests.

3. There are no express time limits for initiating reports under this Policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

4. The victim of a sexual offense shall make every effort to preserve evidence as may be necessary for the proof of the sexual offense.

D. Notification to Victims of Sexual Offense
Upon receipt of a report of an alleged sexual offense, the Vice President of Student Affairs, or designee shall notify the victim of his or her right:

1. To report the sexual offense to other law enforcement authorities including on-campus public safety and local police.

2. To be assisted in reporting the sexual offense to such law enforcement authorities.

3. To seek the services of existing counseling, mental health, medical or student services for victims of sexual offense, both on-campus and in the community.

4. To receive assistance in changing academic situations if the victim is a student, and if such changes are reasonably available.

E. Investigation
1. The Vice President of Student Affairs shall undertake an investigation of all reports of sexual offense or appoint a qualified person (including the campus police) to conduct the investigation.

2. The accused shall be notified in a timely manner that an investigation is being conducted.

3. The investigator shall file a written report of his/her findings with the Vice President of Student Affairs and the President within twenty-eight (28) days after the report of a sexual offense has been made. In the event the investigative report cannot be completed within twenty-eight (28) days, the report shall state the reasons for the delay. Both the accuser and accused shall be notified of the finding of the investigation.

F. Disciplinary Procedures
The person accused and found guilty of a sexual offense through the Harper College investigation shall be subject to disciplinary action in accordance with established procedures, which procedures shall provide at a minimum that (1) the accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding; and (2) both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual offense.

G. Sanctions
An employee found to have committed a sexual offense against another individual will be subject to discipline, up to and including termination.

A student found to have committed a sexual offense against another individual will be subject to discipline, up to and including expulsion and/or barring the student for re-enrollment in the College. Any other person found to have committed a sexual offense against another individual may be barred from the College campus.

H. Prevention and Education
The Student Development Sexual Assault/Prevention Task Force is dedicated to the prevention of sexual offenses. The Task Force's goal is to educate and promote awareness of rape, acquaintance rape, and other sexual offenses. In furtherance of this goal, modules have been developed by counselors to address this issue and facilitate discussion in the classroom. The prevalence of the connection between the use of alcohol and other drugs and the occurrence of acquaintance rape is an important part of this discussion. Counselors are available to faculty campus-wide to present these modules which can be modified depending on the classroom subject area.

A fact sheet about acquaintance rape and a list of resources are included in the orientation packets for new students and is available in the Health and Psychological Services and Student Development offices.

I. Services for Victims
On-Campus
Student Development counselors will provide assistance to a victim in changing academic situations after an alleged sexual offense incident if such changes are reasonably available.

The Office of Public Safety is committed to the safety and security of the students and will make appropriate efforts to safeguard the campus.

Off-Campus
CASA-Northwest is a local agency which can provide free counseling and advocacy services to Harper students or employees who are victims/survivors of sexual offenses. The agency is also utilized as a resource for training Harper staff and provides consultation in person or via telephone.

Political Campaigning on Campus

Political candidates who want to campaign and/or distribute literature on campus must register in advance with the Student Activities office.

Campaigning and distribution of literature is normally restricted to the College Center and the Business and Social Science Center and must follow the "Use of Tables or Displays" guidelines, and speeches are subject to the "Speakers Policy," both of which are included in this Student Handbook. No direct solicitation of funds or distribution of campaign fund raising literature is permitted on College premises, unless the proceeds are earmarked for a tax-exempt organization. Permission to appear at the campus does not imply College endorsement of a candidate or an issue.

This procedure may be revised. Contact the Student Activities office for current procedures.

Sexual Harassment Policy

It is the policy of Harper College that no staff member or student shall be subject to sexual harassment.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

A. Submission to such conduct is made either explicitly or implicity a term or condition of an individual's employment or education;

B. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or

C. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive education or employment environment.

Individuals engaging in such prohibited activity shall be subject to disciplinary action up to and including termination from this institution as determined by such administrative or Board action as is required by Illinois law or by Board policy. This policy applies to acts of sexual harassment by any member of one sex against a member of the opposite or the same sex at all levels of the College community (i.e., supervisor-subordinate, faculty-student, employee-peer, student-student).

■ *Rules and Regulations*
A. Reporting–If a student believes that s/he has been sexually harassed, the student should report the alleged act immediately to the Vice President of Student Affairs.

B. Investigation

  1. The Vice President of Student Affairs or the Assistant Vice President for Diversity and Organizational Development shall undertake an investigation of all such complaints or appoint an administrator or other

qualified person to conduct the investigation. No complaint or identity of a complainant will be disclosed except when necessary to fully investigate the complainant and after notification to the complainant. After a written complaint has been filed, the person accused of sexual harassment shall be notified of the substance and content of the complaint expeditiously.

2. The investigator shall file a written report as to his/her findings with the Vice President of Student Affairs or the Assistant Vice President for Diversity and Organizational Development within twenty-eight (28) days after a written complaint has been made. In the event the report cannot be completed within twenty-eight (28) days, the report shall state the reasons for the delay. The complainant and the person accused shall be notified of the findings of the investigation.

3. If the investigation discloses evidence that an act or acts of sexual harassment have been committed, the person accused of sexual harassment may be subject to disciplinary action in accordance with established procedures. Also, one or both parties may be recommended for counseling in order to understand the nature and/or deal with the consequences of the complaint.

C. Dissemination of Policy

1. Any student is encouraged to raise questions s/he may have regarding sexual harassment with Student Development counselors or other faculty members or administrators, including vice presidents or the president.

2. A copy of the Student Handbook containing Board policy and implementing regulations shall be made available to students annually.

Smoking Policy

It is the policy of William Rainey Harper College to maintain a smoke/tobacco free environment consistent with its effort to promote wellness and a campus environment conducive to work, study and activities for students, employees and the public.

The College recognizes the rights of those who choose to use tobacco and does not prohibit the use of tobacco products. It does, however, restrict the use of these materials to areas outside College buildings and vehicles. As defined in this policy, tobacco products include cigarette, cigar, or tobacco in any other form, including smokeless tobacco which is any loose, cut, shredded, ground, powdered, compressed or leaf tobacco that is intended to be placed in the mouth without being smoked.

Implementation of this policy is subject to guidelines determined by appropriate College committees and communicated to students and staff on a regular basis. The guidelines are also printed in appropriate procedures manuals.

Speakers Policy

Harper College respects the right of all members of the academic community to explore and to discuss questions which interest them, to express opinions even if unpopular, publicly and privately. It is the policy of the College to make its facilities available for peaceful assembly, to welcome guest speakers, and to encourage the exercise of these rights free from disruption or interference.

Recognized student organizations may invite guest lecturers, panel participants, discussion leaders, or others from off campus to speak, provided such programs are registered with the Student Activities office at least one week in advance. All expenses involved in retaining the speaker shall be specifically provided for by the sponsoring organization at the time of registration. No arrangements with guest speakers are to be made until the registration has been completed. Individual students may request guest speakers through recognized campus organizations under the above procedures.

Limitations on speakers are warranted only when the Vice President of Student Affairs office deems their appearance or content of their speech represents a real threat toward maintaining campus order (e.g., it is obscene, defamatory, or intent on inflicting emotional distress, or it invites lawlessness or contains "fighting words"). In such cases, an ad hoc speakers committee composed of three faculty members appointed by the Vice President of Academic Affairs, three students chosen by the Student Senate, subject to approval of the Vice President of Student Affairs, shall determine whether or not the speaker will appear. The committee's decisions may be appealed by either the sponsoring organization or the Vice President of Student Affairs office, and subject to the approval of the College President and Board of Trustees. Should the speaker represent a real threat toward maintaining campus order after being contracted, the Vice President of Student Affairs office or the sponsoring organization with the approval of the Vice President of Student Affairs office may cancel the contract.

In the event the speaker or issues are not deemed a real threat toward maintaining campus order but are deemed controversial or extreme by the Vice President of Student Affairs office, the sponsoring organization shall obtain a member of the faculty to chair the program, and shall provide time during the program for the audience to question the speaker.

Standards of Academic Performance

See pages 26-27.

Student Activities Awards Programs

The annual Student Awards Banquet Program recognizes outstanding contributions by students in all areas of the student activities program. Nominations are submitted by indi-

vidual organizations and faculty advisors and students are honored at an awards banquet which is sponsored by the College at the end of the school year.

Who's Who Among Students in American Junior Colleges is an annual directory of outstanding student leaders in two-year colleges across the country. Only second-year students are eligible, and the criteria for selection include academic standing, participation and leadership in curricular and co-curricular activities and community service. Faculty members may nominate students or students may apply directly to the selection committee. Applications are generally available in December or January and selections are made during the first two weeks of February.

Student Service Awards in the form of full or half-tuition rebates are available for outstanding contributors in the student activities area. Club and organization officers and members may be nominated by the advisor and/or other students, based on their performance, position, responsibility, leadership, length of service and involvement in eXcel, Harper's student leadership program. These awards are granted for one semester.

More information on these three award programs is available in the Student Activities office.

Student Code of Conduct and Dispute Resolution Procedures

I. Introduction

William Rainey Harper College has certain non-negotiable values in which it believes strongly. These core values are:

<div align="center">

Integrity
Respect
Excellence
Collaboration

</div>

These values are the hallmark of the College and will be protected vigorously. When students choose to attend Harper College, they accept the rights and responsibilities of membership in the College's academic and social community. Each person has the right and ability to make personal decisions about his or her own conduct. Just as importantly, each person has the responsibility to live with the consequences of his or her decision-making.

The Student Code of Conduct is the policy of Harper College presented herein that details the rights and responsibilities of students. The Student Code of Conduct describes possible misconduct that is inconsistent with the essential values of Harper College. It lists procedures to respond to such behaviors, and it suggests possible sanctions that are intended to educate and to safeguard members of the College. If you have any questions about this Code, please contact the Office of the Vice President for Student Affairs (Wojcik Conference Center, W307, 847.925.6738).

II. Student Dispute Resolution

A. Student Rights

Students have rights which are granted by the United States Constitution and which may be exercised in the College as in other public institutions. The law recognizes that these rights are subject to restraints that may be imposed because of the College's role and function. Since the scope and meaning of constitutional rights are evolving, it is impossible to set forth all rights in this handbook. Any rights set forth, therefore, are not to be read as an exclusion of rights not delineated.

It is the practice of the Board of Trustees of William Rainey Harper College to respect the properly exercised rights of its students. If a student believes that his/her proposed conduct or speech may infringe upon the College's role and function or he/she is unclear as to these rights, he/she is encouraged to secure the advice of the Vice President of Student Affairs or designee prior to taking action. The prior advice is not, however, a condition to the student's exercise of rights.

In all such complaint proceedings the student is encouraged to pursue informal resolution of the complaint.

B. Student Academic Complaints

As members of the educational community, students have the right to express their opinions as to the fair treatment of their academic achievements, such as the grading process. Students shall express these concerns initially with the appropriate faculty/staff member in an informal manner by contacting the faculty/staff member and requesting a conference. The student must contact the faculty/staff member with such concerns within ten (10) school days of the occurrence giving rise to the concerns.

If the concerns are not resolved to the student's satisfaction after the informal discussion, the student may submit a complaint in writing to the department chair, coordinator or director of the faculty/staff member involved within ten (10) school days after the informal discussion or ten (10) school days after the initial contact, whichever is later. In filing the written complaint, the student may request a meeting with the department chair, coordinator or director. The written complaint must specify the specific complaint(s) together with the desired resolution(s). The individual receiving the complaint must review the complaint and respond in writing to the student within ten (10) school days after receiving the complaint or after holding the optional meeting, whichever is later. If the results of the review are unsatisfactory to the student, the student may then appeal in writing to the dean of the appropriate division within ten (10) school days after receipt of the written response. If the results of the review are unsatisfactory to the student, the student may appeal in writing to the Vice President of Academic Affairs or designee within ten (10) school days after receipt of the written response. The student may request a meeting with the Vice President or designee. The Vice President or designee shall issue a written response to the student with-

in ten (10) school days after receipt of the appeal or after holding the requested meeting, whichever is later. The decision of the Vice President shall be final.

*"School days" are defined as those weekdays (Monday through Friday) when classes are in session.

C. Student Non-Academic Complaints

The Vice President of Student Affairs or designee shall be responsible for responding to complaints from students on non-academic issues. These issues include, but are not limited to, refunds, admissions, withdrawals, transcripts, and use of facilities. Students shall express their concerns initially with the appropriate faculty/staff member in an informal manner by contacting the faculty/staff member and requesting a conference. The student must contact the faculty/staff member with such concerns within ten (10) school days of the occurrence giving rise to the complaint. It is also recommended, but not required that the student contact the Ombudsperson to facilitate an informal resolution of the complaint.

If the concerns are not resolved to the student's satisfaction, the student may submit a complaint in writing to the department chair, coordinator or director of the faculty/staff member involved within ten (10) school days of the information discussion, or ten (10) school days after the initial contact, whichever is later. In filing the written complaint, the student may request a meeting with the department chair, coordinator or director. The written complaint must specify the specific complaint(s) together with the desired resolution(s). The individual receiving the complaint must review the complaint and respond in writing to the student within ten (10) school days after receiving the complaint or after holding the meeting, whichever is later. If the results of the review are unsatisfactory to the student, the student may appeal in writing to the dean of the appropriate division, in the case where there is one, within ten (10) school days after receipt of the written response. If the results of the dean's review are unsatisfactory to the student, or in cases where there is no dean, the student may appeal in writing to the Vice President of Student Affairs or designee. The Vice President or designee shall issue a written response to the student within ten (10) school days after receipt of the appeal. The decision of the Vice President shall be final.

*"School days" are defined as those weekdays (Monday through Friday) when classes are in session.

III. Violations of the Student Code of Conduct

Whenever a student commits or attempts to commit a violation of the Student Code of Conduct on the College campus, or at an activity, function or event sponsored or supervised by the College, discipline and sanctions may be imposed on the student. Violations of the Student Code of Conduct include but are not limited to:

1. Possession, use or distribution of an illegal or controlled substance, or look-alike drug.

2. Unauthorized and/or illegal possession, use or distribution of any alcoholic beverage.

3. Theft of property or services.

4. Intentional or willful and wanton destruction of property.

5. Assault and/or battery.

6. Conduct which constitutes harassment or abuse that threatens the physical or mental well-being, health or safety of any individual.

7. Sexual assault or sexual harassment of another person.

8. Possession or use of weapons or explosive devices.

9. Trespassing on College property or other unauthorized use of College property or services including trespassing or unauthorized use of College Computer Network.

10. Academic dishonesty, including cheating, plagiarizing, or furnishing false information on such forms as transcripts or applications for admission.

11. Disrupting the peace, the education process or related activity.

12. Failure to comply with the direction of an authorized College employee or representative who is performing his/her duties.

13. Any conduct that constitutes a violation of the terms of any discipline imposed in accordance with this procedure.

14. Any conduct that constitutes a violation of a Federal or State law, local ordinance or College rule or regulation.

Discipline may also be imposed whenever a student commits a violation of the Student Code of Conduct, as described above, off campus if there is a direct relationship between such act and the College.

A. Initiating the Resolution Process

Any person may file a complaint against a student for a violation of the Student Code of Conduct by filing a complaint in writing with the Office of Student Affairs on a form furnished by that office. The complaint shall describe the conduct that allegedly violates the Student Code of Conduct.

The College encourages students, faculty and staff to resolve disputes informally whenever possible. Parties are encouraged to contact the College Ombudsperson and/or to inquire about mediation wherever appropriate. Information regarding the Ombudsperson and mediation is available in the Office of Student Affairs.

B. Resolution Process

1. Preliminary Investigation

The Office of Student Affairs shall be responsible for determining the validity of the complaint and conducting a preliminary investigation when appropriate. The filing of a complaint assumes that the complainant desires an inquiry to be initiated that may result in an official discipli-

nary action. The Vice President of Student Affairs shall determine the appropriate steps to take following the preliminary investigation, which may include, but not be limited to: a finding of sufficient cause to pursue a charge of violation of the Student Code of Conduct; a termination of the investigation and complaint; and/or encouraging the use of mediation.

2. Informal Resolution/Mediation

If there is insufficient cause found to pursue a charge of violation of the Student Code of Conduct, or if the Vice President of Student Affairs believes that the issues raised may best be resolved through mediation, the person filing the complaint may be encouraged to pursue informal means of resolution, including mediation and/or contacting the College Ombudsperson. If the complainant would like to pursue mediation, the complainant can request that the Vice President of Student Affairs or designee contact the student named in the complaint to explain the mediation option and invite the student to participate. Mediation is a voluntary process that involves both parties sitting down together with a trained, neutral third-party to discuss issues of concern and design a resolution of these issues. Mediation often results in a written agreement that is drafted together by both parties.

C. Initial Meeting

If there is sufficient cause found to believe that the student violated the Student Code of Conduct, the Vice President of Student Affairs shall inform the student in writing of the charges against him/her including the specific provision of the Code of Conduct that was violated, his/her right to a hearing on the charges, and the resolution procedures.

1. Pre-hearing Meeting

The Vice President of Student Affairs or designee shall schedule a pre-hearing meeting between the student and the Resolution Coordinator (designated by the Vice President of Student Affairs) to discuss the complaint, the resolution process, and the student's rights; and to give the student a chance to examine the charges brought against him/her and to respond to those charges. The Resolution Coordinator will also answer any questions the student has regarding the process, the charges, and the effect of possible sanctions.

2. Student's Choice of Resolution

At the pre-hearing meeting, the student will be given two choices for how he/she would like to proceed with the resolution process:

a. Where the complaint includes a violation that would not warrant suspension or expulsion, the student and the Resolution Coordinator may agree to an informal resolution of the alleged violation. In this case, the student and the Resolution Coordinator shall discuss the facts of the alleged violation and the student may accept responsibility for a violation of the Student Code of Conduct. The student and the Resolution Coordinator may

then develop a plan together to resolve the issues involved in the misconduct, which may include agreed upon sanctions. In this instance, the student, after being informed of his/her rights, waives the right to a formal hearing by signing a waiver form, accepts the sanction that has been applied, and chooses to resolve the matter informally.

b. The student may choose a formal hearing before a Resolution Board. The Resolution Board consists of five members, three faculty and two student members who are appointed by the Student Life Committee from a pre-appointed pool of seven faculty members and five student members. **If in summer, the Student Life Committee or pre-appointed pool cannot convene, the administrator and/or Chair of the Student Life Committee will approve five members (consisting of three faculty or staff and two student members).** The Resolution Coordinator will inform the student of the hearing date and time by certified mail, return receipt requested, by mailing the notice at least five (5) school days prior to the hearing date.

3. Possible Discipline Prior to Hearing

If, in the opinion of the Resolution Coordinator, the student is a danger to self or others, is a threat or disruption to the educational process, cannot be found, or refuses to attend a pre-hearing meeting or a hearing, the Resolution Coordinator can impose disciplinary measures without first providing a hearing. In such event, the Resolution Coordinator shall send written notice by certified mail, return receipt requested to the student. The notice shall state the specific discipline imposes, the reason for the discipline and request the student to attend a conference or a hearing within five (5) school days after the notice is received. If the student does not attend the scheduled conference or hearing, it will be deemed that his/her right to a conference or hearing has been waived.

D. Resolution Board Hearing Procedures

1. The Resolution Board shall consist of five members, two of whom must be students and three of whom must be faculty. Official action will require four votes. Alternate Resolution Board members shall be available for each hearing.

2. The Resolution Board hearing shall be facilitated by the Chairperson of the Resolution Board.

3. Prior to the hearing, the members of the Resolution Board shall have agreed to and signed the "Resolution Board Member Responsibilities" form.

4. All Resolution Board hearings shall be held in closed session.

5. The student may be represented by an attorney or other representative. If the student does not attend, but the Office of Student Affairs has proof of notice to the student, the Resolution Board may choose to proceed with or reschedule the hearing.

6. The hearing may be recorded stenographically or by tape. If either party causes a recording to be made, the other party shall be offered an opportunity to purchase a copy of the transcript of the tape.

7. At the commencement of the hearing, either party may request exclusion of witnesses except for representatives of the parties and state the reason for this request. The Resolution Board will make the final determination on any exclusion of witnesses.

8. The complainant(s) and the student may make short opening statements.

9. The complainant(s) shall first present evidence. The student may cross-examine all witnesses in attendance and review any written evidence presented by the complainant(s).

10. The student may then present evidence to refute the charges. The complainant(s) may cross-examine all witnesses in attendance and review any written evidence presented by the student.

11. The Resolution Board may, at any time, direct questions to the parties or their witnesses.

12. At the close of the student's case, the complainant may be given the opportunity to rebut any of the evidence presented.

13. The Resolution Board may receive all relevant oral or written evidence without regard to the legal rules of evidence, provided such evidence is relevant material and would be relied upon by reasonably prudent persons in the conduct of their affairs.

14. The Resolution Board may review a student's academic and disciplinary records in determining the appropriate sanction after it has determined whether a violation of the Student Code of Conduct has been made and whether the student is responsible.

15. If, during the preliminary investigation, it is determined that any witness would be subject to physical or mental harassment or that an emergency exists, the party requesting the witness's presence may ask the witness to prepare a written summary of his/her testimony. The summary shall include the reason for the witness's absence and a statement verifying that the contents of the summary are true. If an imminent fear of reprisal exists, the Resolution Coordinator may also present a written statement in which the witness's identity has been concealed.

16. The complainant(s) and the student may make closing statements at the conclusion of the hearing concerning both the issue of violation of the Student Code of Conduct and appropriate sanctions.

17. There are two possible outcomes for a Resolution Board Hearing:

    a. The student may be found not responsible for violating the Student Code of Conduct.

    b. The student may be found responsible for violating the Student Code of Conduct by a preponderance of the evidence.

If the student is found responsible for violating the Student Code of Conduct, the Resolution Board shall determine the appropriate sanction(s) for the student.

18. The Resolution Board shall render its written decision within ten (10) school days after the end of the hearing by forwarding its findings and recommendations to the Resolution Coordinator.

E. SANCTIONS

The Resolution Coordinator shall review the recommendations of the Resolution Board and shall advise the student of the final decision by written notice sent by certified mail, return receipt requested, or personal delivery within ten (10) school days of receipt of the recommendations.

1. Notice of Decision

If a student has accepted responsibility or has been found to have violated the Student Code of Conduct, the notice to the student shall include:

    a. the specific provision of the Student Code of Conduct that was violated;

    b. the sanction(s) imposed and the date of commencement;

    c. a statement of the student's right to appeal in writing to the Vice President of Student Affairs;

    d. a statement that a failure to file a timely request for such an appeal shall be deemed a waiver of the right to an appeal.

2. Determination of Sanctions

In keeping with the essential values of Harper College, sanctions are designed to promote Harper's educational mission. Sanctions may also serve to promote safety or to deter students from behavior that harms, harasses, or threatens people or property. Some behavior is so harmful or disruptive to the College community or to the educational process that it may require more serious sanctions, such as removal from specific courses or activities, suspension from Harper College, or expulsion. More than one sanction may be recommended.

Although the following is in no way binding or definitive, several factors that go into determination of appropriate sanctions include:

a. The nature of the violation (what the student did)

b. Prior violations/previous disciplinary history (what the student has done before)

c. Mitigating circumstances surrounding the violation (unusual circumstances)

d. The student's motivation for the behavior (why the student chose to do what he/she did)

e. Sanctions involved in cases involving similar violations (precedent)

f. The developmental and educational impact (how is this going to affect the student)

3. Possible Sanctions

Multiple sanctions may be imposed. Possible sanctions include but are not limited to one or more of the following:

a. Expulsion: Expel a student from the College, a program, course or activity on a permanent basis.

b. Suspension: Suspend a student from the College, a program, course or activity for a specific period of time.

c. Prohibition on Re-enrollment: Bar a student from re-enrollment in the College, a program, course or activity for a specific or unlimited period of time in the event a student withdraws prior to being suspended or expelled.

d. Conditional Enrollment or Re-enrollment: Condition a student's enrollment or re-enrollment on specific actions or refraining from specific actions.

e. Disciplinary Probation Status: Place a written reprimand in the student's file admonishing him/her about the conduct and warning that further conduct in violation of the Student Code of Conduct may result in additional sanctions.

f. Community and/or College Service: A student may be offered an opportunity to complete a specified number of hours of Community and/or College Service.

g. Educational Requirements: A provision to complete a specific educational requirement directly related to the violation committed. The provision will be clearly defined. Such educational requirements may include, but are not limited to, completion of an alcohol education workshop, a diversity awareness workshop, essays, reports, etc.

h. Remedial Action: An agreement between the student and the Office of Student Affairs that the student shall pursue specific remedial action.

i. Probation and/or Restrictions: The withdrawal of specified privileges or restrictions on action for a definite period of time (i.e., restriction from entering specific College areas and/or all forms of contact with certain person(s)).

j. Restitution: A payment for financial injury to an innocent party in cases involving theft, destruction of property or deception.

k. Reprimand: A formal letter of warning or final warning shall be placed in the student's file.

F. Appealing the Resolution Process

An appeals process is an essential safeguard for an imperfect human process that attempts to be fair. The appeal process is available to each party. Appeals may be filed for the following reasons:

1. Proper procedures were not followed.

2. There is new evidence not reasonably available at the time of the hearing or the imposition of the sanction.

3. The evidence clearly does not support the finding(s).

4. Sanctions are excessive relative to the violation.

All appeals must be submitted in writing to the Vice President of Student Affairs within ten (10) days of receipt of the student's notice from the Resolution Coordinator of the final decision. The Vice President of Student Affairs will render a decision within ten (10) days after receipt of the appeal. A copy of this decision shall be sent to the student.

G. Results of Resolution Process.

If the final disposition of a complaint is that the student did not violate the Student Code of Conduct, the student's record shall be expunged of the complaint.

IV. Disciplinary Records

Disciplinary records will be maintained by the College as part of the student's education record in accordance with the Family Educational and Privacy Rights Act 20 U.S.C.S. §1232g.

If a student is found not responsible for misconduct under the Code of Conduct, the record regarding a complaint filed will be purged from the student's education record. If a student is found responsible of misconduct or accepts responsibility for misconduct, the disciplinary record may be maintained in the student's education record for up to four (4) years from the time of conclusion of the student code of conduct resolution process. Separate disciplinary records may also be maintained by the Office of Student Affairs apart from the student's education record, in cases where there is evidence of a danger or threat of violence.

A student's education records, including disciplinary records, will only be disclosed with written consent of the student's parents or an eligible student (student who has reached the age of 18 or older), except as otherwise

allowed pursuant to the Family Educational and Privacy Rights Act and its implementing regulations. Appropriate disclosure of disciplinary records without consent includes:

• disclosure of information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community to teachers and school officials, including teachers and school officials in other schools, who have legitimate educational interest in the behavior of the student;

• disclosure of information regarding any violation of any Federal, State, or local law, or of any rule or policy of the institution governing the use or possession of alcohol or controlled substance to a parent or legal guardian of a student if the student is under the age of 21 and the institution determines that the student has committed a disciplinary violation with respect to such use or possession; and

• disclosure of information to any alleged victim of any crime of violence as defined in 18 U.S.C.S § 16 or of a nonforcible sex offense, the final results of any disciplinary proceeding conducted by such institution against the alleged perpetrator of the crime or offense and shall include disclosure of the final results of any disciplinary proceeding conducted by the College against the student who is the alleged perpetrator of any crime of violence (as defined in 18 U.S.C. §16) or non-forcible sex offense if the institution determines as a result of the disciplinary proceeding that the student committed a violation of the College's rules or policies.

Final results of any disciplinary proceeding includes only the name of the student, the violation committed, and any sanction imposed by the College on that student and may include the name of any other student, such as a victim or witness, only with the consent of that other student. The sanction imposed means a description of the disciplinary action, the date of its imposition, and its duration. The violation committed means the institutional rules or codes of conduct sections that were violated and any essential findings supporting the institution's conclusion that the violation was committed.

Student Dress

There is no formal dress code. However, shirts and shoes must be worn in the buildings. Any student whose dress disrupts the educational process may be asked to leave campus.

Workplace Violence Policy

Harper College is committed to maintaining an environment for its students and employees which is free from violence, threats of violence, aggression, intimidation, harassment and sexual harassment of any sort from other students and

employees, as well as outside parties, including visitors to the College, vendors and those having no legitimate purpose to be on the College's campus.

To ensure a safe environment for employees and students, Harper College prohibits the wearing, transporting, storage or presence of firearms or other dangerous weapons in its facilities or on its property. Any employee or student in possession of a firearm or other weapon within Harper facilities/property or while otherwise fulfilling job responsibilities may face disciplinary action, including termination. To the extent allowed by law, Harper College prohibits persons from carrying weapons in any of its facilities or on its property. This policy does not apply to any law enforcement personnel engaged in official duties.

Any acts of workplace violence will not be tolerated, and all reports of such incidents will be taken seriously and dealt with appropriately. Individuals who commit such acts may be removed from the premises and subject to disciplinary action, criminal penalties, or both.

All members of the campus community are encouraged to report conflicts that compromise the health and effectiveness of individual employees and their worksites before they become major problems.

Procedures to implement this policy and the process for determining violations to this policy will be published in the Administrative Services Procedure Manual, in the Student Handbook and other appropriate publications.

■ Emergency Procedures
• Call Public Safety at 911 or extension 6211.

■ Immediate Physical Danger
• Get out of the area and away from the immediate threat.

• Call Public Safety immediately after you are in a safe place.

■ Violence Committed
• Call Public Safety immediately if a person commits an act of violence against you or another person.

■ Intimidating Situation
• Call Public Safety if a person has communicated a direct or indirect threat of physical or mental harm against you in any form (i.e., oral or written statements, gestures, expressions). Call Public Safety immediately from a location away from the person who is causing the intimidation. Be prepared to give the dispatcher all the facts, and remain on the line until the officers arrive.

■ Non-Emergency Procedures
If you are not in immediate physical danger, but you have experienced or witnessed harassment (also see separate Sexual Harassment policy and procedures) or intimidation:

1. Report instances of intimidation or concerns about workplace violence to your direct supervisor.* Determine with your supervisor if the issue can be resolved at this level.

*If your direct supervisor is the person with whom you are experiencing the conflict, report the incident to that person's direct supervisor. If that person is also involved in the conflict, you may report the concern to the Workplace Violence Investigation Officer (WVIO).

2. If the conflict cannot be resolved with your direct supervisor, file a formal written complaint with the WVIO (appointed by the President). The complaint should describe the alleged violation, the person(s) against whom the complaint is being filed, and dates of the action(s) as well as the remedy or relief sought (use Workplace Violence Incident Report Form).

3. Upon receipt of the written complaint, the WVIO will review and discuss the complaint with all parties directly involved. On the basis of the written complaint and discussion(s) the WVIO will determine what further investigative action is required.

4. After the initial discussion(s) with the complainant, the WVIO will conduct further investigation as deemed appropriate. Such investigation may include, but is not limited to:

  a. Interviewing the party(ies) alleged to have committed the act;

  b. Interviewing witnesses identified by the complaining or accused party; and

  c. Reviewing documents relevant to the complaint.

5. As a result of the above initial steps, resolution with the parties will be explored. If resolution is not achieved, the WVIO will determine the appropriate actions to be taken.

6. The WVIO shall prepare a confidential report with regard to the investigation. The report shall state whether or not the WVIO believes a violation of the College's Workplace Violence policy has occurred and whether or not resolution has been achieved. The WVIO's report shall be completed within 30 days of receipt of any complaint(s); however, such time may be extended for an additional 30 days if necessary.

7. If resolution is not achieved, the person accused of workplace violence may be subject to disciplinary action up to and including termination of employment. .

8. A copy of the confidential report will be sent to and maintained by the Assistant Vice President for Diversity and Organizational Development of the College. The WVIO's findings shall be sent to the complaining and accused parties.

9. Either party may appeal, in writing, the decision of the WVIO by filing an appeal with the President within five calendar days of receipt of the decision. The President shall respond within 30 calendar days of receipt of the appeal.

10. All reports of concerns made under this policy are confidential. The confidential records will be kept in the office of the WVIO. Supervisors, the WVIO and other necessary administrators are directed to limit disclosure of information to only those persons who, in their discretion, are required to be made aware of a complaint made under this policy. Investigations under this policy are to be made with the least amount of disclosure needed to effectively carry out the investigation. Further, the final report of the WVIO and all discussions concerning a resolution of a complaint will be kept confidential and released to only those persons who are required to have knowledge. Those making a report of misconduct under this Policy, those interviewed in an investigation under this Policy and those who are the subject of a report under this Policy are requested to limit their disclosure of information to their supervisor, the WVIO, and/or other necessary persons.

The Workplace Violence Complaint Procedure will be evaluated each year by the Workplace Violence Investigation Officer and the Assistant Vice President for Diversity and Organizational Development. Recommendations for changes in this procedure will be brought to the Human Resources Committee.
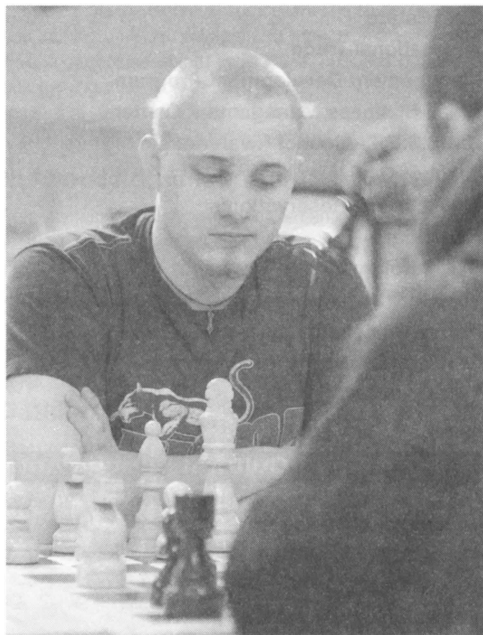
Continuing Education

TECH Certified IT Training/ Computer Training

Computer Training
The Career Changer
ITLaunch
Network Administration Programs
Database Administration
Programming/Development
Designers
Blended Learning
Security
AutoCAD
Internet
Corporate Training
Added Benefits

Professional Development

Certified Financial Planner (CFP)
Real Estate
International Trade
Management Development Program
Small Business Management Center
B.A.S.S.E.T.–Alcohol Awareness
Teacher Development
Travel Agent/Reservationist
Healthcare
Cosmetology
Volunteer Management/Non-Profit Management
Refrigerant Handling
Cardiac Ultrasound Technology
Test Reviews

Personal and Cultural Enrichment

International Travel
Music Academy–Adult
The Writing Studio
The Language Academy
Fine Arts and Crafts
Personal Finance
Home and Garden
Cooking
Home Ownership

Leisure and Learning
Lifelong Learning Institute
Women's Program

Youth Programs

In Zone
Children's Language Academy
Horsemanship
Learn to Swim
Music Academy–Youth

Wellness and Sports

Cardiopulmonary Rehab
Physical Fitness
Mind/Body

CE Certificate Programs

Extension Centers

Workforce Development

Workforce and Organizational Development
- *Harper College Corporate Services*
TECH (Technical Education and Consulting @Harper)
- *Information Technology and AutoCAD non-credit courses and certificates*
Northwest Education to Careers Partnerships
- *High School Shared Courses*
- *High School Dual Credit Program*

Community Services

Community Orientation and Involvement
College/Community Programs
Community Career Services

Senior Discounts

Continuing Education

A lifelong pursuit of learning is needed to keep abreast of the knowledge explosion and the influence of social and cultural changes. The Continuing Education (non-credit) division makes available to the community a rich array of courses, seminars and short-term programs that encourage lifelong learning and help students meet their professional, career, civic and personal development goals.

- Non-Credit Programs are available in Computer Technology, Professional Development, Personal Enrichment and Wellness and Sports. Continuing education units can be earned for continuing education courses, satisfying the needs of many professional development requirements.

- Continuing Education instructors are teaching professionals who possess practical, up-to-date work experience.

- Courses are offered in a variety of traditional and alternative learning formats that include workshops, seminars, and extended training sessions, videotaped, televised and online courses.

- Courses are scheduled at Harper College extension sites as well as main campus.

- The majority of programs provide year-round start dates and are offered during the day, in the evenings and on weekends.

Schedules for Continuing Education courses are published and distributed three times a year. A full schedule of classes and program information is also available on the Harper Web site at harpercollege.edu. For any questions, please contact the Continuing Education Information Office at 847.925.6300 or e-mail ce@harpercollege.edu.

TECH Certified IT Training/ Computer Training

Computer Training

The Basics offer stepped learning that leads you to mastery of basic applications including word processing, spreadsheets and databases, and hands-on learning provides plenty of practice for greatest retention. Our Technical Professional Certificate Programs provide training for new careers in Professional Technical fields such as Computer Graphic Arts and Web Design.

Certification training is a valuable component to the success of individuals becoming and remaining competitive in today's workforce. Shorter, more focused certification programs are better able to accommodate retraining for rapidly changing technology. Those wishing to advance beyond entry level within the IT industry benefit from a combined background of certified training, college background and experience in their chosen technical field. As technology

develops, it is crucial to stay up to date with the most current knowledge through IT training programs. Harper College TECH is especially proud to offer training not only for experienced professionals but also for those individuals seeking a new career. Call 1.888.BE.A.TECH (1.888.232.8324) or visit our Web site harpercollege.edu/tech to learn more about our programs, schedule of information meetings and listing of upcoming classes.

The Career Changer

Get the edge on the competition in your job market! The Career Changer program will prepare you for six Information Technology Industry-Recognized Certifications: A+, Network+, MCP, MCSA, Server+ and CIW Associate. In about four months you will learn PC hardware/software repair, Networking essentials, Microsoft System Administrator, Vendor-Neutral Server technologies and the Internet.

ITLaunch

ITLaunch is a 320 hour full-time or part-time program designed to provide students with the IT skills training, employment skills that employers are seeking, vendor certification, and REAL, hands-on project experience with REAL businesses. Students will choose from two tracks (currently Networking or Web Application Design) for their IT training. Employment and business skills training are integrated into the technical curriculum. The students apply their training on REAL projects and work side-by-side with REAL local businesses to solve REAL business problems thus gaining the much-needed "hands-on" project experience that is missing in IT training programs. Call 1.866.ITLAUNCH for the latest scheduling.

Network Administration Programs

From planning, designing and implementing network solutions for small home offices to larger corporate environments, the following programs will prepare you: Microsoft Certified Systems Engineer (MCSE), Cisco Training, Citrix Certified Administrator, CompTIA-Network + and Server +, Linux Certified Systems Engineer and Sun Solaris UNIX Administrator.

Database Administration

Earn the Oracle Certified Database Administrator (DBA) credential that will distinguish you as a top professional with the depth of knowledge and hands-on skill required to support Oracle's core products. Or obtain the premier certification of Microsoft Certified Database Administrator (MCDBA) for professionals who implement and administer Microsoft SQL Server™ databases.

Programming/Development

Start with TECH's Certified Internet Webmaster (CIW) Enterprise Developer Certification, and then add Microsoft Certified Solution Developer (MCAD) using Microsoft .NET

technology and the Oracle JDeveloper Certification–the highest credential you can earn in the Oracle Certification Program.

Designers

Variety and choices are yours with AutoDesk–the world's foremost design and digital content creation resource, Cisco Design Associate for small office and home office environments and Certified Internet Website Designer. These programs provide the exciting and different aspects you desire in the IT industry.

Blended Learning

The Harper College Tech Blended Learning Program is a combination of online training with hands-on labs and Mentor support. The Blended Learning Program is offered as a cost effective alternative to our instructor led training. The online content is provided through contract with Thomson Learning and the National Educational Training Group (NETg). The student is issued a logon to the Web server that allows the student access to their individual training program. Access to the server is unlimited for one year and the student can take the assigned courses from any Intel based computer with Internet access. Along with the logon, the student is issued books, supplemental study materials, and prep-tests for exams that are associated with the courses.

Security

Theft and destruction of intellectual property takes place despite the presence of firewalls, encryption and corporate edicts. Neither technologies nor policies alone offer effective information security. The IT industry must have a well-trained work force to effectively combat hackers and decrease financial losses. The demand for skilled security professionals is growing significantly. The technology community identifies Security+ as the perfect way to validate your knowledge of information security.

AutoCAD

As an Autodesk Premier Authorized Training Center® (ATC®), Harper TECH offers only authorized Autodesk software training. Courses are taught by experienced Autodesk certified instructors using authorized courseware. Unlike other organizations that offer generic CAD software training, AutoCAD® software is written in a common language and is built upon a foundation of years of solid, proven technology. It is targeted toward design professionals from all industries and professions who convert creative concepts into dynamic designs. ATC® courses are typically short and intensive to help busy professionals become more productive quickly. They combine lecture, demonstration and hands-on instruction. Courses are scheduled conveniently for individuals as well as business and industry. Harper TECH offers employers flexibly-scheduled ATC® courses customized to teach specific skills to employees at our campus or their work location.

Internet

Certified Internet Webmaster (CIW™) training validates and expands the credentials and performance of Internet-related IT professionals. Harper College TECH currently offers the first step toward CIW certification, the Foundations course. After successfully completing the Foundations course, candidates can choose from five Master CIW tracks: Master CIW Administrator, Master CIW Designer, and Master CIW Enterprise Developer, Master CIW Manager and Master CIW Security Analyst.

Corporate Training

If you are with a company and want to send several employees to our training center, please contact us. We will customize classes for our corporate customers. We also rent our labs out to corporations who wish to conduct their own training. Call us to see how we can help your organization achieve your goals.

Added Benefits

As bonuses to Harper students, TECH also provides, one-day courses, on-line training blended with an on-site lab and a Certified Mentor, to guide you through hands-on practice, a Certified VUE Testing Center and much more.

Professional Development

Training is offered for industry recognized certification, certificates and continuing education units for: real estate, Certified Financial Planning, supervisory/management development, small business management, international trade, meeting planning, health services, cosmetology, volunteer management, refrigerant handling EPA/CFC Certification, non-profit management and teacher development.

In conjunction with professional training, Harper College provides career guidance and assistance through community career counseling and workshops, industry specific job fairs and Workforce English as a Second Language (ESL).

Certified Financial Planner (CFP)

Developed by the College for Financial Planning in Denver, Colorado, this curriculum covers all aspects of test preparation to take the CFP examination in readiness for the comprehensive CFP certification exam. CFP applicants must also have three years full-time relevant work experience.

Real Estate

This program is designed for those who desire to excel as licensed real estate salespersons or those who wish to expand their career opportunities to include managing or owning a real estate business. Also offered are courses in appraisal and home inspection.

International Trade

The professional and the beginner in international trade will gain insight into all aspects of the importing and exporting industry. Course topics include: adherence to import regulations, a custom broker's exam review, export documentation, letters of credit and export finance, spotlighting specific world business sectors and the appropriate protocols for conducting international business.

Management Development Program

New supervisors/managers and those wishing to update their supervisory, leadership and teambuilding skills will gain the knowledge and confidence to succeed. This curriculum may be taken as individual seminars or as a certificate program.

Small Business Management Center

Both start-up and seasoned businesses will benefit from workshops led by successful entrepreneurs. They cover finance, marketing, legal questions, business plan development, consultant practice development and home-based business issues. Appointments to discuss personal business issues can also be arranged with a Small Business Counselor.

B.A.S.S.E.T.-Alcohol Awareness

The State of Illinois requires that all present and future employees of the food service industry who wish to serve liquor complete this training. This course covers alcohol-related laws, potential liabilities, and medical emergency techniques.

Food Standards and Sanitation

This program provides reviews in English and Spanish for the Food Service Sanitation Exam, as well as HACCP training and food service sanitation essentials for kitchen staff. The Illinois Department of Public Health requires a Certified Food Service Sanitation Certificate holder on every shift in a food service facility.

Teacher Development

Harper College offers a variety of programs for teachers or for people interested in working in the academic environment. Harper is an approved provider for teachers seeking continuing education units to become re-certified in the state of Illinois. Also offered are workshops for those interested in becoming a substitute teacher or classes to help you review for the Illinois Basic Skills Test.

Meeting Planning

Students will learn the skills necessary to plan, promote, and execute successful meetings and conventions. This certificate program is intended for those with no meeting planning experience and those looking to hone their existing talents.

Healthcare

Harper College provides courses and seminars for health care professionals seeking to earn continuing education units. Career education is offered for Allied Health Care, Dental Hygiene, Dietetic Technician, Nursing and Cardiopulmonary Resuscitation.

Cosmetology

In connection with the Arlington Academy Cosmetology Career Center, this evening program prepares candidates for the Illinois Licensing Examination for Beauticians. The 1500-hour curriculum covers theoretical and practical aspects of hair dressing and treatment, skin and nail care, and personal grooming.

High school students in Districts 211 and 214 may take these courses through the Northwest Suburban Career Cooperative for high school credit and should contact a high school counselor for additional details.

Volunteer Management/ Non-Profit Management

Earn credentials and improve your professional skills in volunteer recruitment and management. This is a certificate program that is endorsed by the Association for Volunteer Administration (AVA). Two levels of certification require basic and enrichment coursework with a final paper for the basic certificate and a project paper for the advanced certificate.

Refrigerant Handling

Harper College is certified by the EPA to administer the official technician certification examination for handling and recovering refrigerants at all technician levels. In addition to administering the EPA exam, the College is authorized to provide the test preparation workshop.

Cardiac Ultrasound Technology

The Cardiac Ultrasound Technology program is to focus and to prepare you for a position as a cardiac ultrasound technician. Skills learned in the hands-on training will enable you to assist physicians in the diagnosis and evaluation of patients with heart and vascular irregularities. For further information on the program or to discuss admission, please call Dr. Will Hoffman at 847.925.6486.

Test Reviews

Included in this series are the Basic Skills Test Review, LSAT, GRE, GMAT, ACT and offerings related to test anxiety.

Personal and Cultural Enrichment

Select from an intriguing mix of classes designed to expand your horizons, tap into your creative side, and unearth long-forgotten pursuits. Partake in the pleasure of learning without the pressure of tests and grades.

International Travel

TraveLearn®, has been the leading tour company providing learning vacations for adults for a quarter century. Offered through more than 300 colleges and universities nationwide these quality-learning vacations are now available through Harper College.

Each TraveLearn®, vacation balances visits to "shouldn't miss" sites with experiences not available on conventional tours. Unique features of these learning vacations for adults include:
- Small groups (average size 14–maximum 20)
- Carefully selected local guides, escorts and in-country specialists share their knowledge of the destinations visited.
- Contact with local people through specially arranged small group luncheons.
- Comfortably paced itineraries.
- First-class accommodations

For complete itineraries and prices call our TraveLearn®, specialist at 847-925-6709.

Music Academy–Adult

The Harper Music Academy was established in 1980 as the non-credit division of the Music Department. Through its various group and private programs, the Academy endeavors to offer exceptional music instruction to the average and above average student. No entrance auditions are required. All students are accepted on a space available basis.

See youth programs for children's music academy.

The Writing Studio

Whether as a craft, livelihood, or simply a means of self-expression, the act of putting words to paper can benefit from hands-on instruction. The Writing Studio offers an extensive variety of classes, seminars, and special events for adult students on the writing of fiction, non-fiction and poetry all taught by leading area authors.

The Language Academy

Pursue your interest in learning about foreign lands and languages or renew your skills from past training with classes in several languages including Spanish, Italian, French, German, Russian, Japanese and Chinese.

Fine Arts and Crafts

Renew a shelved passion, further delve into artistic expression merely touched on in former training, or improve an existing portfolio. Courses include drawing, painting, ceramics, sculpture, jewelry, calligraphy, stained glass, fabric art and photography.

Personal Finance

Whether you want to plan for retirement, play the stock market, buy a home or set up a trust – Harper offers a wide variety of personal finance courses to guide the way.

Home and Garden

Our courses in interior decorating, floral design and other home arts give you the skills needed to maintain the modern household and create a warm, soothing environment in your home. Recreational gardeners as well as those employed in the green industry will also find a rich array of courses available in landscaping, plant care and gardening.

Cooking

The cuisines of the world are yours to experience through Harper's cooking classes. Whether you prefer Cajun, Italian, Mediterranean or French food, we have a class to suit your taste. Additional course offerings include vegetarian cooking, pizza, soups and breads, seafood and desserts.

Home Ownership

Courses offered in Home Ownership include those for the condo and homeowner association member, and how to buy and finance a home.

Leisure and Learning

In addition to those courses listed below, we also offer classes in amateur radio, astronomy, aviation, self awareness/personal growth, wonders of nature and animal health, educational tours and outdoor adventures. For information, please call 847.925.6300 or e-mail ce@harpercollege.edu.

Lifelong Learning Institute

Existing services and programs are available to persons 50 years and older. The program promotes Continuing Education and credit classes of interest to them. Older persons are welcome and encouraged to attend cultural events sponsored by the Student Activities office. There may be non-discounted service charges or fees.

Women's Program

The Women's Program works to facilitate the education and understanding of women's issues. Our classes focus on how individuals can work to facilitate change within themselves and their community and how they can participate more effectively in this chosen role. For information, call 847.925.6300 or e-mail us at ce@harpercollege.edu.

Youth Programs

In Zone

In Zone is for 8 to 16 year olds and provides an exciting addition to the similar academic and wellness enrichment courses for adults. This exclusive program includes classes and camps in various time formats, as well as academically and school-to-work related field trips. Call 847.925.6300 for more information on the variety of offerings and exact time and dates of the program.

Children's Language Academy

Jumpstart your child's education! Children learn the Spanish language through interactive exciting activities. Offered at the main campus and community schools. Introduce your child to a whole new world. Ages 4-10.

Horsemanship

Classes run in five-week sessions. The last week is held as a make-up class. Western and English saddle classes are available for beginner to advanced students. Fee-based transportation between our main campus in Palatine and the stable in Lake Zurich is available. Call 847-925-6479 for more information. Ages 8-15.

Learn To Swim

Lessons are designed in progressive levels to help children learn how to swim. Emphasis is on improving stroke development, water safety and building self-confidence. Ages 4-14. Also available: Springboard Diving, Swim Stroke Clinic and Life Guard Training.

Music Academy–Youth

The acclaimed Harper Music Academy offers dedicated children's programming for infants through pre-school, as well as private instruction on instruments for ages 6 and up. Group lessons are included on piano in the Piano Preparatory program. Also offered are chamber music ensembles for more advanced instrumentalists.

Wellness and Sports

Cardiopulmonary Rehab

Harper College and Alexian Brothers Medical Center in Elk Grove Village are co-sponsors of a comprehensive cardiac rehabilitation program for individuals who have been diagnosed with a heart problem or who are at risk for heart disease, based upon lifestyle and coronary risk factors. The center supports the private physician in safely and effectively returning the cardiac patient to a productive and enjoyable lifestyle. The program is open to all, regardless of their physician's hospital affiliation. For information, call 847.925.6468.

Physical Fitness

A full array of physical fitness, wellness and sports offerings including: aerobics, aquacise, fitness training, dance, golf, martial arts, swimming and diving and more. Our facilities include a dance studio, weight room, pool, fitness center and gym.

Mind/Body

Come join us as we discover the connection between mind and body. We offer an intriguing mix of classes including anger management, yoga, T'ai Chi and alternative medicine.

CE Certificate Programs

- PC Service Technician (A+ Certification)
- Novell Certified Netware Engineer (CNA/CNE)
- Microsoft NT Certified Training (MCSE)
- Cosmetology Licensing
- Certified Financial Planner
- Food Standards and Sanitation Certificate
- B.A.S.S.E.T. Training
- Dietary Manager
- RN Refresher
- CPR
- Travel Agent/Reservationist
- Refrigerant Handling- EPA/CFC Certification Examination
- Volunteer Management Certificate
- Lifeguard Training
- Cardiac Ultrasound Technology
- Cisco (CCNA, CCNP, CCDA)
- Certified Internet Webmaster (CIW)
- Certified Linux Engineer
- Certified Oracle Professional
- Sun Java Programmer
- Sun Solaris Administrator
- Citrix Professional
- CAD Professional

Extension Centers

Harper College operates four major sites and more than 50 minor neighborhood centers as a convenience to students. A wide variety of credit and continuing education courses are available at these extension centers. Neighborhood sites include:

- Northeast Center (NEC), Prospect Heights
- Harper Professional Center (HPC), Schaumburg
- Barrington High School
- Elk Grove High School

Northeast Center (NEC), the largest of the extension centers, is located at 1375 South Wolf Road in Prospect Heights. This center features 12 classrooms, 19 computer labs and a Child Learning Center. Offerings at the NEC include nonnative literacy, general education development (GED), IT certification, computer training, The Premier Authorized Autodesk Training, and a variety of professional and personal development courses. TECH classes are offered at the NEC and the Harper Professional Center (HPC).

Located in the Harper Professional Center, the TECH Center is centrally located to serve businesses in the Schaumburg area, and provides easy access for students. Certified training in the latest technologies for IT professionals meet the demands of the high-tech industry.

Import/Export Development Program courses are offered at Elk Grove High School. Language, art and many professional development courses are held at our four extension sites.

For information about classes held at any of the extension sites, call the Extension Information Center at 847.925.6001. Office hours are Monday–Friday 8:00 am to 9:30 pm and Saturday 8:00 am to 3:30 pm.

Workforce Development

Workforce and Organizational Development

■Harper College Corporate Services
Customized training, education and consulting for business and industry at their location, at their convenience.

Harper College Corporate Services is dedicated to serving the training, education and consulting needs of area employers. All of these solutions can be customized to meet each organization's specific business objectives and can be flexibly scheduled and delivered at the organization's location. Additionally, Corporate Services can deliver college credit, continuing education and certification courses onsite; it serves as the gateway to the vast resources and learning opportunities Harper College has to offer.

For more information about how Harper College can provide the training, education or consulting learning opportunity that will help you develop your people and your organization, please call 847.925.6000, extension 7480. or e-mail: corpserv@harpercollege.edu, or visit our Web site at harpercollege.edu.

TECH (Technical Education and Consulting @Harper)

■ Information Technology and AutoCAD non-credit courses and certificates
Technical Education and Consulting @Harper (TECH) provides non-credit, certified Information Technology (IT) and AutoCAD training. TECH's certified instructors deliver certified curriculum in certified computer labs located at the Northeast Center campus of Harper College in Prospect Heights as well as Schaumburg.

TECH serves both individuals and organizations. Classes are offered during the day, evening and on weekends and can be flexibly scheduled for as few as five students.

Programs offered: Autodesk, Certified Internet Webmaster, CISCO, CITRIX, CompTIA, Linux, Microsoft, Oracle, Netg-Online, SPSS, Sun Microsystems.

For more information about the wide variety of IT and AutoCAD courses and certificates offered through TECH, please call 1.888.BE.A.TECH, e-mail: tech@harpercollege.edu, or visit our Web site at: harpercollege.edu/tech.

Northwest Education to Careers Partnership

■ High School Shared Courses
The Northwest Education to Careers Partnership coordinates high school shared courses which provide opportunity for high school students from Districts 211, 214 and 220 to earn high school credit while exploring the requirements and skills needed for selected career areas. Career study areas include Computer Repair, Fire Science, Food Service Management, and Introduction to Health Occupations. For further information, call 847.758.2380.

■ High School Dual Credit Program
The high school dual credit program provides an opportunity for qualifying high school students from Districts 211, 214, and 220 to earn both high school and college credit while exploring career options. The program includes courses in: Basic Nursing Assistant, Computer Information Systems (for NetPrep™ courses only), Computer Networking, Electronics, Fashion Merchandising, Food Service Management, Law Enforcement, Machining Processes, and Refrigeration/Air Conditioning. For further information, call the Northwest Education to Careers Partnership at 847.758.2380.

Community Services

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' programs, public relations, the College's long-range plan and fund raising.

Community leaders serve as directors of the Harper College Educational Foundation, which provides scholarships and supports special projects to enhance the educational programs of the College. In 1981, the Friends of Harper organization was formed as a support group for the College by citizens interested in promoting awareness of programs and services offered by Harper.

In the early 1990s, the College enhanced its efforts to provide educational and training opportunities to employees of companies throughout the district. An Education Service Agreement allows employees of in-district companies to attend Harper at in-district tuition. The College's Corporate Services Department provides customized on-site training in everything

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from basic skills to new technologies. In addition, classes continue to grow in areas of English as a Second Language, citizenship preparation and Adult Educational Development.

During the summer of 2000, Harper College held "Discovery Sessions" with various community members, business leaders and students and talked about some of the key challenges facing the College to "discover" what the community really wanted from Harper. The Community Response Team (CRT), which was subsequently formed, presented several recommendations to the Board of Trustees which identified science, technology and healthcare as top priorities for the College to address.

At its special board meeting on August 16, 2000, the Harper College Board of Trustees was presented with the first comprehensive long-range Campus Master Plan in the history of the College. The plan, which represents a vision for the next twelve years and included the CRT's priorities, is a dynamic plan intended to guide the College into the future. It will be revised periodically to see that it still reflects the needs of the College and the community it serves.

As Harper plans for the future, input will be sought constantly and reevaluated to enable the College to continue to be accountable to the community it serves.

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, 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.

Community Career Services

Community Career Services, for non-students, has fee-for-service programs available to community members seeking help with job or career explorations. Offerings include:

- Individual career counseling to discuss work issues and develop strategies to manage your professional life successfully.
- Career assessment instruments to help identify your interests, personality strengths and unique talents.
- Resume and interviewing skill preparation.

Community Career Services is located in the Student and Administration Center, Room A347. For further information call 847.925.6293.

Senior Citizen Discounts

District residents age 65 and older are eligible for a 100 percent tuition discount for most Continuing Education classes on a space available basis. Available space is determined by the number of class seats open six days before the first class meeting. Seniors wishing to take

advantage of the discount should register six days prior to the start of class. Tuition discounts are offered on the student's initial enrollment in the class. Students may not drop and re-enroll to obtain the senior citizen discount.

Get Fit, Aquacise and classes in the Older Adult section dedicated to seniors already reflect a discounted price and do not qualify for the 100 percent tuition discount. Seniors also have the option to pay full tuition to guarantee a seat in any class. All refund policies and registration fees apply to all senior citizen enrollments.

You may qualify for an early 100 percent tuition discount, increasing your chances of obtaining a class space, based on meeting requirements for income thresholds. An application is required and may be obtained in the Office of Student Financial Assistance or by calling 847.925.6248.
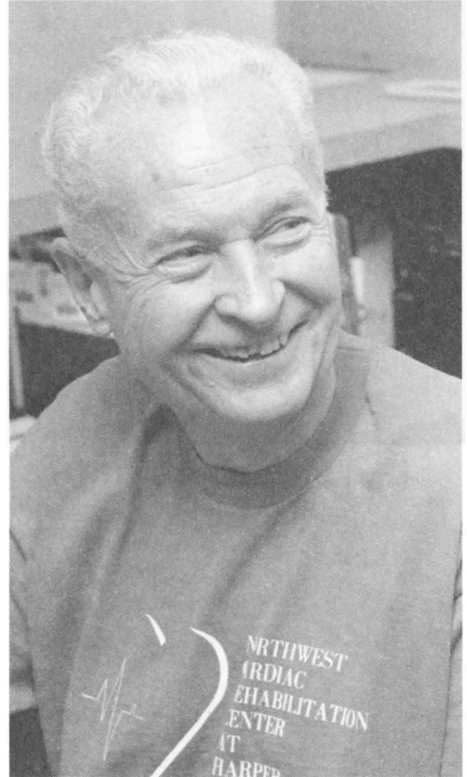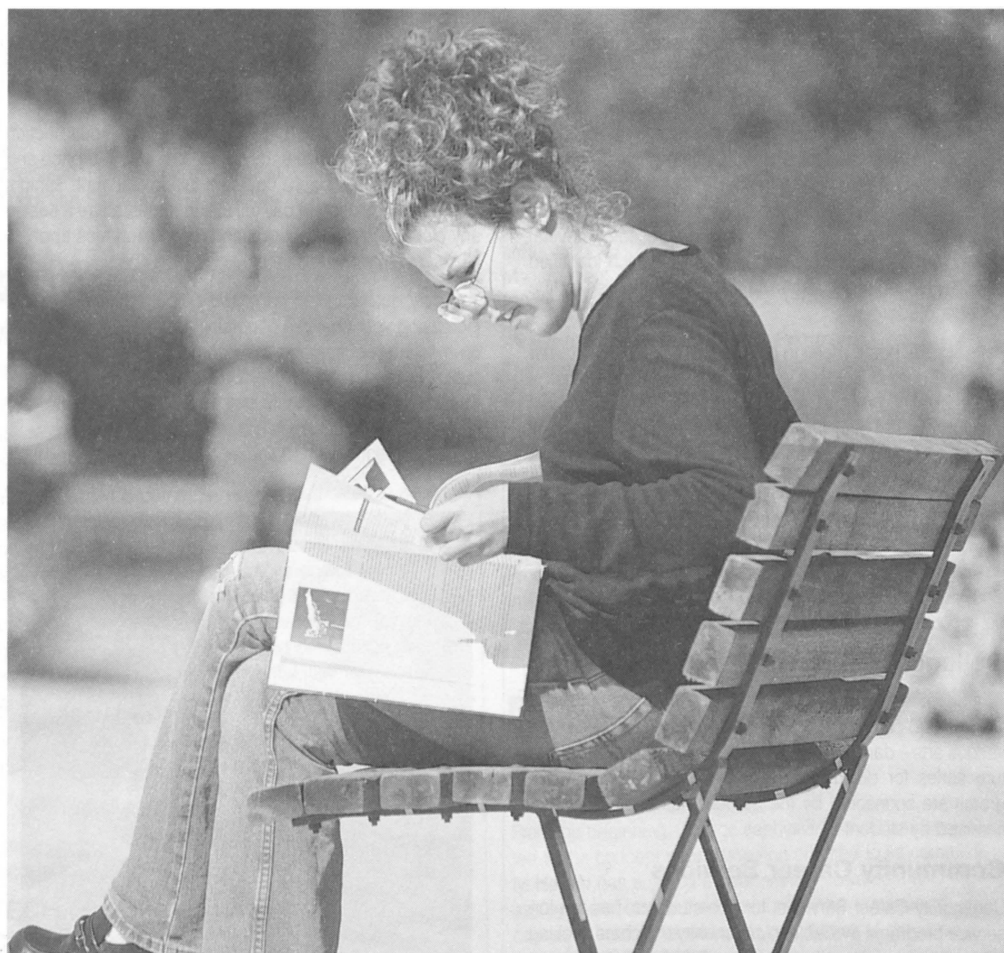
Associate Degrees

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FlexEd℠

- *Blended Courses*
- *Late Start Classes*
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- *Open Entry Classes*
- *Sunrise Classes*
- *Telecourses*
- *TeleWeb Courses*
- *Videoconference Courses*
- *Weekend College*
- *XLR8 Classes*

International Studies Program

Honors Program

English as a Second Language

- *Intensive English Program*
- *Part-Time Academic ESL Program*

Adult Educational Development

Student Development Credit Courses and Seminars

- *Credit Courses*
- *Non-credit Seminars*

Alternative Credit Programs/ Credit Options

Associate Degrees

Harper College offers six associate degrees, five of which are designed for students who will transfer to a four-year college or university to complete a bachelor's degree. These are the Associate in Arts (A.A.), the Associate in Science (A.S.), the Associate in Fine Arts–Art (A.F.A.), the Associate in Fine Arts–Music (A.F.A.) and the Associate in Engineering Science (A.E.S.) degrees, which comprise the first two years of study toward degrees in a broad range of arts-related or science-related disciplines.

The sixth, the Associate in Applied Science (A.A.S.) degree, is awarded upon completion of a two-year career program, designed to prepare the graduate for immediate entry into a specific career field.

In addition to the graduation requirements listed below, each degree has its own requirements for credit hours to be completed in various groups of courses. These requirements are shown on five separate charts in this section of the Catalog.

Graduation Requirements

1) For associate degrees, attainment of a minimum of 60-67 semester hours of credit, at least 18 of which must be earned in attendance at Harper College and be in courses numbered 100 or above. For certificates of completion, 50 percent of required credit hours must be earned at Harper. Up to two hours credit in physical education activity courses (100 level) may be included as free electives in the minimum 60 required hours for an associate degree. A maximum of four semester hours of Independent Study credit 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 required for the associate in arts and the associate in science, associate in fine arts and associate in engineering 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 degree and certificates.

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 101, or (3) passing a college administered test of 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, associate in science, associate in fine arts or associate in engineering science. (Courses below 100 level may be used only where A.A.S. program requires.)

5) Fulfillment of appropriate associate degree requirements as listed in the College catalog **at the time the student first enrolled or any catalog thereafter except for courses no longer offered.**

6) In addition to the above requirements, students enrolled in a specific career program will fulfill the requirements outlined in that program. 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.

7) A student must petition for graduation and pay the graduation fee of $20.00. 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 participate in the formal graduation ceremony in May. Students are encouraged to complete their petition for graduation when registering for the semester in which their graduation requirements will be fulfilled.

General Education

General education is that part of the college education that provides students with the foundations essential to lead personally fulfilling and responsible lives as productive citizens. General education cultivates the knowledge, skills and attitudes that educated persons use to shape their lives. It fosters the desire and capacity to continue learning throughout life. A general education "produces persons who are open-minded and free from provincialism, dogma, preconception, and ideology; conscious of their opinions and judgments; reflective of their actions; and aware of their place in the social and natural worlds."

An educated person is able to think clearly, communicate effectively, make reasoned and ethically aware judgments, respect human diversity, and connect and apply fields of knowledge. These general abilities are required by all areas of specialization. The breadth of general education complements the rigor and depth of specialized education.

If education is a journey, as many have conceived it, then the curriculum is a map. The Harper College general education curriculum requirements provide a selection of diverse courses. Following the map of general education ensures that a student's education is a coherent, comprehensive journey.

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.

As a guide for the student, the following programs of study leading to the associate in arts, associate in science, associate in fine arts or associate in engineering science degrees are recommended.

The programs are "recommended" in the sense that they are planned to provide students with the specific requirements of Harper's transfer degrees and the general requirements of the freshman and sophomore years of most colleges and universities.

In most cases, students are better served by earning an A.A., A.S., A.F.A.–Art, A.F.A–Music, or A.E.S., degree before transfer. Individual baccalaureate-oriented credits earned at Harper College are also transferable to other institutions of higher learning.

Transfer students are responsible to know the specific requirements of the institutions they are considering for transfer and should consult with those institutions directly. In addition, students should make an appointment with a student development faculty member at Harper College. Ideally students should see a counselor to discuss their transfer plans prior to registering for courses each semester. Resource materials and counseling assistance are available in Harper's Student Development Centers in the Business and Social Science Center, I117, the Science, Math and Health Careers Center, D142, and the Student and Administration Center, A347.

Recommended programs of study are provided for the following areas:

- Art/Art Education
- Biological Sciences
- Business Administration
- Chemistry
- Computer Science
- Criminal Justice
- Early Childhood Education
- Elementary Education
- Engineering
- English
- Health Education
- History

- Liberal Arts
- Mass Communications
- Mathematics
- Music/Music Education
- Nursing
- Physical Education
- Political Science
- Psychology
- Secondary Education
- Sociology
- Speech Communication
- Special Education
- Theatre Arts

For other areas of interest, please contact a Student Development Center for assistance.

Transfer Scholarships

Most four-year institutions offer scholarships designated for community college students. The following are some that have scholarship resources available to Harper students. Information is available in the Office of Scholarships and Financial Assistance.

- Bradley University, Peoria, Illinois
- Columbia College, Chicago, Illinois
- DePaul University, Chicago, Illinois
- Drake University, Des Moines, Iowa
- Illinois Institute of Technology, Chicago, Illinois
- Kendall College, Evanston, Illinois
- Knox College, Galesburg, Illinois
- Loyola University, Chicago, Illinois
- Marquette University, Milwaukee, Wisconsin
- Northern Illinois University, DeKalb, Illinois
- Ripon College, Ripon, Wisconsin
- Roosevelt University, Chicago and Schaumburg, Illinois
- Southern Illinois University, Carbondale, Illinois
- University of Illinois, Chicago, Illinois
- University of Illinois, Urbana/Champaign, Illinois

Transfer Agreements

Illinois Articulation Initiative

Harper College is a participant in the Illinois Articulation Initiative (IAI), a statewide articulation effort to help Illinois college students transfer easily. This effort involves public community colleges, public universities and private colleges and universities, and includes the articulation of lower-division general education and major field courses. This agreement is in effect for students entering college as first-time freshmen in summer of 1998 (and thereafter). The following summary highlights the major features of the initiative.

1) One of the main features of the IAI is the General Education Core Curriculum and a list of statewide articulated general education courses that will be accepted for transfer by all participating colleges and universities in Illinois.

   a. Students who complete the A.A., A.S. degree that contains the General Education Core Curriculum at a community college will have their lower-division general education core requirements satisfied at the participating Illinois university to which they transfer.

   b. Students who complete the General Education Core Curriculum at any participating college or university in Illinois will have their lower-division general education requirements met upon transfer to another participating college or university in Illinois.

c. The General Education Core Curriculum and the list of statewide articulated general education courses will be a great advantage for students who are undecided about what university they want to attend after transfer as well as for students who are undecided about their major because the "core" will transfer to all participating colleges and universities in Illinois.

2) Another main feature of the Initiative is a program guide and list of statewide articulated lower-division courses for each baccalaureate degree major field that will transfer and satisfy major field requirements at participating colleges or universities in Illinois that offer that degree.

3) The General Education Core Curriculum, the program guides for the major fields, and the statewide list of articulated courses will greatly help counselors and advisors provide accurate information on the articulation of courses to students planning to transfer.

See the IAI Web site at www.iTransfer.org for more information.

IAI General Education Core Curriculum Requirements
The IAI General Education Core Curriculum consists of courses that colleges and universities consider essential for students' success in college and life. Students are permitted to transfer this portion of an associate or a bachelor's degree program from one participating institution to another without loss of credit and with assurance that lower-division general education requirements have been satisfied. The curriculum comprises about two-thirds of an associate degree and about one-third of a bachelor's degree. This transferable curriculum is included within Harper's 1998 (and thereafter) A.A. and A.S. degrees.

■ *Specifically, the General Education Core Curriculum requires:*

Communications
- 3 courses (9 semester credits)
  Must include a two-course sequence in writing completed with grades of C or better (6 semester credits), and one course (3 semester credits) in oral communication.

Mathematics
- 1 to 2 ccurses (3 to 6 semester credits)

Physical and Life Sciences
- 2 courses (7-8 semester credits)
  Must include one course selected from the life sciences and one course from the physical sciences. One course must be a lab.

Humanities and Fine Arts
- 3 courses (9 semester credits)
  Must include at least one course selected from humanities and at least one course from the fine arts.

Social and Behavioral Sciences
- 3 courses (9 semester credits)
  Must include courses selected from at least two disciplines.

TOTAL: 12 to 13 courses (37-41 credits)

Refer to specific approved courses under course descriptions listed in the back of the catalog or see the IAI Web site at www.iTransfer.org

Illinois Articulation Initiative Transcripting Requirements

As a participant of the Illinois Articulation Initiative (IAI), William Rainey Harper College requires the following for completion of the core to be noted on the official transcript:

1) Initial enrollment date at an IAI participating institution effective summer 1998 (and thereafter).

2) Completion of the Associate in Arts (A.A.) or Associate in Science (A.S.) degree starting with the 1998-99 Catalog and/or Completion of the General Education Core Curriculum requirements and attainment of a minimum of 37 semester hours.

3) Attainment of a minimum cumulative grade point average of 2.0.

4) Students who are completing a degree under these requirements will have completion of the core transcripted at the time of the degree certification.

5) Students who are not completing a degree must formally request the Registrar's Office to certify the completion of the core by submitting a "Petition to Certify the Illinois Transferable Education Core Curriculum."

Transfer Compact Agreements

Some four-year colleges accept the associate in arts or associate in science degrees as meeting all lower division general education requirements and grant automatic junior standing upon transfer. Students may have to meet additional requirements for some majors at these colleges. Contact a Student Development Center for more information. Schools with which Harper has a compact agreement are:

- Chicago State University
- Eastern Illinois University
- Governors State University
- Illinois State University
- Northeastern Illinois University
- Northern Illinois University
- Southern Illinois University
- University of Illinois at Springfield
- Western Illinois University

Other Transfer Agreements

In addition to the IAI and Compact Agreement, Harper College has developed course transfer agreements with the following public and private colleges and universities.

- Alverno College
- Benedictine University
- Bradley University
- Brigham Young University
- Columbia College–Chicago
- Concordia University
- DePaul University
- DeVry Institute of Technology
- Dominican University
- Drake University
- Elmhurst College
- Gallaudet University
- Illinois Institute of Art
- Illinois Institute of Technology
- International Academy of Merchandising and Design
- Iowa State University
- Judson College
- Kendall College
- Lake Forest College
- Lewis University
- Loyola University of Chicago
- Marquette University
- Michigan State University
- Midwestern University
- Millikin University
- Milwaukee School of Engineering
- Monmouth College
- National-Louis University
- National University of Health Sciences
- North Central College
- North Park University
- Northern Michigan University
- Northwood University
- Palmer College of Chiropractic
- Quincy University
- Robert Morris College
- Rockford College
- Roosevelt University
- Rush University
- St. Anthony College of Nursing
- St. Joseph's College
- St. Xavier University
- University of Illinois–Chicago
- University of Illinois–Urbana/Champaign
- University of Iowa
- University of Kansas
- University of Maryland
- University of Phoenix
- University of St. Francis
- University of Wisconsin–Stout
- University of Wisconsin–Whitewater
- Valparaiso University

Contact the Student Development Center in D142, I117, or A347 for more information.

Degree Requirements Overview

AREA	AA	AS	AES	AAS	AFA ART	AFA MUSIC
Communications	9	9	6	6	9	9
Mathematics	3-6	6	17	3	3	3
Computer Science	–	–	4	–	–	–
Physical and Life Science	7-8	8	13	0-9*	7	7
Humanities and Fine Arts	9	9	3-6	0-9*	6	6
Social and Behavioral Sciences	9	9	3-6	0-9*	6	3
Engineering	–	–	18	–	–	–
Technical Requirements and Electives	–	–	–	42-45	–	–
Music	–	–	–	–	–	39
Art	–	–	–	–	33	–
Special Electives	6	3	–	–	–	–
Other Electives	17	20	–	–	–	–
Total Minimum Hours Required:	**60**	**64**	**67**	**60**	**64**	**67**

* Nine hours must be taken from a minimum of two groups.

Requirements for Associate in Arts Degree (A.A.)†

These requirements apply to students who first enrolled for Fall 2003 or later. Students who first enrolled prior to Fall 2003 should obtain the appropriate sheet of requirements from Student Development Center.

Fall 2003 IAI Core Curriculum	Hours Required	Harper Courses
Group 1 **Communications** 3 courses. A grade of C or better is required for ENG 101 and 102.	9	ENG 101, 102 and SPE 101
Group 2 **Mathematics** 1 to 2 courses. MTH 124 may be used if taken Spring '99 or later.	3-6	MGT 225 or MTH 165[1]; MTH 101, 124, 131, 134 or 200, 201, 202, 220
Group 3 **Physical and Life Sciences** 2 courses with 1 course from the Life Sciences and 1 from the Physical Sciences. 1 course must be a lab science (marked with an *). With appropriate prerequisites an initial course for science majors or advanced level course may be substituted.	7-8	**Life Science:** BIO 101, 103, 104*, 105, 110*, 120*, 130*, 135, 136, 140*, 150*, 151*, 152*, 153*, 154*, 160*, 210* **Physical Sciences:** AST 101*; CHM 100*, 110*, 121*, 122*; GEG 111, GEG 112*; GEO 101*, PHS 101, 105*, 111*, 112*; PHY 121*, 122*, 201*, 202*
Group 4 **Humanities and Fine Arts** 3 courses with at least 1 course selected from the Humanities and at least 1 from the Fine Arts. Interdisciplinary courses may be used for both categories.	9	**Humanities:** FRN 202 or GER 202 or JPN 202 or SGN 210 or SPA 202; HST 105 or HUM 105; HUM 120; LIT 105, 110, 115, 206, 207, 208, 210, 221, 222, 223, 224, 231, 232; PHI 101, 105, 115, 160, 205, 220, 231, 232; FRN 210 or GER 210 or SPA 210 **Fine Arts:** ART 105; FNA 111, 112 or 113; FNA 114 or LIT 112; MUS 103, 104, 120; SPE 111 **Interdisciplinary Studies:** HUM 101, 102, 103, 110
Group 5 **Social and Behavioral Sciences** 3 courses with courses selected from at least 2 departments. May not choose SOC 215 and two PSY courses.	9	ANT 101, 202, 205, 206; ECO 200, 211, 212; GEG 101 or 108, 103, 104, 210; HST 111, 112, 121, 141, 142, 231, 232, 241, 242, 243, 245; PSC 101, 220, 250, 270, 280; PSY 101, 216, 217, 218, 228; SOC 101, 120, 205, 215, 230
Total General Education	37-41	

Group 6 Special Electives	6	Creative Expression			Languages		Wellness		Work and Life Skills		
		ART	**MUS**		**FRN**	**JPN**	**DIT**	**PED**	**CDV**	**DIV**	**PHI**
		110	101	165	101	101	101	100	110	101	150
		111	102	166	102	102		203	**CIS**	**ECO**	**PSY**
		121	130	167	201	201		213	100	115	106
		122	136	169	**GER**	**SPA**			101	**MGT**	107
		201	140	180-199	101	101			120	111	**SPA**
		206	145	265	102	102			**CSC**	160	121
		225	150	280-299	201	201			121	170	122
		236	**SPE**		SGN iü				208	204	**SPE**
		240	107		Sf-N iu i				214	**ORN**	115
		261	212						**CWE**	101	200
		291	216						220		205
		296									
Group 7 **Approved Electives**	17	Courses must be selected from: 1) Additional credit hours from Groups 1-6 from the A.A. or A.S. degree. 2) Credit hours from approved elective courses (listed after A.S. degree requirements). 3) Up to ten (10) credit hours from 100 to 200 level courses not included in 1) and 2) above. 4) Up to two (2) hours of PED activity courses (100 level) may be used to fulfill either Group 6 or Group 7 electives. 5) Up to four (4) hours of Independent Study Credit.									
Total Hours Required	60										

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[1] Credit will not be granted for both MGT 225 and MTH 165.

† No more than two GEG and two HST (except HST 105) courses may be used to fulfill Groups 1-5.

Requirements for Associate in Science Degrees (A.S.)†

These requirements apply to students who first enrolled for Fall 2003 or later. Students who first enrolled prior to Fall 2003 should obtain the appropriate sheet of requirements from Student Development Center.

Fall 2003 IAI Core Curriculum	Hours Required	Harper Courses
Group 1 **Communications** 3 courses. A grade of C or better is required for ENG 101 and 102.	9	ENG 101, 102 and SPE 101
Group 2 **Mathematics** 2 courses. MTH 124 may be used if taken Spring '99 or later.	6	MGT 225 or MTH 165[1]; MTH 124, 131, 134 or 200, 201, 202, 220
Group 3 **Physical and Life Sciences** 2 courses with 1 course from the Life Sciences and 1 from the Physical Sciences. 1 course must be a lab science (marked with an *). With appropriate prerequisites an initial course for science majors or advanced level course may be substituted.	8	**Life Science:** BIO 101, 103, 104*, 105, 110*, 120*, 130*, 135, 136, 140*, 150*, 151*, 152*, 153*, 154*, 160*, 210* **Physical Sciences:** AST 101*; CHM 100*, 110*, 121*, 122*; GEG 111, GEG 112*; GEO 101*, PHS 101, 105*, 111*, 112*; PHY 121*, 122*, 201*, 202*
Group 4 **Humanities and Fine Arts** 3 courses with at least 1 course selected from the Humanities and at least 1 from the Fine Arts. Interdisciplinary courses may be used for both categories.	9	**Humanities:** FRN 202 or GER 202 or JPN 202 or SGN 210 or SPA 202; HST 105 or HUM 105; HUM 120; LIT 105, 110, 115, 206, 207, 208, 210, 221, 222, 223, 224, 231, 232; PHI 101, 105, 115, 160, 205, 220, 231, 232; FRN 210 or GER 210 or SPA 210 **Fine Arts:** ART 105; FNA 111, 112 or 113; FNA 114 or LIT 112; MUS 103, 104, 120; SPE 111 **Interdisciplinary Studies:** HUM 101, 102, 103, 110
Group 5 **Social and Behavioral Sciences** 3 courses with courses selected from at least 2 departments. May <u>not</u> choose SOC 215 and two PSY courses.	9	ANT 101, 202, 205, 206; ECO 200, 211, 212; GEG 101 or 108, 103, 104, 210; HST 111, 112, 121, 141, 142, 231, 232, 241, 242, 243, 245; PSC 101, 220, 250, 270, 280; PSY 101, 216, 217, 218, 228; SOC 101, 120, 205, 215, 230
Total General Education	**41**	

Group 6	3	Creative Expression			Languages		Wellness		Work and Life Skills		
Special Electives		**ART**	**MUS**		**FRN**	**JPN**	**DIT**	**PED**	**CDV**	**DIV**	**PHI**
		110	101	165	101	101	101	100	110	101	150
		111	102	166	102	102		203	**CIS**	**ECO**	**PSY**
		121	130	167	201	201		213	100	115	106
		122	136	169	**GER**	**SPA**			101	**MGT**	107
		201	140	180-199	101	101			120	111	**SPA**
		206	145	265	102	102			**CSC**	160	121
		225	150	280-299	201	201			121	170	122
		236	**SPE**						208	204	**SPE**
		240	107		SGN 101				214	**ORN**	115
		261	212		SGN 102				**CWE**	101	200
		291	216						220		205
		296									

| **Group 7**
Approved Electives
At least 6 hours, 100-level or above, must be selected in mathematics, science or computer science (CSC only). | 20 | Courses must be selected from:
1) Additional credit hours from Groups 1-6 from the A.A. or A.S. degree.
2) Credit hours from approved elective courses (listed after A.S. degree requirements).
3) Up to ten (10) credit hours from 100 to 200 level courses not included in 1) and 2) above.
4) Up to two (2) hours of PED activity courses (100 level) may be used to fulfill either Group 6 or Group 7 electives.
5) Up to four (4) hours of Independent Study Credit. |
| **Total Hours Required** | 64 | |

[1] Credit will not be granted for both MGT 225 and MTH 165.

† No more than two GEG and two HST courses (except HST 105) may be used to fulfill Groups 1-5.

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Associate in Arts (A.A.) and Associate in Science (A.S.) Degree Programs

Approved Elective Courses

Course or credit hours for Group 7 electives must come from:

1. Extra credit hours from the list of approved electives below.
2. Extra credit hours from Groups 1-6 from the A.A. or A.S. degree.
3. Up to ten (10) credit hours from 100 to 200 level courses not included in 1. and 2. above.
4. Up to two (2) hours of PED activity courses (100 level) may be used to fulfill either Group 6 or Group 7 electives.
5. Up to four (4) hours of Independent Study Credit.

ACC	CIS	EDU	HPI	MGT	PED*	PSY	SPA
101	130	201	102	218	200	108	205
102		202		275	201	150	
201	**CRJ**	211	**HST**		205	210	**SPE**
202	101	250	151	**MKT**	206	220	102
203	201		152	245	207	225	180
211	202	**EGR**	153		208	230	213
212	205	100	202	**MTH**	209	235	
213	210	120	210	103	210	245	
	220	121	214	104	212		
ANT		205	219	107	218	**PST**	
203	**CSC**	212		120	219	110	
207	122	260	**HUM**	130	220		
208	211	262	115	203	222	**RDG**	
209	216	270		206	224	105	
220	217		**IDS**	212	226	106	
250		**ENG**	290	265	228		
255	**CWE**	103			230	**SGN**	
	221	130	**JNM**	**MUS**	246	101	
ART		200	130	111	270	102	
100	**DIT**	201	131	112		103	
110	110	220	234	115	**PHI**	104	
BIO				116	120	201	
161	**ECE**	**FRN**	**LIT**	211	170	202	
220	101	205	216	212	180	205	
240	102		217	215	190	212	
219	250	**GEO**	219	216	210		
CHM	291	102	241	223		**SOC**	
125		201		224	**PSC**	210	
	ECO		**LNG**	266	210	220	
	210	**GER**	105	271	260	230	
	225	205	205	272			

Summer
Add ~~Fall~~ 2004
LNG ~~205~~ 220

ART 7__ _____

*All 100 level courses.

Requirements for Associate in Engineering Science Degree (A.E.S.)[†, 2]

These requirements apply to students who first enrolled for Fall 2003 or later. Students who first enrolled prior to Fall 2003 should obtain the appropriate sheet of requirements from Student Development Center.

Fall 2003	Hours Required	Harper Courses
Group 1 **Communications** A grade of C or better is required for ENG 101 and 102	6	ENG 101, 102
Group 2 **Mathematics**	17	MTH 200, 201, 202, 212
Group 3 **Computer Science[3]**	4	CSC 208
Group 4 **Physical and Life Sciences**	13	CHM 121; PHY 201, 202
Group 5 **Humanities and Fine Arts[1]** Minimum of 3 hours required from Group 6. Must have a minimum of 9 hours from Humanities and Fine Arts and Social and Behavioral Sciences combined.	3-6	**Humanities:** FRN 202 or GER 202 or JPN 202 or SGN 210 or SPA 202; HST 105 or HUM 105; HUM 120; LIT 105, 110, 115, 206, 207, 208, 210, 221, 222, 223, 224, 231, 232; PHI 101, 105, 115, 160, 205, 220, 231, 232; FRN 210 or GER 210 or SPA 210 **Fine Arts:** ART 105; FNA 111, 112 or 113; FNA 114 or LIT 112; MUS 103, 104, 120; SPE 111 **Interdisciplinary Studies:** HUM 101, 102, 103, 110
Group 6 **Social and Behavioral Sciences[1]** Minimum of 3 hours required from Group 5. Must have minimum of 9 hours from Humanities and Fine Arts and Social and Behavioral Sciences combined.	3-6	ANT 101, 202, 205, 206; ECO 200, 211, 212; GEG 101 or 108, 103, 104, 210; HST 111, 112, 121, 141, 142, 231, 232, 241, 242, 243, 245; PSC 101, 220, 250, 270, 280; PSY 101, 216, 217, 218, 228; SOC 101, 120, 205, 215, 230
Group 7 **Engineering** Specialty courses approved in consultation with the Engineering Chair.	18	CSC 122; EGR 100, 120, 121, 205, 212, 260, 262, 270; CHM 122, 204, 205; MTH 220; PHY 203
Total Hours Required	67	

[1] Students are encouraged to select at least one course in either the humanities/fine arts or the social/behavioral sciences that emphasizes non-Western cultures or minority cultures within the United States. A two-semester sequence in the same discipline from either the humanities/fine arts or the social/behavioral sciences is recommended.

[2] Completion of the Associate in Engineering Sciences degree does not fulfill the requirements of the Illinois General Education core curriculum. After transfer, AES students will need to complete the general education requirements of the institution to which they transfer.

[3] Computer engineering and computer science students should select CSC 121 instead. Other computer science courses may be substituted based on requirements of specialty and transfer institution.

[†] No more than two GEG and two HST courses (except HST 105) may be used to fulfill Groups 1-6.

Requirements for Associate in Fine Arts Degree (A.F.A.): Art Emphasis†, 1, 3

These requirements apply to students who first enrolled for Fall 2003 or later. Students who first enrolled prior to Fall 2003 should obtain the appropriate sheet of requirements from Student Development Center.

Fall 2003	Hours Required	Harper Courses
Group 1 **Communications** 3 courses. A grade of C or better is required for ENG 101 and 102.	9	ENG 101, 102 and SPE 101
Group 2 **Mathematics** 1 course	3	MGT 225 or MTH 165³; MTH 101, 124, 131, 134 or 200, 201, 202, 220
Group 3 **Physical and Life Sciences** 2 courses with 1 course from the Life Sciences and 1 from the Physical Sciences. 1 course must be a lab science (marked with an *).	7	**Life Science:** BIO 101, 103, 104*, 105, 110*, 120*, 130*, 135, 136, 140*, 150*, 151*, 152*, 153*, 154*, 160*, 210* **Physical Sciences:** AST 101*; CHM 100*, 110*, 121*, 122*; GEG 111, GEG 112*; GEO 101*, PHS 101, 105*, 111*, 112*; PHY 121*, 122*, 201*, 202*
Group 4 **Humanities**	6	**Humanities:** FRN 202 or GER 202 or JPN 202 or SGN 210 or SPA 202; HST 105 or HUM 105; HUM 101, 102, 103, 110, 120; LIT 105, 110, 115, 206, 207, 208, 210, 221, 222, 223, 224, 231, 232; PHI 101, 105, 115, 160, 205, 220, 231, 232; FRN 210 or GER 210 or SPA 210
Group 5 **Social and Behavioral Sciences** 2 courses, with courses selected from at least two departments	6	ANT 101, 202, 205, 206; ECO 200, 211, 212; GEG 101 or 108, 103, 104, 210; HST 111, 112, 121, 141, 142, 231, 232, 241, 242, 243, 245; PSC 101, 220, 250, 270, 280; PSY 101, 216, 217, 218, 228; SOC 101, 120, 205, 215, 230

Total General Education — 31

Group 6 Core Courses²	24	ART	FNA
		110	111
		111	112
		121	113
		122	
		225	

Group 7 Approved Electives	9	ART	
		206	
		240	
		261	
		291	
		296	

Total Hours Required — 64

1 Completion of the associate in fine arts–art degree does not fulfill the requirements of the Illinois General Education core curriculum. After transfer, associate in fine arts–art students will need to complete the general education requirements of the institution to which they transfer.

2 A portfolio review is required with an art advisor after the completion of the first two semesters of art course requirements before starting any other art courses. The Art Department strongly recommends that associate in fine arts–art candidates also take two semesters of ART 100 for its professional career content.

3 Credit will not be granted for both MGT 225 and MTH 165.

4 ~~Check with a Student Development faculty member regarding the maximum number of credits that will be accepted in transfer.~~

† No more than two GEG and two HST courses (except HST 105) may be used to fulfill Groups 1-5.
Credit will not be granted for both MGT 225 and MTH 165.

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Requirements for Associate in Fine Arts Degree (A.F.A.): Music Emphasis[†, 1]

These requirements apply to students who first enrolled for Fall 2003 or later. Students who first enrolled prior to Fall 2003 should obtain the appropriate sheet of requirements from Student Development Center.

Fall 2003	Hours Required	Harper Courses
Group 1 **Communications** 3 courses. A grade of C or better is required for ENG 101 and 102.	9	ENG 101, 102 and SPE 101
Group 2 **Mathematics** 1 course. MTH 101, 124 or 134 preferred.	3	MGT 225 or MTH 165[3]; MTH 101, 124, 131, 134 or 200, 201, 202, 220
Group 3 **Physical and Life Sciences** 2 courses with 1 course from the Life Sciences and 1 from the Physical Sciences. 1 course must be a lab science (marked with an *).	7	**Life Science:** BIO 101, 103, 104*, 105, 110*, 120*, 130*, 135, 136, 140*, 150*, 151*, 152*, 153*, 154*, 160*, 210* **Physical Sciences:** AST 101*; CHM 100*, 110*, 121*, 122*; GEG 111, GEG 112*; GEO 101*, PHS 101, 105*, 111*, 112*; PHY 121*, 122*, 201*, 202*
Group 4 **Humanities**	6	**Humanities:** FRN 202 or GER 202 or JPN 202 or SGN 210 or SPA 202; HST 105 or HUM 105; HUM 101, 102, 103, 110, 120; LIT 105, 110, 115, 206, 207, 208, 210, 221, 222, 223, 224, 231, 232; PHI 101, 105, 115, 160, 205, 220, 231, 232; FRN 210 or GER 210 or SPA 210
Group 5 **Social and Behavioral Sciences** 1 course	3	ANT 101, 202, 205, 206; ECO 200, 211, 212; GEG 101 or 108, 103, 104, 210; HST 111, 112, 121, 141, 142, 231, 232, 241, 242, 243, 245; PSC 101, 220, 250, 270, 280; PSY 101, 216, 217, 218, 228; SOC 101, 120, 205, 215, 230
Total General Education	28	

Group 6 Core Courses		Music Theory 111	Music Literature/History 120	Keyboard Skills[2] 165	Aural Skills 115	Ensemble 130	Applied Instruction 180-199
Core Music Courses:		112		166	116	136	280-299
Music Theory	12	211		265	215	140	
Music Literature/History	3	212		266	216	145	
Keyboard Skills[2]	8					150	
Aural Skills	4						
Ensemble	4						
Applied Instruction	8						

Total Hours Required	67

[1] Completion of the associate in fine arts–music degree does not fulfill the requirements of the Illinois General Education core curriculum. After transfer, associate in fine arts–music students will need to complete the general education requirements of the institution to which they transfer.

[2] All music majors must demonstrate piano proficiency; MUS 165, 166 and 265 may be passed by proficiency exam. Music majors are also advised to take MUS 100 as part of their elective credit.

[3] Credit will not be granted for both MGT 225 and MTH 165.

[†] No more than two GEG and two HST courses (except HST 105) may be used to fulfill Groups 1-5.
Credit will not be granted for both MGT 225 and MTH 165.

Requirements for Associate in Fine Arts Degree (A.F.A.): Piano Pedagogy[†, 1]

These requirements apply to students who first enrolled for Fall 2003 or later. Students who first enrolled prior to Fall 2003 should obtain the appropriate sheet of requirements from Student Development Center.

Fall 2003	Hours Required	Harper Courses
Group 1 **Communications** 3 courses. A grade of C or better is required for ENG 101 and 102.	9	ENG 101, 102 and SPE 101
Group 2 **Mathematics** 1 course	3	MTH 101, 124, 134
Group 3 **Physical and Life Sciences** 2 courses with 1 course from the Life Sciences and 1 from the Physical Sciences. 1 course must be a lab science (marked with an *).	7	**Life Science:** BIO 101, 103, 104*, 105, 110*, 120*, 130*, 135, 136, 140*, 150*, 151*, 152*, 153*, 154*, 160*, 210* **Physical Sciences:** AST 101*; CHM 100*, 110*, 121*, 122*; GEG 111, GEG 112*; GEO 101*, PHS 101, 105*, 111*, 112*; PHY 121*, 122*, 201*, 202*
Group 4 **Humanities**	6	**Humanities:** FRN 202 or GER 202 or JPN 202 or SGN 210 or SPA 202; HST 105 or HUM 105; HUM 101, 102, 103, 110 120; LIT 105, 110, 115, 206, 207, 208, 210, 221, 222, 223, 224, 231, 232; PHI 101, 105, 115, 160, 205, 220, 231, 232; FRN 210 or GER 210 or SPA 210
Group 5 **Social and Behavioral Sciences** 1 course	3	ANT 101, 202, 205, 206; ECO 200, 211, 212; GEG 101 or 108, 103, 104, 210; HST 111, 112, 121, 141, 142, 231, 232, 241, 242, 243, 245; PSC 101, 220, 250, 270, 280; PSY 101, 216, 217, 218, 228; SOC 101, 120, 205, 215, 230
Total General Education	28	

Group 6		Music Theory	Music Literature/History	Keyboard Skills[2]	Aural Skills	Ensemble	Applied Instruction
Core Courses Core Music Courses:		111	120	266	115	130	180-199
Music Theory	12	112	**Piano**		116	136	280-299
Music Literature/History	3	211	**Pedagogy**		215	140	
Keyboard Skills[2]	2	212	271		216	145	
Aural Skills	4		272			150	
Ensemble	4						
Applied Instruction	8						
Piano Pedagogy	6						

Total Hours Required	67

[1] Completion of the Associate in Fine Arts degree does not fulfill the requirements of the Illinois General Education core curriculum. After transfer, A.F.A. students will need to complete the general education requirements of the institution to which they transfer.

[2] All music majors must demonstrate piano proficiency; MUS 265 may be passed by proficiency exam. Music majors are also advised to take MUS 100 as part of their elective credit.

[†] No more than two GEG and two HST courses (except HST 105) may be used to fulfill Groups 1-5.
Credit will not be granted for both MGT 225 and MTH 165.

Requirements for Associate in Applied Science Degree (A.A.S.)[1]

Fall 2003	Hours Required	Harper Courses
Group 1 **Communications** ENG 101 or 130 and a second course, as approved for your curriculum.	6	ENG 100, 101, 102, 103, 130; JNM 130, 131, 133; SPE 101
Group 2 **Mathematics[2, 3]**	3	MGT 150, 225; MTH 060, 061, 062, 063, 080, 086, 087, 100, 101, 103, 104, 106, 107, 120, 124, 130, 131, 134, 165, 200, 201, 202, 206; MTH 220
Group 3 **Natural Sciences** 9 hrs. must be taken from a minimum of two of Groups 3, 4 and 5.		AST 101, 201; BIO 101, 103, 104, 105, 110, 120, 130, 135, 136, 140, 150, 151, 152, 153, 154, 160, 161, 210, 220, 240; CHM 100, 110, 121, 122, 125, 201, 204, 210; DIT 101; GEG 111, GEG 112*; GEO 101, 102, 201, 202; PHS 101, 105, 111, 112; PHY 101, 102, 115, 116, 121, 122, 201, 202
Group 4 **Humanities** 9 hours must be taken from a minimum of two of Groups 3, 4 and 5.		ART 105, 110, 111, 121, 122, 201, 206, 225, 236, 261, 291, 296; FNA 111, 112, 113, 114; FRN 101, 102, 201, 202, 205, 210; GER 101, 102, 201, 202, 205, 210; HST 105 or HUM 105, HST 111, 112, 121, 141, 142, 151, 152, 153, 202, 210, 212, 214, 219, 231, 232, 241, 242, 243, 245; HUM 101, 102, 103, 110, 115, 120; JPN 101, 102, 201, 202; LNG 105; LIT 105, 110, 112, 115, 206, 207, 208, 210, 216, 217, 219, 221, 222, 223, 224, 231, 232, 241; MUS 101, 103, 104, 120, 130, 136, 140, 145, 150, 165, 166, 167, 169, 180-199; PHI 101, 105, 110, 115, 120, 150, 160, 170, 180, 190, 205, 210, 220, 231, 232; SGN 101, 102, 201, 202, 205, 210; SPA 101, 102, 201, 202, 205, 210; SPE 107, 111, 212, 216
Group 5 **Social Sciences** 9 hours must be taken from a minimum of two of Groups 3, 4 and 5.		ANT 101, 202, 203, 204, 205, 206, 207, 208, 210, 220; ECO 115, 200, 211, 212, 225; EDU 211; GEG 101, 103, 104, 108, 210; LNG 205; PSC 101, 220, 250, 270, 280; PSY 101, 107, 108, 150, 210, 216, 217, 218, 220, 225, 228, 230, 235, 245, SOC 101, 120, 205, 210, 215, 220, 230

Total General Education	15-18[2]	

Group 6 **Technical Requirements** **and Electives**	42-45	

Total Hours Minimum	60[4]	

1   Completion of the Associate in Applied Science degree does not fulfill the Illinois General Education Core Curriculum. After transfer, A.A.S. students will need to complete the general education requirements of the institution to which they transfer.

2   A competency test, available in the assessment and testing center, may be utilized to meet the mathematics requirement. Students who utilize the competency test to meet the mathematics requirement must complete a three credit-hour elective with approval of the program coordinator.

3   Credit will not be granted for both MGT 225 and MTH 165.

4   In addition to the above requirements, students enrolled in a specific career program must fulfill the requirements outlined in that program. 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 programs.

Harper College Career Programs

Harper College offers the following career/vocational programs. Both associate in applied science degree and certificate programs are offered except where indicated. Each program of study is a required one, intended to prepare students for a specific type of employment immediately. Additional programs available through agreements with other colleges are listed under Cooperative Programs.

Arts and Communication

Fashion Design
Fashion Merchandising[2]
Interior Design[2]
Journalism:
    Media Design[1]
    Media Writing[1]
    Media Writing and Design[1]
    Online Communications[1]
Sign Language Interpreting[1]

Business, Management and Computer Technology

Accounting Associate
Accounting Clerk[1]
Accounting–Payroll, State and Local Taxes[1]
Administrative Technology:
    Administrative Assistant[1]
    Certified Professional Secretary[1]
    Executive Assistant[2]
    General Office[1]
    Office Technology[1]
    Secretarial[1]
Computer Information Systems:
    Advanced LAN Management[1]
    LAN Management[1]
    Microcomputer Support Specialist[1]
    Microcomputers in Business
    NetPrep™ Senior Network Specialist[1]
    Network Specialist[1]
    Programming
    Web Development
    Web Visual Design[1]
Financial Services:
    Commercial Credit Management[1]
    Financial Management[1]
    Financial Services[2]
    Real Estate Broker's License Preparation[1]
    Real Estate Sales Professional[1]
Hospitality Management:
    Bread and Pastry Arts[1]
    Culinary Arts[1]
    Food Service Management[1]
    Hospitality Management[2]
    Hotel Management[1]
International Business

Law Office Administrative Assistant
Management:
    Advanced Management[1]
    General Management[1]
    Human Resource Management[1]
    Management[2]
    Small Business Management[1]
Marketing:
    E-Commerce Merchandising[1]
    Marketing[2]
    Retail Merchandising[1]
    Sales Management[1]

Health Services

*Cardiac Technology[2]
*Dental Hygiene[2]
 Dietary Manager[1]
 Dietetic Technician[2]
*Electrocardiograph Technician
*Emergency Medical Services
    *Emergency Medical Services[2]
    *Paramedic[1]
*Mammography[1]
Medical Office Administration:
    Health Care Office Manager[2]
    Health Care Secretary[1]
    Health Insurance Coder[1]
    Medical Office Assistant
    Medical Transcriptionist[1]
Nursing:
    *Nursing[2]
    *Certified Nursing Assistant[1]
    *Home Health Aide[1]
    *Licensed Practical Nursing[1]
Pharmacy Technician
*Phlebotomy[1]

Human Services

Criminal Justice:
    Criminal Justice
    Industrial and Retail Security[1]
Early Childhood Education:
    Before and After School Care[1]
    Early Childhood Administration[1]
    Early Childhood Education[2]
    Early Childhood Education Assistant Teacher[1]
    Early Childhood Education Teacher[1]
    Family Child Care[1]
    Infant/Toddler[1]
    Special Education Para-professional[1]
Fire Science Technology
Paralegal Studies

*   Enrollment program is limited. See Limited Enrollment Programs section of this catalog for guidelines.
[1]   Certificate program only.
[2]   Associate degree program only.

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Industrial and Engineering Technology

Architectural Technology
Architectural CAD[1]
Building Codes and Enforcement[1]
Electrical Maintenance[1]
Electronics Technology
Heating, Ventilation and Air Conditioning (HVAC):
    Domestic Refrigeration and Heating[1]
    Heating Service[1]
    Refrigeration and Air Conditioning[2]
    Refrigeration and Air Conditioning Service[1]
    Refrigeration Service[1]
    Residential Comfort Systems[1]
Supply Chain Management:
    Inventory/Production Control[1]
    Physical Distribution[1]
    Purchasing[1]
    Supply Chain Management

Natural Resources/Environment

Park and Golf Maintenance:
    Arboriculture[1]
    Golf Course Maintenance[1]
    Nursery Operations[1]
    Park and Golf Maintenance[2]
    Turfgrass Maintenance[1]
Plant Science Technology:
    Advanced Floral Design[1]
    Floral Design[1]
    Garden Center Operations[1]
    Grounds Maintenance[1]
    Landscape Design[1]
    Plant Propagation[1]
    Plant Science Technology[2]

*   Enrollment program is limited. See Limited Enrollment Programs section of this catalog for guidelines.
[1] Certificate program only.
[2] Associate degree program only.

Cooperative Programs

Harper College has Joint Educational Agreements with various area community 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 Admissions Office at the college offering the program, as listed below.

College of DuPage 630.942.2800

425 22nd Street
Glen Ellyn, Illinois 60137

- Advertising Design and Illustration
- Automotive Technology
- Cisco Internet Technician
- Communication Art and Sciences–Multimedia Arts
- Graphic Arts
- Human Services
- Library Technical Assistant
- Media
- Medical Records Technology
- Nuclear Medicine
- Occupational Therapy Assistant
- Photography
- Plastics Technology
- Radiologic Technology
- Respiratory Therapy Technician
- Supermarket Management
- Therapeutic Massage
- Travel and Transportation
- Web Design

College of Lake County................................847.223.6601

19351 West Washington Street
Grayslake, Illinois 60030

- Automotive Collision Repair
- Automotive Technology
- Building Construction Technology
- Chemical Technology
    Bio-Tech Option
    Chem-Tech Option
- Civil Technology
- Health Information Technology
- Human Services Technology
- Industrial Maintenance and Repair
- Library Technical Assistant
- Radiography
- Technical Communications
- Tool and Moldmaker
- Water Supply Technician
- Water Treatment Technician
- Welding—Advanced

Elgin Community College 847.697.1000

1700 Spartan
Elgin, Illinois 60120

- Automotive Service Excellence
- CAM/CAD
- Child and Youth Advocacy
- Clinical Laboratory Technology
- Culinary Arts
- Dental Assisting
- Food Manufacturing Technology
- Gerontology
- Graphic Design
    Illustration option
    Production option
    Typesetting option
- Human Services Family Violence Counseling
- Machine Tool Operation Technology
- Mental Health Generalist
- Plastics Processing and Fabricating
- Plastics Technology
- Sign Language Interpreting
- Substance Abuse
- Surgical Technology
- Travel and Tourism
- Truck Driving
- Truck Driving Owner/Operator
- Welding

**Lincoln Land
Community College** 217.786.2200

5250 Shepherd Road
Springfield, Illinois 62794-9256

- Airframe and Powerplant Mechanics

McHenry County College 815.455.3700

8900 U.S. Highway 14
Crystal Lake, Illinois 60014

- Automotive Technology
- Entrepreneurship
- Industrial Supervision Technology
- Industrial Work Measurement
- Machine Tool Technology
- Manufacturing Management
- Manufacturing Supervision
- Manufacturing Technology
- Real Estate Appraisal

Oakton Community College 847.635.1600

1600 East Golf Road
Des Plaines, Illinois 60016

- Animation and Multimedia
- Automotive Service Excellence
- Automotive Technology
- Biomedical Electronics Technology
- Electronic Servicing
- Facilities Operation and Engineering
- Graphic Design
- Health Information Technology
- Human Services
- Investment Economics and Analysis
- Machine Apprentice (Tool & Die)
- Medical Laboratory Technology
- Phlebotomy
- Photography[1]
- Physical Therapy Assistant
- Web Graphic Page Design

Rock Valley College 815.654.4250

3301 North Mulford Road
Rockford, IL 61101

- Aviation Maintenance Technology

Triton College 708.456.0300

2000 Fifth Avenue
River Grove, IL 60171

- Automotive Technology
- Basic Addiction Counseling
- Dental Laboratory Technology
- Diesel Technology
- Laser Electro-Optic
- Machine Repair Specialist
- Magnetic Resonance Imaging
- Ophthalmic Technician
- Photo Offset
- Radiologic Technology
- Respiratory Therapy Technician
- Surgical Technology[2]

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[1]   Courses only.
[2]   Technical courses only.

Cooperative Programs, continued

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

Architectural Technology ....McHenry County district
Bread and Pastry Arts ....Lake County, Oakton and
Rock Valley districts
Building Codes
and Enforcement.....................DuPage, Lake County,
McHenry County and
Oakton districts
Cardiac Technology ....Elgin, Lake County
and Triton districts
Certified Professional
Secretary..................................Lake County district
CNC/CAM Technician ....McHenry County district
Commercial Credit
Management............................DuPage, Lake County and
McHenry County districts
Computer Information Systems-
Computer Operator.................McHenry County district
Computer Information Systems-
Network Specialist ....DuPage district
Criminal Justice[3]......................McHenry County district
Culinary Arts ....Elgin, Lake County,
McHenry County, Oakton
and Rock Valley districts
Dental Hygiene ....DuPage, Elgin, McHenry
County, Oakton and Triton
districts
Dietary Manager ....Oakton district
Dietetic Technician ....DuPage, Elgin, Lake
County, McHenry County,
Oakton and Triton districts
Fashion Design ....Elgin, Lake County,
McHenry County, Oakton
and Triton districts
Fashion Merchandising............Elgin, Lake County,
McHenry County and
Oakton districts
Financial Services....................DuPage, Lake County, and
McHenry County districts
Fire Science Technology..........McHenry County district
Food Service Management......Oakton district
Health Care Secretary ....DuPage district
Hospitality Management ....McHenry County and
Oakton districts
Hotel Management ....Oakton district
Industrial and Retail Security ....DuPage, Lake County and
McHenry County districts
Interior Design ....Elgin, Lake County,
McHenry County and
Oakton districts
International Business..............McHenry County district

Law Office
Administrative Assistant ....Lake County district
Management............................DuPage District
Medical Office Assistant..........DuPage, Elgin, Lake
County, McHenry County
and Oakton districts
Nursing ....McHenry County district
Paralegal Studies ....DuPage, Lake County,
McHenry County, Oakton,
Rock Valley and Triton
districts
Park and Golf
Maintenance ....DuPage, Elgin, McHenry
County and Oakton districts
Pharmacy Technicians ....DuPage, Elgin, Lake
County, McHenry County,
Oakton and Triton districts
Plant Science Technology........Oakton district
Refrigeration and
Air Conditioning Technology....McHenry County district
Sales Management
and Development ....DuPage district
Sign Language
Interpreting ....DuPage, Elgin, Lake
County, McHenry County
and Triton districts
Supply Chain Management ....DuPage, Elgin, Lake County
and McHenry County
districts

[3] Corrections courses only.

Special Academic Programs: FlexEd℠

FlexEd℠ is one of the most comprehensive programs of its kind in the country. Offering alternative learning options, FlexEd℠ meets the changing needs of people on the go, with courses that are more accessible, flexible and convenient. Special opportunities under the FlexEd℠ heading include:

• Blended Courses
• Late Start Classes
• Online Learning
• Open Entry Classes
• Sunrise Classes
• Telecourses
• TeleWeb Courses
• Videoconference Courses
• Weekend College
• XLR8 Classes

■ *Blended Courses*

Blended courses offer two great ways to learn! The classroom experience is combined with online instruction to provide an effective learning environment. On campus visits or

actual classroom time is reduced because some learning is done via the Web. Participation in a blended course requires specific computer hardware and software and an Internet connection.

■ *Late Start Classes*

The name says it all. Late Start classes are ideal if you're not able to register on time. Or if you'd like to take two courses–one the first eight weeks of the semester and a second one the last eight weeks. So if you've missed our scheduled registration, check out our Web site at harpercollege.edu for a complete list of Late Start classes.

■ *Online Learning*

A variety of courses are now available to students via the World Wide Web. Not only will you have the flexibility of class scheduling, testing dates and times, you'll also have the opportunity to communicate with your instructor and classmates via e-mail or through special forum "chat" rooms, both an integral part of your online educational experience. If you have access to a computer with specific hardware and software requirements, modem and online access through an Internet Service Provider (ISP), then Internet courses may be the perfect option for you.

■ *Open Entry Classes*

Harper has designed this unique class format to meet the needs of many students. Maybe you are unable to attend regularly scheduled classes. Or you want to finish the course work more quickly or you're just anxious to start, but the course has already begun. We just require a one-hour orientation, where the instructor will show you around the lab, hand out homework assignments and answer any questions. Open Entry instructors are available for guidance during posted office hours. Open Entry classes are offered in AutoCAD, Administrative Technology and Computer Information Systems. In addition, all Adult Educational Development classes are open entry.

■ *Sunrise Classes*

The early bird gets the worm, and now, also a great education. Harper's sunrise classes start anywhere from 6:00 to 7:35 in the morning and are perfect if you want to get a little learning in before you go to work.

■ *Telecourses*

Harper offers a complete range of courses, from economics to psychology, that may be viewed on cable TV within the Harper district area. Each telecourse has a mandatory, on-campus orientation session in order to give you an introduction to the instructor and course expectations. Any missed classes can be viewed at the main campus Library or select area libraries. A taped set of classes may also be rented from the Bookstore for a fee.

■ *TeleWeb Courses*

Several courses are available as a combination of both telecourse and online learning. Students enrolled in a teleweb course attend class by watching cable TV broadcasts within the Harper district area or by viewing videotapes at home, at the Harper Library, or in select public libraries. (Note: Some residents of Arlington Heights may not receive Harper cable broadcasts. Please check with your local cable provider to ensure accessibility.) Course assignments are accessed via the Web. Students interact with peers/faculty and submit course work to their instructor via several Internet-based communication tools.

■ *Videoconference Courses*

If courses you're interested in are offered only at another area college, they may be available at Harper through our sophisticated videoconferencing classroom located on our main Palatine campus. These unique two-way interactive video classes can save you hours a week in drive time.

■ *Weekend College*

If you have a demanding job or a very active lifestyle, our weekend courses may be the ideal way for you to concentrate on your educational goals. Harper College offers a variety of weekend formats, including the traditional sixteen-week course or shorter formats, such as three credits in three weekends. For many people, this is often the best way to earn an associate degree or credits that can be transferred to a four-year program.

■ *XLR8 Classes*

Earn six credit hours and a Harper Achievement Award in just 16 weeks. The XLR8 program offers awards in several disciplines.

For more information on any of our FlexEd℠ classes, call 847.925.6707. Or visit our Web site: harpercollege.edu.

International Studies Program

Harper College has joined in a consortium with 40 other community colleges, Illinois State University and several colleges in Wisconsin and Michigan to provide a semester abroad program for students at these institutions. This joint effort makes it possible for the colleges to offer a sound, viable academic program at reasonable cost, and allows qualified students to take advantage of the unique educational experience afforded through study in another country. Currently, programs are available in Canterbury, England, Salzburg, Austria, and San Jose, Costa Rica. Other opportunities include new programs in Poitiers, France, and a summer program in Guanajuato, Mexico. Summer programs are also available in Madrid, Spain, Kyoto, Japan, Munich, Germany, and Dijon, France via other community colleges in the ICTSN Consortium.

The Harper College International Studies Program was first offered in the spring of 1987. The sites in England and Austria will be offered each fall and spring. The program in Costa Rica is offered only in the summer. The program in Holland is offered in the spring only. To be eligible, a student must have completed 15 credit hours with a 2.75 grade point. Further information about the International Studies Program is available through Student Development, in the Multicultural Learning Center, D142, 847.925.6522.

Honors Program

Harper College seeks to stimulate, encourage and recognize work of depth, scope and originality by its students. A balanced curriculum of honors courses is offered in the major areas required for the General Education component of associate degrees.

Honors students enjoy the benefit of reduced class size and the challenge of social and intellectual interaction with other high achieving students while they acquire the breadth of understanding and develop leadership qualities that such settings enhance.

All honors courses are noted as such on the transcript. Additionally, upon fulfilling all other degree requirements, students who complete at least 12 hours of honors course work (which must include either HUM 105 or HST 105) and maintain a GPA of 3.25 or higher will be designated as Honors Program graduates. (The HUM 105/HST 105 requirement goes into effect spring of 2003 and applies only to those students entering Harper in or after the fall of 2001.)

To be admitted to honors classes, students must meet specified criteria, complete an honors application, and have an interview with the coordinator of honors. Applications are available in the Office of Admissions, the Division offices and the Counseling Centers.

The College also offers several scholarships based primarily on academic achievement. (See Financial Aid section.)

English as a Second Language

English as a Second Language (ESL) courses are for individuals who are native speakers of another language and who need to improve their English language skills for academic or employment purposes. Courses are offered for credit at beginning, intermediate and advanced levels. Both an intensive English program and part-time programs are offered.

The ESL/Linguistics Department serves students from any language background. Some students are referred to the department from the Harper College assessment program. Student educational backgrounds range from six grades completed through completion of graduate/professional programs. Students with fewer than six years of education are referred to the Adult Educational Development Department for enrollment in the Nonnative Literacy Program.

Students are tested during registration and counseled for appropriate program and course placement. For more information, contact the department office 847.925.6226.

■ *Intensive English Program*
The Intensive English Program at William Rainey Harper College is dedicated to providing excellent comprehensive English language instruction for postsecondary students whose primary language is not English. Professionals in the field of teaching English to speakers of other languages

(TESOL) will utilize proven English language teaching methods and techniques to prepare students for further academic study in the U.S. This learner-centered program will be offered on a full-time basis for both international students and residents of the U.S.

Students completing the final level of the Intensive English Program will be able to enroll in the highest-level English as a Second Language (ESL) reading and writing courses at William Rainey Harper College while also enrolling in selected degree credit courses. Upon successful completion of these reading and writing courses, students will have the academic English language skills needed for success in all degree credit courses offered by William Rainey Harper College and may enroll in any degree credit courses and programs for which they meet the prerequisites.

This program meets the INS requirements for students on student visas. It is accredited by the Commission on English Language Program Accreditation (CEA) and agrees to uphold the CEA Standards for English Language Programs. For further information about this accreditation, please contact the Commission on English Language Program Accreditation, 1725 Duke St., Suite 500, Alexandria, VA 22314, 703.519.2070.

■ *Part-Time Academic ESL Program*
This program is for those students who wish to improve their English language skills for educational, professional or employment reasons on a part-time basis. Depending on their proficiency level, students may enroll in one or more classes, including a core sequence of integrated skills courses as well as intermediate to advanced courses in reading, writing, grammar, listening/speaking, formal and informal vocabulary, pronunciation, American culture and TOEFL preparation. Students in this program may also enroll in other appropriate college courses.

Adult Educational Development

The Adult Educational Development (AED) Department provides instructional programs and services in literacy, Pre-GED, GED, nonnative literacy, citizenship, employment skills and special topics. All programs are intended for adults 16 years old and over who are not currently enrolled in a secondary school.

The **nonnative literacy program** serves students whose first language is not English and who have limited years of schooling in their native countries.

The **literacy program** is intended to teach adults who cannot read, write or perform basic arithmetic. **The Pre-GED and GED programs** are designed for those who have not completed a secondary education program in the United States and who have not passed the General Educational Development (GED) Test battery (high school equivalency). The GED testing program is intended for adults 19 years of age and older. However, students 17 and 18 years of age may meet other test requirements. **The citizenship training**

program focuses upon test preparation and procedures for U.S. citizenship. **The employment skills program** is open to students concurrently enrolled in other AED programs or as a separate option.

Students are tested and advised during registration for placement in classes. Basic skills, nonnative literacy and Pre-GED students are advised of their progress through achievement tests in classes, and GED students are given predictive tests to measure potential success in passing the GED Test battery. Advising services are available to meet students' personal, academic and/or career/vocational needs. Specialized sections of GED instruction are available as online courses.

Daytime and evening courses are offered at the Palatine campus, Northeast Center, the Police Neighborhood Resource Center in Rolling Meadows, and the Northeast Palatine Community Center. Courses include Nonnative Literacy I, II, III and IV; Basic Reading Skills, Basic English Skills, Basic Mathematical Skills, Pre-GED Reading Skills, Pre-GED English Skills, Pre-GED Mathematical Skills; GED Social Studies and Science, GED Writing Skills and Literature, GED Mathematics; Adult Employment Skills; Citizenship Training and Topics in Adult Educational Development. For more information, call the AED Department at 847.925.6223 (campus) or 847.925.6015 (Northeast Center).

Student Development Credit Courses and Seminars

■Credit Courses

Several different classroom experiences are offered for academic credit by the Student Development Division. Orientation 101 (ORN 101) provides exposure to strategies necessary to adapt to the college environment and assists students in developing initial career and educational goals. Humanistic Psychology (PSY 107) facilitates personal growth and development through the exploration of self-understanding, confidence, motivation, clarification of goals and relationships. Topics in Psychology (PSY 108) allows students the opportunity to examine current issues. Topics covered during a particular semester are listed in the semester course schedule. Career Development (CDV 110) provides students with the opportunity to explore career interests, experiences, skills, abilities and work related values and examine information about the world of work in order to develop educational and career goals. Exploring Diversity in the United States (DIV 101) focuses on culture and other diversity issues and topics; students will have the opportunity to discuss dimensions of their own cultures and cultures of others as well as examine discrimination and prejudice between groups and the impact of these power differences on peoples' lives.

■ Non-credit Seminars:

Non-credit group seminars on a variety of topics are also offered each semester. Mailings, posters and brochures will inform students of these offerings. Students may request additional information by visiting any of the Student Development Centers.

Alternative Credit Programs/ Credit Options

Students with wide varieties of educational experience may convert this experience into college credits on the basis of satisfactory performance on proficiency examinations. A person 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 42 semester hours of the degree program and one-half of the certificate program required for graduation. This could include Advanced Placement (AP) credit, College Level Examination Program (CLEP) credit, Harper College Proficiency Examination credit, the American Council on Education recommendations for Defense Activity of Non-Traditional Educational Support (DANTES, previously USAFI) and the Program on Noncollegiate Sponsored Instruction (PONSI).

Guidelines, policies and procedures for these programs are available from the Assessment and Testing Center.

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 Credit by Examination bulletin available in the Assessment and Testing Center.

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 requirements in a variety of subjects not covered by Harper College proficiency tests. A student who has previously completed CLEP tests should request that the scores be sent to the Assessment Center. Information regarding CLEP examination may be obtained by requesting a CLEP brochure from the Assessment Center. 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

Departmental proficiency tests have been created by Harper College faculty for many courses not available through the CLEP program. Written permission to take a proficiency test must be received from the appropriate program coordinator or department chairman and brought to the Office of Assessment and Testing Services. Permission forms are available in the office of each academic division.

American Council on Education Credit Recommendations
Credit will be granted for extrainstitutional educational experience earned through formal military training and the Program on Noncollegiate Sponsored Instruction (PONSI) and recommended by the Office on Educational Credit and Credentials of the American Council on Education. Veterans must submit the 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 Education Support (DANTES, previously USAFI) for credit evaluation. DANTES tests equivalent to College Level Examination Program (CLEP) tests will be evaluated using Harper College CLEP standards. Students with credits from the Program on Noncollegiate Sponsored Instruction (PONSI) must submit a transcript from the business corporation, government agency or professional association where the credit was completed. The American Council on Education recommendations for these extrainstitutional credits will be considered only if the courses are equivalent to the courses offered by the College.

Transfer Programs

Programs leading to the associate in arts, associate in science, associate in engineering science, or associate in fine arts degree are designed for students planning to transfer and pursue a four-year baccalaureate degree.

ART

ART EDUCATION

BIOLOGICAL SCIENCES

BUSINESS ADMINISTRATION

CHEMISTRY

COMPUTER SCIENCE-INFORMATION SYSTEMS EMPHASIS

COMPUTER SCIENCE-TECHNICAL EMPHASIS

CRIMINAL JUSTICE

EARLY CHILDHOOD EDUCATION

ELEMENTARY EDUCATION

SECONDARY EDUCATION

SPECIAL EDUCATION

ENGINEERING

ENGLISH

HEALTH EDUCATION

HISTORY

LIBERAL ARTS

MASS COMMUNICATIONS

MATHEMATICS

MUSIC

MUSIC EDUCATION

NURSING

PHYSICAL EDUCATION

POLITICAL SCIENCE

PSYCHOLOGY

SOCIOLOGY

SPEECH COMMUNICATION

THEATRE ARTS

Art[1,2]

This recommended transfer program for art students meets the requirements for an associate in fine arts–art degree. Students should check individual school requirements before completing the curriculum as outlined.

General Education Courses

Communications:

ENG	101	Composition I	3
ENG	102	Composition II	3
SPE	101	Fundamentals of Speech Communication	3
			9

Mathematics[3] 3
Physical and Life Sciences[4] 7
Humanities[3] 6
Social and Behavioral Sciences[3] 6

Core Art Courses:

FNA	111	History of Art I	3
FNA	112	History of Art II	3
FNA	113	History of Art III	3
ART	110	Drawing I	3
ART	111	Drawing II	3
ART	121	Design I	3
ART	122	Design II	3
ART	225	Figure Drawing Studio	3
			24

Elective Art Courses[5]

ART	206	Printmaking Studio	3
ART	240	Computer Graphics Studio	3
ART	261	Painting Studio	3
ART	291	Ceramics Studio	3
ART	296	Sculpture Studio	3
			9
		Total	**64**

[1] Art majors pursuing an associate in fine arts–art degree should be aware that a portfolio review with an art advisor is required after the completion of the first two semesters of art course requirements before starting any other art courses. The Art department strongly recommends that associate in fine arts–art candidates also take two semesters of ART 100 for its professional career content.

[2] Completion of the associate in fine arts–art degree does not fulfill the requirements of the Illinois General Education core curriculum. After transfer, associate in fine arts–art students will need to complete the general education requirements of the institution to which they transfer.

[3] Approved courses are listed with the requirements for the associate in fine arts–art degree.

[4] Select one physical and one life science course. At least one must include a lab. Approved courses are listed with the requirements for the associate in fine arts–art degree.

[5] Select studio art courses from at least two of the following disciplines for a total of 9 semester hours in consultation with an Art Department advisor.

Art Education

This recommended transfer program for art education students meets the requirements for an associate in arts degree and the recommendations of the Illinois Articulation art education major panel. Students should check individual school requirements before completing the curriculum as outlined. Admission into baccalaureate art education programs is competitive; completion of these courses alone does not guarantee admission.

General Education Courses

Communications:

ENG	101	Composition I	3
ENG	102	Composition II	3
SPE	101	Fundamentals of Speech Communication	3
			9

Mathematics[1] 3-6

Physical and Life Sciences[2] 7-8

Humanities and Fine Arts:

FNA	111	History of Art I	3
FNA	112	History of Art II	3
Humanities elective[3]			3
			9

Social and Behavioral Sciences[4] 9

Special Electives:

ART	110	Drawing I	3
ART	111	Drawing II	3
			6

Approved Electives:

ART	121	Design I	3
ART	122	Design II	3
Studio courses[5]			3-9
Other elective credit[1]			2-8
			11-23

Total	**60**

[1] Approved courses are listed with the requirements for the associate degrees.

[2] Select one physical and one life science course. At least one must include a lab. Approved courses are listed with the requirements for the associate degrees.

[3] Recommended: Any Non-Western or Third World cultures course or a literature course. Approved courses are listed with the requirements for the associate degrees.

[4] Recommended: HST 111 or HST 112, PSC 101, PSY 101. Approved electives are listed with the requirements for the associate degrees.

[5] Select at least one media-specific course from the following in consultation with an Art Department advisor: ART 206, ART 225, ART 261, ART 291, ART 296. If more than one course is selected, they should be from different media.

Biological Sciences

This recommended transfer program for biological sciences students meets the requirements for an associate in science degree and recommendations of the Illinois Articulation Initiative biological sciences major panel. Students should decide the specialization within the biological sciences major as early as possible, preferably by the beginning of the sophomore year. Students are strongly encouraged to complete an associate in science degree prior to transfer. Requirements for schools vary. Students should check individual school requirements before completing the curriculum as outlined.

General Education Courses

Communications:

ENG	101	Composition I	3
ENG	102	Composition II	3
SPE	101	Fundamentals of Speech Communication	3
			9

Mathematics:

MGT	225	Applied General Statistics or	
MTH	165	Elementary Statistics or	
MTH	200	Calculus with Analytic Geometry I or	
MTH	201	Calculus with Analytic Geometry II or	
MTH	202	Calculus with Analytic Geometry III	4-5
Mathematics elective[1]			1-2
			6

Physical and Life Sciences:

BIO	120	General Botany	4
CHM	121	General Chemistry I	5
			9

Humanities and Fine Arts[2] 9

Social and Behavioral Sciences[3] 9

Special Electives[3] 3

Approved Electives:

BIO	110	Principles of Biology	4
BIO	140	General Zoology	4
CHM	122	General Chemistry II	4
Physics and Organic Chemistry[4]			8-10
			20-22

Total	**65**

[1] Students should check the curriculum of the transfer schools they are considering.

[2] Select at least one course from humanities and one from fine arts. Interdisciplinary courses may count in either category. Approved courses are listed with the requirements for the associate degrees.

[3] Approved courses are listed with the requirements for the associate degrees.

[4] Take two courses in physics (PHY 121 and PHY 122 or PHY 201 and PHY 202) OR take two courses in organic chemistry (CHM 204 and CHM 205) OR take one course in physics and one course in organic chemistry.

Business Administration

This recommended transfer program for business students meets the requirements for an associate in arts degree and the recommendations of the Illinois Articulation Initiative business major panel. Students will choose a major within the business field at the four-year institution they attend. Requirements for schools vary. Students should check individual school requirements before completing the curriculum as outlined.

General Education Courses

Communications:

ENG	101	Composition I	3
ENG	102	Composition II	3
SPE	101	Fundamentals of Speech Communication	3
			9

Mathematics:

MTH	134	Calculus for Social Sciences or	
MTH	200	Calculus with Analytic Geometry I or	
MTH	201	Calculus with Analytic Geometry II or	
MTH	202	Calculus with Analytic Geometry III	4-5

Physical and Life Sciences[1] 7

Humanities and Fine Arts[2] 9

Social and Behavioral Sciences:

ECO	211	Microeconomics	3
ECO	212	Macroeconomics	3
		Social and Behavioral Sciences elective[3]	3
			9

Special Electives:

MGT	111	Introduction to Business Organizations[4]	3
CIS	100	Computer Literacy or	
CIS	101	Introduction to Computer Information Systems	3
			6

Approved Electives:

MGT	225	Applied General Statistics	4
ACC	101	Introduction to Financial Accounting	4
ACC	102	Introduction to Managerial Accounting	3
ACC	211	Business Law I[6] or	
ACC	213	Legal Environment of Business	3
		Other elective credit[5]	1-2
			15-16

Total	**60**

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[1] Select one physical and one life science course. At least one must include a lab. Approved courses are listed with the requirements for the associate degrees.

[2] PHI 115 is recommended. Select at least one course from humanities and one from fine arts. Interdisciplinary courses may count in either category. Approved courses are listed with the requirements for the associate degrees.

[3] PSY 101 is recommended. Select in consultation with an advisor.

[4] As part of the Illinois Articulation Initiative (Phase II), participating schools will accept MGT 111 as elective credit.

[5] Approved courses are listed with the requirements for the associate degrees.

[6] As part of the Illinois Articulation Initiative (Phase II), participating schools will accept ACC 211 or 213 in place of an equivalent business law or legal and social environment of business courses.

Chemistry

This recommended transfer program for chemistry students meets the requirements for an associate in arts degree and the recommendations of the Illinois Articulation Initiative chemistry major panel. Students should check with individual school requirements before completing the curriculum as outlined. Completion of the courses below does not guarantee admission. Students are also encouraged to complete course sequences at the same institution prior to transfer.

General Education Courses

Communications:

ENG	101	Composition I	3
ENG	102	Composition II	3
SPE	101	Fundamentals of Speech Communication	3
			9

Mathematics:

MTH	200	Calculus with Analytic Geometry I	5
MTH	201	Calculus with Analytic Geometry II	5
			10

Physical and Life Sciences:

PHY	201	General Physics I–Mechanics	4
Life Science elective[1]			4
			8

Humanities and Fine Arts[2] 9

Social and Behavioral Sciences[1] 9

Special Electives[1] 3

Approved Electives: Select four courses from:[3]

CHM	121	General Chemistry I	5
CHM	122	General Chemistry II	5
CHM	204	Organic Chemistry I	5
CHM	205	Organic Chemistry II	5
PHY	202	General Physics II–Heat, Electricity and Magnetism	4
			19-20
		Total	**67-68**

[1] Approved courses are listed with the requirements for the associate degrees.

[2] Select one course from humanities and one course from fine arts. Interdisciplinary courses may count in either category. Approved courses are listed with the requirements for the associate degrees.

[3] Some schools may also require the completion of MTH 202 and PHY 203 as part of the math and physics sequences. Students should check with an advisor to adapt their educational plan accordingly.

Computer Science–Information Systems Emphasis

This recommended transfer program meets the requirements for an associate in science degree and the recommendations of the Illinois Articulation computer science major panel. Bachelor's degree programs in computer science encompass two distinct emphases: the information systems emphasis and the technical emphasis. The information systems emphasis focuses on the use of computer technology and information management methods to solve business problems. Students should check individual school requirements before completing the curriculum as outlined. Admission into many baccalaureate computer science programs is competitive: completion of the courses outlined below alone does not guarantee admission.

General Education Courses

Communications:

ENG	101	Composition I	3
ENG	102	Composition II	3
SPE	101	Fundamentals of Speech Communication	3
			9

Mathematics:

MTH	124	Finite Mathematics or	
MTH	134	Calculus for Social Scientists or	
MTH	200	Calculus with Analytic Geometry I	3-5
MGT	225	Applied General Statistics	4
			7-9

Physical and Life Sciences[1]	8
Humanities and Fine Arts[2]	9

Social and Behavioral Sciences:

ECO	211	Microeconomics	3
ECO	212	Macroeconomics	3
Social and Behavioral Science elective[3]			3
			9

Special Electives:

CSC	121	Computer Science I	4

Approved Electives:

CSC	122	Computer Science II	4
CSC	217	Assembler Programming and Machine Organization	4
MTH	220	Discrete Mathematics	3
ACC	101	Introduction to Financial Accounting	4
ACC	102	Introduction to Managerial Accounting	3
			18
		Total	**64**

[1] PHY 201 recommended for flexibility to change to the technical emphasis. Approved courses are listed with the requirements for the associate degrees.

[2] Select one course from humanities and one from fine arts. Interdisciplinary courses may count in either category. Approved courses are listed with the requirements for the associate degrees.

[3] Approved courses are listed with the requirements for the associate degrees.

Computer Science–Technical Emphasis

This recommended transfer program meets the requirements for an associate in science degree and the recommendations of the Illinois Articulation Initiative computer science major panel. Bachelor's degree programs in computer science encompass two distinct emphases: the information systems emphasis and the technical emphasis. The technical emphasis focuses on algorithms, theoretical foundations of computer science, and development of software. Students should check individual school requirements before completing the curriculum as outlined. Admission into many baccalaureate computer science programs is competitive; completion of the courses outlined below alone does not guarantee admission.

General Education Courses

Communications:

ENG	101	Composition I	3
ENG	102	Composition II	3·
SPE	101	Fundamentals of Speech Communication	3
			9

Mathematics:

MTH	200	Calculus with Analytic Geometry I	5
MTH	201	Calculus with Analytic Geometry II	5
			10

Physical and Life Sciences:

PHY	201	General Physics I	4
Life Science elective[1]			4
			8

Humanities and Fine Arts[2] 9

Social and Behavioral Sciences[3] 9

Special Electives:

CSC	121	Computer Science I	4

Approved Electives:

CSC	122	Computer Science II	4

Select 11 hours from:[4]

CSC	216	Data Structures and Algorithm Analysis	3
CSC	217	Assembler Programming and Machine Organization	4
PHY	202	General Physics II	4
PHY	203	General Physics III	4
MTH	202	Calculus with Analytic Geometry III	5
MTH	220	Discrete Mathematics	3
			15

Total	**64**

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[1] Approved courses are listed with the requirements for the associate degrees.

[2] Select one course from humanities and one from fine arts. Interdisciplinary courses may count in either category. Approved courses are listed with the requirements for the associate degrees.

[3] ECO 211 and ECO 212 recommended for flexibility to change to the information systems emphasis. Approved courses are listed with the requirements for the associate degrees.

[4] Students should try to complete the entire course sequence in calculus and physics at the same school before transferring, since topics are covered in different orders by different schools.

Criminal Justice

This recommended transfer program for criminal justice students meets the requirements for an associate in arts degree and the recommendations of the Illinois Articulation Initiative criminal justice major panel. Harper also offers an associate in applied science degree in criminal justice. Students should check individual school requirements before completing the curriculum as outlined. Admission into many baccalaureate criminal justice programs is competitive; completion of the courses outlined below alone does not guarantee admission.

General Education Courses

Communications:

ENG	101	Composition I	3
ENG	102	Composition II	3
SPE	101	Fundamentals of Speech Communication	3
			9

Mathematics[1] 3

Physical and Life Sciences[2] 7

Humanities and Fine Arts[3] 9

Social and Behavioral Sciences[4] 9

Special Electives[1] 6

Approved Electives:[5]

CRJ	101	Introduction to Criminal Justice	3
CRJ	104	Introduction to Corrections	3
CRJ	201	Criminal Law	3
CRJ	205	Juvenile Justice	3
CRJ	210	Introduction to Criminology	3
	Other elective credit[1]		2
			17

Total	**60**

[1] Approved courses are listed with the requirements for the associate degrees.

[2] Select one physical and one life science course. At least one must include a lab. Approved courses are listed with the requirements for the associate degrees.

[3] Select at least one course from humanities and one from fine arts. Interdisciplinary courses may count in either category. Approved courses are listed with the requirements for the associate degrees.

[4] PSY 101 and SOC 101 are recommended. Approved courses are listed with the requirements for the associate degrees.

[5] As part of the Illinois Articulation Initiative (Phase II), participating schools will accept these CRJ courses as general electives if not accepted as core or elective courses in the major.

Early Childhood Education

This recommended transfer program for early childhood education students meets the requirements for an associate in arts degree and the recommendations of the Illinois Articulation Initiative early childhood education major panel. Harper also offers an associate in applied science degree in early childhood education. Students should check individual school requirements before completing the curriculum as outlined. Admission into baccalaureate early childhood education programs is competitive; completion of these courses alone does not guarantee admission.

General Education Courses

Communications:

ENG	101	Composition I	3
ENG	102	Composition II	3
SPE	101	Fundamentals of Speech Communication	3
			9

Mathematics[1,3] 3-6

Physical and Life Sciences[2,3] 7-8

Humanities and Fine Arts[3,4,5] 9

Social and Behavioral Sciences[3,5,6] 9

Special Electives[7] 6

Approved Electives:[8]

ECE	101	Introduction to Early Childhood Education	3
ECE	102	Child Development I	3
ECE	219	Psychology of Exceptional Children	3
ECE	250	Health, Nutrition & Safety	3
ECE	291	Practicum I	3
Area of concentration[9]			3
			18

Total	**61**

[1] Students should check the curriculum of the transfer school they are considering.

[2] Select one physical and one life science course. At least one must include a lab.

[3] See associate in arts requirements listed in Harper's catalog.

[4] Select at least one course from humanities and one from fine arts. Interdisciplinary courses may count in either category.

[5] Select at least one 3 credit-hour course focusing on multicultural and global perspectives in either the humanities and fine arts (HUM 103; LIT 208, PHI 160; PHI 205) or the social and behavioral sciences group (GEG 103, HST 121, HST 243; PSC 280).

[6] HST 111 or HST 112 and PSC 101 are recommended.

[7] Foreign language, art, music or speech is recommended.

[8] A grade of C or better is required in ECE 101, ECE 102, ECE 219, ECE 250, and ECE 291. It may be in the student's best interest to repeat these courses if taken more than five years before transfer.

[9] Select from one academic discipline at the sophomore level or above, selected in consultation with an advisor. Acceptable disciplines include art, biology, chemistry, economics, English, foreign language, history, mathematics, music, philosophy, physics, political science, psychology, sociology, theater.

Elementary Education

This recommended transfer program for elementary education students meets the requirements for an associate in arts degree and the recommendations of the Illinois Articulation Initiative elementary education major panel. Students should check individual school requirements before completing the curriculum as outlined. Admission into baccalaureate elementary education programs is competitive; completion of these courses alone does not guarantee admission.

General Education Courses

Communications:

ENG	101	Composition I	3
ENG	102	Composition II	3
SPE	101	Fundamentals of Speech Communication	3
			9

Mathematics:

MTH	131	Mathematics for Elementary Teaching II	4
Physical and Life Sciences[1,2]			7-8
Humanities and Fine Arts[1,3,4]			9
Social and Behavioral Sciences[1,4,5]			9

Special Electives:

PED	203	Health	3
Other special elective[6]			3
			6

Approved Electives:[7]

ECE	102	Child Development or	
PSY	228	Psychology of Human Development	3
EDU	201	Introduction to Education	3
EDU	202	Pre-Student Teaching Clinical Experience	1
MTH	130	Mathematics for Elementary Teaching I	4
Area of concentration[8]			6
			17
		Total	**61**

[1] See associate in arts requirements listed in Harper's catalog.

[2] Select one physical and one life science course. At least one must include a lab.

[3] Select at least one course from humanities and one from fine arts. Interdisciplinary courses may count in either category. One literature course is recommended.

[4] Select at least one 3 credit-hour course focusing on multicultural and global perspectives in either the humanities and fine arts (HUM 103; LIT 208, PHI 160; PHI 205) or the social and behavioral sciences group (GEG 103, HST 121, HST 243; PSC 280).

[5] HST 111 or HST 112 and PSC 101, and PSY 101 are recommended.

[6] Some schools may require a foreign language.

[7] As part of the Illinois Articulation Initiative (Phase II), participating schools will accept EDU 201, EDU 202 and ECE 102/PSY 228 in transfer, however, they may or may not substitute for upper division professional course work required for certification.

[8] Select from one academic discipline at the sophomore level or above, selected in consultation with an advisor. Acceptable disciplines include art, biology, chemistry, economics, English, foreign language, history, mathematics, music, philosophy, physics, political science, psychology, sociology, theater.

Secondary Education

This recommended transfer program for secondary education students meets the requirements for an associate in arts degree and the recommendations of the Illinois Articulation Initiative secondary education major panel. Students should check individual school requirements before completing the curriculum as outlined. Admission into baccalaureate secondary education programs is competitive; completion of these courses alone does not guarantee admission.

General Education Courses

Communications:

ENG	101	Composition I	3
ENG	102	Composition II	3
SPE	101	Fundamentals of Speech Communication	3
			9

Mathematics[1]	3-6
Physical and Life Sciences[2,3]	7-8
Humanities and Fine Arts[2,4,5]	9
Social and Behavioral Sciences[2,5,6]	9
Special Electives[7]	6

Approved Electives:[8]

EDU	201	Introduction to Education	3
EDU	202	Pre-Student Teaching Clinical Experience	1
EDU	211	Educational Psychology or	
PSY	228	Psychology of Human Development	3
Area of teaching major or minor[9]			10
			17

Total	**60**

[1] Students should check with the curriculum of the transfer school they are considering.

[2] See associate in arts requirements listed in Harper's catalog.

[3] Select one physical and one life science course. At least one must include a lab.

[4] Select at least one course from humanities and one from fine arts. Interdisciplinary courses may count in either category. One literature course is recommended.

[5] Select at least one 3 credit-hour course focusing on multicultural and global perspectives in either the humanities and fine arts (HUM 103; LIT 208, PHI 160; PHI 205) or the social and behavioral sciences group (GEG 103, HST 121, HST 243; PSC 280).

[6] HST 111 or HST 112 and PSC 101, and PSY 101 are recommended.

[7] Some schools may require a foreign language.

[8] As part of the Illinois Articulation Initiative (Phase II), participating schools will accept EDU 201, EDU 202 and EDU 211/PSY 228 in transfer, however, they may or may not substitute for upper division professional course work required for certification.

[9] Since Secondary Education is not a major at the baccalaureate level, students need to select a major and a teaching minor from among those disciplines taught in high schools. Courses in the major and minor should be selected in consultation with an advisor.

Special Education

This recommended transfer program for special education students meets the requirements for an associate in arts degree and the recommendations of the Illinois Articulation special education major panel. Students should check individual school requirements before completing the curriculum as outlined. Admission into baccalaureate special education programs is competitive; completion of these courses alone does not guarantee admission.

General Education Courses

Communications:

ENG	101	Composition I	3
ENG	102	Composition II	3
SPE	101	Fundamentals of Speech Communication	3
			9

Mathematics[1]		3-6
Physical and Life Sciences[2,3]		7-8
Humanities and Fine Arts[2,4,5]		9
PSY 101 Introduction to Psychology		3
Social and Behavioral Sciences[2,5,6]		6
Special Electives[7]		6

Approved Electives:[8]

EDU	201	Introduction to Education	3
EDU	202	Pre-Student Teaching Clinical Experience	1
PSY	228	Psychology of Human Development	3
Other elective credit[2]			10
			17
		Total	**60**

[1] Students should check with the curriculum of the transfer school they are considering.

[2] See associate in arts requirements listed in Harper's catalog.

[3] Select one physical and one life science course. At least one must include a lab.

[4] Select at least one course from humanities and one from fine arts. Interdisciplinary courses may count in either category. One literature course is recommended.

[5] Select at least one 3 credit-hour course focusing on multicultural and global perspectives in either the humanities and fine arts (HUM 103; LIT 208, PHI 160; PHI 205) or the social and behavioral sciences group (GEG 103, HST 121, HST 243; PSC 280).

[6] HST 111 or HST 112 and PSC 101 are recommended.

[7] Some schools may require a foreign language.

[8] As part of the Illinois Articulation Initiative (Phase II), participating schools will accept EDU 201, EDU 202 and PSY 228 in transfer; however, they may or may not substitute for upper division professional course work required for certification.

Engineering[1]

This recommended transfer program for engineering students meets the requirements for an associate in engineering science degree and the recommendations of the Illinois Articulation Initiative engineering major panel. Because of the wide variety of engineering school requirements, students should contact their transfer institution prior to choosing a program of study. Admission into baccalaureate engineering programs is competitive and will require a strong background in mathematics and the physical sciences; completion of these courses alone does not guarantee admission.

First Year, First Semester

CHM	121	General Chemistry I	5
EGR	100	Introduction to Engineering	1
EGR	120	Engineering Graphics I (CAD)	4
MTH	200	Calculus with Analytic Geometry I	5
			15

First Year, Second Semester

ENG	101	Composition I	3
CSC	208	Problem Solving for Science and Engineering Using FORTRAN[2]	4
MTH	201	Calculus with Analytic Geometry II	5
PHY	201	General Physics I–Mechanics	4
			16

Summer

ECO	211	Microeconomics	3
		Humanities and Fine Arts Elective[3]	3
			6

Second Year, First Semester

		Engineering specialty[4]	4-6
ENG	102	Composition II	3
MTH	202	Calculus with Analytic Geometry III	4
PHY	202	General Physics–II Heat, Electricity and Magnetism	4
			15-17

Second Year, Second Semester

		Engineering specialty[3]	8-10
MTH	212	Differential Equations	3
		Social and Behavioral Sciences or Humanities and Fine Arts Elective[2]	3
			14-16
		Total	**67-69**

1 Completion of the associate in engineering science degree does not fulfill the requirements of the Illinois General Education Core Curriculum. After transfer, AES students will need to complete the general education requirements of the institution to which they transfer.

2 Other computer science courses may be substituted based on requirements of specialty and transfer institution.

3 Students are encouraged to select at least one course in either the humanities/fine arts or social/behavioral sciences that emphasizes non-western cultures or minority cultures within the United States. A two-semester sequence in the same discipline from either the humanities/fine arts or the social/behavioral sciences is recommended. Approved courses are listed with the requirements for the associate degrees.

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Engineering continued...

4 Note a minimum of 13 hours of engineering specialty courses is required in total.
Specialty courses must be approved in consultation with engineering chair:
Chemical–CHM 122, 204, 205
Civil–EGR 121, 205, 212; PHY 203
Computer–CSC 121, 122; EGR 260, 262, 270; MTH 220
Electrical–EGR 260, 262, 270; PHY 203
Mechanical or Industrial–EGR 121, 205, 212, 260, 262

English

*This recommended transfer program for English students meets the require-
ments for an associate in arts degree and the recommendation of the Illinois
Articulation Initiative English major panel. Students should check with individ-
ual school requirements before completing the curriculum as outlined.
Completion of the courses below alone does not guarantee admission.*

General Education Courses

Communications:

ENG	101	Composition I	3
ENG	102	Composition II	3
SPE	101	Fundamentals of Speech Communication	3
			9

Mathematics[1] 3-6

Physical and Life Sciences[2] 7-8

Humanities and Fine Arts 9

Select two courses from:

LIT	221	American Literature–Colonial Days to Civil War
LIT	222	American Literature–Civil War to Present
LIT	231	English Literature to 1800
LIT	232	English Literature 1800-1914 6

Fine Arts electives[1] 3

9

Social and Behavioral Sciences[1] 9

Special Electives:

Foreign Language elective[3] 4

Other special elective 2

6

Approved Electives:

Select one course from:

LIT	105	Poetry
LIT	110	Drama
LIT	115	Fiction 3

Other electives[1,3,4] 14

17

Total	**60**

[1] Approved courses are listed with the requirements for the associate degrees.

[2] Select at least one physical and at least one life science. One course must include a lab. Approved courses are listed with the requirements for the associate degrees.

[3] Competency in a single foreign language through the third or fourth college semester. See a Harper Student Development faculty member to determine which foreign language course(s) is appropriate to take.

[4] Some universities require a multicultural or human diversity course within the English major. Consult the university to which you intend to transfer and your advisor. Universities with such a requirement will accept either LIT 208 or LIT 223.

Health Education

This recommended transfer program for health education students meets the requirements for an associate in arts degree and the recommendation of the Illinois Articulation Initiative. Students should check with individual school requirements before completing the curriculum as outlined.

General Education Courses

Communications:

ENG	101	Composition I	3
ENG	102	Composition II	3
SPE	101	Fundamentals of Speech Communication	3
			9

Mathematics:

MTH	101	Quantitative Literacy	4

Physical and Life Sciences[1]	7
Humanities and Fine Arts[2]	9
Social and Behavioral Sciences[3]	9

Special Electives: Select six credit hours from:

DIT	101	Basic Nutrition	3
PED	100	Nutrition and Exercise for the Adult	2
PED	203	Health	3
PED	213	Wellness for Life	3
			6

Approved Electives:

PED	201	Standard First Aid	3
PED	205	Drugs in Our Culture	2
PED	207	Human Sexuality	2
PED	219	Care and Prevention of Athletic Injuries	3
Other approved elective (non PED courses)[3]			6
			16

Total	**60**

[1] Select one physical and one life science course. At least one must include a lab. Approved courses are listed with the requirements for the associate degrees.

[2] Select at least one course from humanities and one from fine arts. Interdisciplinary courses may count in either category. Approved courses are listed with the requirements for the associate degrees.

[3] Approved courses are listed with the requirements for the associate degrees.

History

This recommended transfer program for history students meets the requirements for an associate in arts degree and the recommendation of the Illinois Articulation Initiative history panel. Students should check with individual school requirements before completing the curriculum as outlined. Completion of the course below does not guarantee admission.

General Education Courses

Communications:

ENG	101	Composition I	3
ENG	102	Composition II	3
SPE	101	Fundamentals of Speech Communication	3
			9

Mathematics[1] 3-6
Physical and Life Sciences[2] 7-8
Humanities and Fine Arts[3] 9
Social and Behavioral Sciences:

HST	111	The American Experience to 1877	3
HST	112	The American Experience Since 1877	3
		Social and Behavioral Sciences elective[1]	3
			9

Special Electives[4] 6
Approved Electives:

HST	141	History of Western Civilization to 1650	4
HST	142	History of Western Civilization Since 1650	4
		Other elective credit[5]	9
			17

Total	**60**

[1] Approved courses are listed with the requirements for the associate degrees.

[2] Select at least one physical and at least one life science course. At least one must include a lab. Approved courses are listed with the requirements for the associate degrees.

[3] Select at one course from humanities and one course from fine arts. Interdisciplinary courses may count in either category. Approved courses are listed with the requirements for the associate degrees.

[4] Some schools may require a foreign language. Approved courses are listed with the requirements for the associate degrees.

[5] Students should select courses in consultation with an advisor. Students who have decided upon a minor field are encouraged to complete one or more courses in that minor. Students planning to seek high school teacher certification are encouraged to complete one or more professional education courses. Approved courses are listed with the requirements for the associate degrees.

Liberal Arts

The Liberal Arts transfer curriculum lays the foundation for a broad general education. This recommended transfer program for liberal arts students meets the requirements for an associate in arts degree. Students should check individual school requirements before completing the curriculum as outlined. Completion of the courses below alone does not guarantee admission.

General Education Courses

Communications:

ENG	101	Composition I	3
ENG	102	Composition II	3
SPE	101	Fundamentals of Speech Communication	3
			9

Mathematics[1]	3-6
Physical and Life Sciences[2]	7-8
Humanities and Fine Arts[3]	9
Social and Behavioral Sciences[1]	9
Special Electives[4]	6
Approved Electives[1]	17
Total	**60**

[1] Approved courses are listed with the requirements for the associate degrees.

[2] Select at least one physical and at least one life science course. One course must include a lab. Approved courses are listed with the requirements for the associate degrees.

[3] Select one course from humanities and one course from fine arts. Interdisciplinary courses may count in either category. Approved courses are listed with the requirements for the associate degrees. Recommended: HUM 101, HUM 102 and advanced literature courses.

[4] Recommended: foreign language courses. Approved courses are listed with the requirements for the associate degrees.

Mass Communications

This recommended transfer program for mass communications students meets the requirements for an associate in arts degree and the recommendations of the Illinois Articulation Initiative mass communications major panel. Bachelor's degree programs in mass communications encompass four major program areas: advertising/public relations, radio/TV/film, journalism/news/editorial/photojournalism, and mass communications. Students should choose the appropriate course sequence for their chosen specialty. Students are encouraged to complete an associate degree prior to transfer. Students should check individual school requirements before completing the curriculum as outlined. Admission into many baccalaureate mass communication programs is competitive and some schools have specific requirements including portfolio review. Completion of the courses outlined below alone does not guarantee admission. Students should be computer literate and acquire computer skills early in the college experience.

General Education Courses

Communications:

ENG	101	Composition I	3
ENG	102	Composition II	3
SPE	101	Fundamentals of Speech Communication	3
			9

Mathematics[1] 3-6
Physical and Life Sciences[2] 7-8
Humanities and Fine Arts[3] 9
Social and Behavioral Sciences[1] 9
Special Electives[1] 6
Approved Electives:

Radio/TV/Film Specialty

JNM	136	Broadcast Writing	3
JNM	234	Mass Communications	3
FNA	114	Introduction to Film or	
LIT	112	Literature and Film	3
Other elective credit[1]			8
			17

Advertising/Public Relations Specialty

JNM	130	Fundamentals of Journalism	3
JNM	232	Advertising Copywriting and Design or	
MKT	217	Advertising[4]	3
JNM	233	Public Relations Writing and Design	3
Select one course from:			
	JNM	131	News Reporting and Writing	3
	JNM	136	Broadcast Writing	3
	JNM	234	Mass Communications	3
Other elective credit[1]			5
			17

Journalism/News Editorial/Photojournalism or Mass Communication Specialty

JNM	130	Fundamentals of Journalism	3
JNM	131	News Reporting and Writing	3
JNM	234	Mass Communications	3
Other elective credit[1]			8
			17

(continued)　　　　　　　　　　　　　　　**Total**　　**60**

Mass Communications continued...

1 Approved courses listed with the requirements for the associate degrees.

[2] Select one physical and one life science. At least one must include a lab. Approved courses are listed with the requirements for the associate degrees.

[3] Select one course from humanities and one from fine arts. Interdisciplinary courses may count in either category. Approved courses are listed with the requirements for the associate degrees.

[4] Appropriate prerequisite must be met.

Mathematics

This recommended transfer program for mathematics students meets the requirements for an associate in science degree and the recommendations of the Illinois Articulation mathematics major panel. Students should check individual school requirements before completing the curriculum as outlined. Admission into baccalaureate mathematics programs is competitive; completion of these courses alone does not guarantee admission.

General Education Courses

Communications:

ENG	101	Composition I	3
ENG	102	Composition II	3
SPE	101	Fundamentals of Speech Communication	3
			9

Mathematics:

MTH	200	Calculus with Analytic Geometry I	5
MTH	201	Calculus with Analytic Geometry II	5
			10

Physical and Life Sciences[1]	8
Humanities and Fine Arts[2]	9
Social and Behavioral Sciences[3]	9

Special Electives:

CSC	208	Problem Solving for Science and Engineering Using FORTRAN	4

Approved Electives:

MTH	202	Calculus with Analytic Geometry III	4
MTH	212	Differential Equations	3
Other elective credit[3]			8
			15

Total	**64**

[1] Select one physical and one life science course. At least one must include a lab. PHY 201 is strongly recommended. Approved courses are listed with the requirements for the associate degrees.

[2] Select one course from humanities and one course from fine arts. Interdisciplinary courses may count in either category. Approved courses are listed with the requirements for the associate degrees.

[3] Approved courses are listed with the requirements for the associate degrees.

Music[1]

The curriculum of most schools of music is a classical-traditional program requiring a minimum of four years of academic work leading to the bachelor of music, bachelor of arts or bachelor of science 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 basic working knowledge and proficiency at the keyboard. All music programs require credit hours in both applied and ensemble music.

MUSIC EMPHASIS

The music emphasis 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.

This recommended transfer program for music students meets the requirement for an associate in fine arts–music degree. Students should check individual school requirements before completing the curriculum as outlined.

General Education Courses

Communications:

ENG	101	Composition I	3
ENG	102	Composition II	3
SPE	101	Fundamentals of Speech Communication	3
			9

Mathematics[2]	3
Physical and Life Sciences[2]	7
Humanities[2]	6
Social and Behavioral Sciences[2]	3

Core Music Courses:

MUS	111	Theory of Music I	3
MUS	112	Theory of Music II	3
MUS	115	Aural Skills I	1
MUS	116	Aural Skills II	1
MUS	120	Introduction to Music Literature	3
MUS	165	Class Piano I[3]	2
MUS	166	Class Piano II[3]	2
MUS	211	Theory of Music III	3
MUS	212	Theory of Music IV	3
MUS	215	Aural Skills III	1
MUS	216	Aural Skills IV	1
MUS	265	Class Piano III[3]	2
MUS	266	Class Piano IV[3]	2
Applied Music[4]		8
Ensemble[5]		4
		39

Total	**67**

[1] Completion of the associate in fine arts degree does not fulfill the requirements of the Illinois General Education Core Curriculum. After transfer, associate in fine arts–music students will need to complete the general education requirements of the institution to which they transfer.

[2] See associate in fine arts–music requirements listed in Harper's catalog.

[3] All Music majors must demonstrate piano proficiency; MUS 165, MUS 166 and MUS 265 may be passed by proficiency exam. Music majors are also advised to take MUS 100 as part of their elective credit.

[4] To be selected from MUS 180 through MUS 199 and MUS 280 through MUS 299.

[5] To be selected from MUS 130, MUS 136, MUS 140, MUS 145, and MUS 150.

PIANO PEDAGOGY EMPHASIS

The piano pedagogy emphasis is designed to provide the knowledge and skills necessary to teach beginning and intermediate piano students. It will provide opportunities for observation of individual and group instruction as well as supervised student teaching.

General Education Courses

Communications:

ENG	101	Composition I	3
ENG	102	Composition II	3
SPE	101	Fundamentals of Speech Communication	3
			9

Mathematics[1]	3
Physical and Life Sciences[2]	7
Humanities[2]	6
Social and Behavioral Sciences[2]	3

Core Music Courses:

MUS	111	Theory of Music I	3
MUS	112	Theory of Music II	3
MUS	115	Aural Skills I	1
MUS	116	Aural Skills II	1
MUS	120	Introduction to Music Literature	3
MUS	211	Theory of Music III	3
MUS	212	Theory of Music IV	3
MUS	215	Aural Skills III	1
MUS	216	Aural Skills IV	1
MUS	266	Class Piano IV[3]	2
MUS	271	Piano Pedagogy I	3
MUS	272	Piano Pedagogy II	3
Applied Music[4]			8
Ensemble[5]			4
			39
		Total	**67**

[1] To be selected from MTH 101, MTH 124 and MTH 134.

[2] See associate in fine arts–pedagogy requirements listed in Harper's catalog.

[3] All Music majors must demonstrate piano proficiency; MUS 265 may be passed by proficiency exam. Music majors are also advised to take MUS 100 as part of their elective credit.

[4] To be selected from MUS 180 through MUS 199 and MUS 280 through MUS 299.

[5] To be selected from MUS 130, MUS 136, MUS 140, MUS 145, and MUS 150.

Music Education[1]

This recommended transfer program for music education students meets the requirements for an associate in fine arts–music degree and the recommendation of the Illinois Articulation music education panel. Students should check individual school requirements before completing the curriculum as outlined. Admission into baccalaureate music education programs is competitive; completion of these courses alone does not guarantee admission.

General Education Courses

Communications:

ENG	101	Composition I	3
ENG	102	Composition II	3
SPE	101	Fundamentals of Speech Communication	3
			9

Mathematics[2] 3
Physical and Life Sciences[2] 7
Humanities[3] 6
Social and Behavioral Sciences[4] 3

Core Music Courses:

MUS	111	Theory of Music I	3
MUS	112	Theory of Music II	3
MUS	115	Aural Skills I	1
MUS	116	Aural Skills II	1
MUS	120	Introduction to Music Literature	3
MUS	165	Class Piano I[5]	2
MUS	166	Class Piano II[5]	2
MUS	211	Theory of Music III	3
MUS	212	Theory of Music IV	3
MUS	215	Aural Skills III	1
MUS	216	Aural Skills IV	1
MUS	265	Class Piano III[5]	2
MUS	266	Class Piano IV[5]	2
Applied Music[6]			8
Ensemble[7]			4
		Total	**67**

[1] Completion of the associate in fine arts degree does not fulfill the requirements of the Illinois General Education Core Curriculum. After transfer, associate in fine arts–music students will need to complete the general education requirements of the institution to which they transfer.

[2] See associate in fine arts–music requirements listed in Harper's catalog.

[3] Approved courses are listed with the requirements in the associate in fine arts–music degree. Recommended: Non-Western or Third-World cultures course such as HUM 103, LIT 208, PHI 160, PHI 205.

[4] Recommended: PSC 101 or HST 111 or HST 112.

[5] All Music majors must demonstrate piano proficiency; MUS 165, MUS 166 and MUS 265 may be passed by proficiency exam. Music majors are also advised to take MUS 100 as part of their elective credit.

[6] To be selected from MUS 180 through MUS 199 and MUS 280 through MUS 299.

[7] To be selected from MUS 130, MUS 136, MUS 140, MUS 145, and MUS 150.

Nursing

This recommended transfer program for nursing students meets the requirements for an associate in science degree and the recommendations of the Illinois Articulation nursing major panel. Students should check individual school requirements before completing the curriculum as outlined. Admission into nursing programs is competitive and completion of the courses below alone does not guarantee admission.

General Education Courses

Communications:

ENG	101	Composition I	3
ENG	102	Composition II	3
SPE	101	Fundamentals of Speech Communication	3
			9

Mathematics[1] 6

Physical and Life Sciences:

BIO	130	Microbiology	4
CHM	121	General Chemistry I	5
			9

Humanities and Fine Arts[2] 9

Social and Behavioral Sciences[1,3] 9

Special Electives[1] 3

Approved Electives:

BIO	160	Human Anatomy ..	4
BIO	161	Human Physiology	4
CHM	122	General Chemistry II	5
CHM	201	Basic Organic Chemistry	4
Approved electives[1]			2
			19

Total	**64**

[1] Approved courses are listed with the requirements for the associate degrees.

[2] Select one course from humanities and one course from fine arts. Interdisciplinary courses may count in either category. Approved courses are listed with the requirements for the associate degrees.

[3] Recommended: PSY 101, PSY 228, and SOC 101.

Physical Education

This recommended transfer program for physical education students meets the requirements for an associate in arts degree and the core general educa-tion recommendations of the Illinois Articulation Initiative. Students should check individual school requirements before completing the curriculum as out-lined.

General Education Courses

Communications:

ENG	101	Composition I	3
ENG	102	Composition II	3
SPE	101	Fundamentals of Speech Communication	3
			9

Mathematics:

MTH	101	Quantitative Literacy	4

Physical and Life Sciences[1] 7

Humanities and Fine Arts[2] 9

Social and Behavioral Sciences[3] 9

Special Electives: Select six credit hours from:

DIT	101	Basic Nutrition	3
PED	100	Nutrition and Exercise for the Adult	2
PED	203	Health	3
PED	213	Wellness for Life	3
			6

Approved Electives:

PED	200	Introduction to Physical Education	2
PED	201	Standard First Aid	3
PED	208	Personal Training I: Bioscientific Foundations or	
PED	219	Care and Prevention of Athletic Injuries	3

Choose at least two credit hours from:

PED 205, PED 207, PED 210, PED 212, PED 214, PED 218, PED 219, PED 220, PED 222, PED 224, PED 226, PED 230 2

Other approved elective (non PED courses)[3] 6

	16
Total	**60**

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[1] Select one physical and one life science course. At least one must include a lab. Approved courses are listed with the requirements for the associate degrees.

[2] Select one course from humanities and one course from fine arts. Interdisciplinary courses may count in either category. Approved courses are listed with the require-ments for the associate degrees.

[3] Approved courses are listed with the requirements for the associate degrees.

Political Science

This recommended transfer program for political science students meets the requirements for an associate in arts degree and the recommendation of the Illinois Articulation Initiative political science panel. Students should check with individual school requirements before completing the curriculum as outlined. Completion of the courses below alone does not guarantee admission.

General Education Courses

Communications:

ENG	101	Composition I	3
ENG	102	Composition II	3
SPE	101	Fundamentals of Speech Communication	3
			9

Mathematics[1] 3-6

Physical and Life Sciences[2] 7-8

Humanities and Fine Arts[3] 9

Social and Behavioral Sciences:

PSC	101	American Politics and Government	3
PSC	220	State and Local Government in the United States	3
Social and Behavioral Sciences elective[1]			3
			9

Special Electives[1] 6

Approved Electives:

PSC	270	Global Politics	3
Other elective credit[1]			14
			17

Total	**60**

[1] Approved courses are listed with the requirements for the associate degrees.

[2] Select at least one physical and at least one life science course. At least one must include a lab. Approved courses are listed with the requirements for the associate degrees.

[3] Select one course from humanities and one from fine arts. Interdisciplinary courses may count in either category. Approved courses are listed with the requirements for the associate degrees.

Psychology

This recommended transfer program for psychology students meets the requirements for an associate in arts degree and the recommendations of the Illinois Articulation Initiative psychology major panel. Students should check individual school requirements before completing the curriculum as outlined. Completion of the course below does not guarantee admission.

General Education Courses

Communications:

ENG	101	Composition I	3
ENG	102	Composition II	3
SPE	101	Fundamentals of Speech Communications	3
			9

Mathematics[1] 3-6

Physical and Life Sciences[2] 7-8

Humanities and Fine Arts[3] 9

Social and Behavioral Sciences:

PSY	101	Introduction to Psychology	3
Social and Behavioral Sciences electives[4]			6
			9

Special Electives:[4] 6

Approved Electives: Select two courses from:

PSY	225	Theories of Personality	3
PSY	230	Abnormal Psychology	3
PSY	245	Industrial/Organizational Psychology	3
Other elective credit[4]			8
			17

Total	**60**

[1] MTH 165 or MGT 225, MTH 134 or MTH 200, or MTH 124 are recommended.

[2] Select at least one physical and at least one life science course. At least one must include a lab. Approved courses are listed with the requirements for the associate degrees.

[3] Select one course from humanities and one course from fine arts. Interdisciplinary courses may count in either category. Approved courses are listed with the requirements for the associate degrees.

[4] Approved courses are listed with the requirements for the associate degrees.

Sociology

This recommended transfer program for sociology students meets the requirements for an associate in arts degree and the recommendations of the Illinois Articulation sociology panel. Students should check with individual school requirements before completing the curriculum as outlined. Completion of the courses below alone does not guarantee admission.

General Education Courses

Communications:

ENG	101	Composition I	3
ENG	102	Composition II	3
SPE	101	Fundamentals of Speech Communication	3
			9

Mathematics[1] 3-6

Physical and Life Sciences[2] 7-8

Humanities and Fine Arts[3] 9

Social and Behavioral Sciences:

ANT	101	Introduction to Anthropology **or**	
ANT	202	Cultural Anthropology	3
SOC	101	Introduction to Sociology	3
SOC	120	The Family in Contemporary Society	3
			9

Special Electives[4] 6

Approved Electives:

SOC	205	Social Problems	3
SOC	230	Sociology of Sex and Gender	3
Other elective credit[4]			7-11

Total	**60**

[1] Approved courses are listed with the requirements for the associate degrees. MTH 124 or MTH 165 or MGT 225 is recommended.

[2] Select at least one Physical and at least one Life Science. One course must include a lab. Approved courses are listed with the requirements for the associate degrees.

[3] Select one course from humanities and one course from fine arts. Interdisciplinary courses may count in either category. Approved courses are listed with the requirements for the associate degrees.

[4] Approved courses are listed with the requirements for the associate degrees.

Speech Communication

This recommended transfer program for speech communication students meets the requirements for an associate in arts degree and the recommendations of the Illinois Articulation speech communication major panel. Students should check individual school requirements before completing the curriculum as outlined.

General Education Courses

Communications:

ENG	101	Composition I	3
ENG	102	Composition II	3
SPE	101	Fundamentals of Speech Communications	3
			9

Mathematics[1] 3-6

Physical and Life Sciences[2] 7-8

Humanities and Fine Arts[3] 9

Social and Behavioral Sciences[1] 9

Special Electives: Select two courses from:

SPE	107	Oral Interpretation	3
SPE	200	Interpersonal Communication	3
SPE	205	Group Discussion	3
			6

Approved Electives:

SPE	102	Advanced Public Speaking	3
Other elective credit[1]			10-14
			13-17
		Total	**60**

[1] Approved courses are listed with the requirements for the associate degrees.

[2] Select at least one physical and at least one life science. One course must include a lab. Approved courses are listed with the requirements for the associate degrees.

[3] Select one course from humanities and one course from fine arts. Interdisciplinary courses may count in either category. Approved courses are listed with the requirements for the associate degrees.

Theatre Arts

This recommended transfer program for theatre arts students meets the requirements for an associate in arts degree and the recommendations of the Illinois Articulation theatre arts panel. Students should check individual school requirements before completing the curriculum as outlined. Admission into baccalaureate theatre arts programs is competitive; completion of these courses alone does not guarantee admission.

General Education Courses

Communications:

ENG	101	Composition I	3
ENG	102	Composition II	3
SPE	101	Fundamentals of Speech Communication	3
			9

Mathematics[1]	3-6
Physical and Life Sciences[2]	7-8
Humanities and Fine Arts[3]	9
Social and Behavioral Sciences[1]	9

Special Electives:

SPE	107	Oral Interpretation	3
SPE	212	Acting I	3
			6

Approved Electives:

SPE	213	Acting II	3
SPE	216	Stagecraft	3
Other elective credit[1]			7-11
			13-17
		Total	**60**

[1] Approved courses are listed with the requirements for the associate degrees.

[2] Select at least one physical and at least one life science. One course must include a lab. Approved courses are listed with the requirements for the associate degrees.

[3] Select one course from humanities and one course from fine arts. Interdisciplinary courses may count in either category. Approved courses are listed with the requirements for the associate degrees.

Associate in Applied Science Degree Programs

Curricula leading to the associate in applied science degree are for students planning to follow a career program to prepare for employment.

Certificate Programs

A certificate program is a sequence of courses in a specialized academic and/or technical area requiring approximately two or three years of part-time or one year full-time course work. 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 ASSOCIATE

Associate in Applied Science Degree
Accounting Associate Certificate
Accounting Clerk Certificate
Accounting-Payroll, State and Local Taxes Certificate

ADMINISTRATIVE TECHNOLOGY

Associate in Applied Science Degree: Executive Assistant
Administrative Assistant Certificate
Certified Professional Secretary Certificate
General Office Certificate
Office Technology Certificate
Secretarial Certificate

ARCHITECTURAL TECHNOLOGY

Associate in Applied Science Degree
Architectural CAD Certificate
Architectural Technology Certificate

BANKING (See Financial Services)

BREAD & Pastry (See Hospitality Management)

BUILDING CODES AND ENFORCEMENT

Building Codes and Enforcement Certificate

CARDIAC TECHNOLOGY

Associate in Applied Science Degree

COMMERCIAL CREDIT MANAGEMENT

(See Financial Services)

COMPUTER INFORMATION SYSTEMS

Associate in Applied Science Degree:
    Microcomputers in Business
Associate in Applied Science Degree: Programming
Associate in Applied Science Degree: Web Development
Advanced LAN Management Certificate
LAN Management Certificate
Microcomputer Support Specialist Certificate
Microcomputers in Business Certificate
NetPrep™ Senior Network Specialist Certificate
Network Specialist Certificate
Programming Certificate
Web Development Certificate
Web Visual Design Certificate

CRIMINAL JUSTICE

Associate in Applied Science Degree
Criminal Justice Certificate
Industrial and Retail Security Certificate

CULINARy Arts (See Hospitality Management)

DENTAL HYGIENE

Associate in Applied Science Degree

DIETETIC TECHNICIAN

Associate in Applied Science Degree
Dietary Manager Certificate

EARLY CHILDHOOD EDUCATION

Associate in Applied Science Degree
Early Childhood Education:
        Before/After School Care Certificate
Early Childhood Education: Family Child Care Certificate
Early Childhood Education: Infant/Toddler Certificate
Early Childhood Education:
        Special Education Paraprofessional Certificate
Early Childhood Education Administrator Certificate
Early Childhood Education Assistant Teacher Certificate
Early Childhood Education Teacher Certificate

ELECTROCARDIOGRAPH TECHNICIAN

Electrocardiograph Technician Certificate

ELECTRONICS TECHNOLOGY

Associate in Applied Science Degree
Electrical Maintenance Certificate
Electronics Certificate

EMERGENCY MEDICAL SERVICES

Associate in Applied Science Degree
Paramedic Certificate

FASHION DESIGN

Associate in Applied Science Degree
Fashion Design Certificate

FASHION MERCHANDISING

Associate in Applied Science Degree

FINANCIAL SERVICES

Associate in Applied Science Degree
Commercial Credit Management Certificate
Financial Management Certificate
Real Estate Brokers License Preparation Certificate
Real Estate Sales Professional Certificate

FIRE SCIENCE TECHNOLOGY

Associate in Applied Science Degree
Fire Science Technology Certificate

HEATING, VENTILATION AND AIR CONDITIONING (HVAC)

Associate in Applied Science Degree
Domestic Refrigeration and Heating Certificate
Heating Services Certificate
Refrigeration Service Certificate
Refrigeration and Air Conditioning Service Certificate
Residential Comfort Systems Certificate

HORTICULTURE (See Plant Science Technology and Park and Golf Maintenance)

HOSPITALITY MANAGEMENT

Associate in Applied Science Degree
Bread and Pastry Arts Certificate
Culinary Arts Certificate
Hospitality Management Certificate
Food Service Management Certificate
Hotel Management Certificate

INSURANCE (See Financial Services)

INTERIOR DESIGN

Associate in Applied Science Degree

INTERNATIONAL BUSINESS

Associate in Applied Science Degree
International Business Certificate

JOURNALISM

Media Design Certificate
Media Writing Certificate
Media Writing and Design Certificate
Online Communications Certificate

LAW OFFICE ADMINISTRATIVE ASSISTANT

Associate in Applied Science Degree
Law Office Administrative Assistant Certificate

MAMMOGRAPHY

Mammography Certificate

MANAGEMENT

Associate in Applied Science Degree: Management
Associate in Applied Science Degree:
      Small Business Management
Advanced Management Certificate
General Management Certificate
Human Resource Management Certificate
Small Business Management Certificate

MARKETING

Associate in Applied Science Degree
E-Commerce Merchandising Certificate
Retail Merchandising Certificate
Sales Management Certificate

MEDICAL OFFICE ADMINISTRATION

Associate in Applied Science Degree:
      Medical Office Assistant
Associate in Applied Science Degree:
      Health Care Office Manager
Health Care Secretary Certificate
Health Insurance Coder Certificate
Medical Office Assistant Certificate
Medical Transcriptionist Certificate

NURSING

Associate in Applied Science Degree
Certified Nursing Assistant Certificate
Home Health Aide Certificate
Licensed Practical Nursing Certificate

PARALEGAL STUDIES

Associate in Applied Science Degree
Paralegal Studies Certificate

PARAMEDIC (See Emergency Medical Services)

PARK AND GOLF MAINTENANCE

Associate in Applied Science Degree
Arboriculture Certificate
Golf Course Maintenance Certificate
Nursery Operations Certificate
Turfgrass Maintenance Certificate

PHARMACY TECHNICIAN

Pharmacy Technician Certificate

PHLEBOTOMY

Phlebotomy Certificate

PLANT SCIENCE TECHNOLOGY

Associate in Applied Science Degree
Advanced Floral Design Certificate
Floral Design Certificate
Garden Center Operations Certificate
Grounds Maintenance Certificate
Landscape Design Certificate
Plant Propagation Certificate

REAL ESTate (See Financial Services)

REFRIGERATION AND AIR CONDITIONING TECHNOLOGY

See Heating, Ventilation and Air Conditioning (HVAC)

SIGN LANGUAGE INTERPRETING

Sign Language Interpreting Certificate

SUPPLY CHAIN MANAGEMENT

Associate in Applied Science Degree
Inventory/Production Control Certificate
Physical Distribution Certificate
Purchasing Certificate
Supply Chain Management Certificate

ACCOUNTING ASSOCIATE

Associate in Applied Science Degree

This 61 credit-hour program is designed to prepare students for employment as junior accountants in business, industry, and government.

The curriculum includes the study of accounting theory and practice, corporation accounting, and cost accounting. Required business coursework provides for an overview of the corporate community and includes economics, business law, and management classes. Computer information skills are essential to today's accountants and are also required in this degree.

FIRST YEAR
First Semester

ACC	101	Introduction to Financial Accounting	4
CIS	101	Introduction to Computer Information Systems	3
English[1]			3
MGT	111	Introduction to Business Organization	3
Mathematics elective[2]			3-4
			16-17

Second Semester

ACC	102	Introduction to Managerial Accounting	3
CIS	106	Computer Logic and Programming Technology or	
CIS	218	E-Commerce Development	3
ECO	200	Introduction to Economics or	
ECO	211	Microeconomics	3
ENG	130	Business Writing[1]	3
Humanities elective			3
			15

SECOND YEAR
First Semester

ACC or CIS		Elective[3]	3
ACC	201	Intermediate Accounting I	3
ACC	211	Business Law I	3
Business elective[4]			3
Social Science elective			3
			15

Second Semester

ACC	202	Intermediate Accounting II	3
ACC	203	Introductory Cost Accounting	3
Business electives[4]			6
CIS electives[5]			3
			15

[1] 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 must be taken as the second English course.

[2] Only MGT 150 or MTH 124 or higher will satisfy this requirement.

[3] Elective (students must satisfy prerequisite for course elected): ACC 155, ACC 250, ACC 251, ACC 253, ACC 254, CIS 203.

[4] Electives (students must satisfy prerequisites for each course elected): ACC 212, ACC 213, BFC 215, MGT 218, MGT 225, MGT 270.

[5] Electives: CIS 120 or CIS 122, CIS 123, CIS 124.

ACCOUNTING ASSOCIATE

Requirements for the Illinois CPA Certificate

To sit for the CPA examination in Illinois effective January 1, 2001, the candidate must have 150 hours of acceptable college level education including at least a bachelor's degree. Twenty-four semester hours must be in accounting; an additional 24 hours in business courses are required (business law is included here).

At William Rainey Harper College, acceptable accounting courses include: ACC 101, ACC 102, ACC 201, ACC 202, ACC 203, ACC 250, ACC 251, ACC 253, and ACC 254. A wide variety of business courses are offered including: ACC 211, ACC 212, ACC 213, and MGT 225.

Requirements for the CMA Certificate

The CMA (Certified Management Accountant) is a national program with no state affiliates. The candidate must have senior standing at an accredited college or university, or must hold a baccalaureate degree, in any field, or have passed the U.S. CPA examination. Anyone who has passed the U.S. CPA examination is given credit for part 2 of the CMA examination.

Recommended courses at William Rainey Harper College include: ACC 101, ACC 102, ACC 201, ACC 202, ACC 203, ACC 211, ACC 212, ACC 251, ACC 253, ACC 254, BFC 215, CIS 101, ECO 210, ECO 211, ECO 212, MGT 111, MGT 218, MGT 225, MGT 270, MTH 124 and PHI 110.

Accounting Associate Certificate

This 19 credit-hour certificate program is designed for persons interested in pursuing careers as junior accountants in business, government and industry. There is an acute shortage of persons with the training needed to be successful in accounting.

Required:

ACC	101	Introduction to Financial Accounting	4
ACC	102	Introduction to Managerial Accounting	3
CIS	123	Spreadsheet/Budgeting for Micros	1
CIS	124·	Advanced Spreadsheet for Micros	1
CIS	125	Word Processing for Micros	1

Electives: Select any three courses from the following:

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
ACC	250	Income Tax Accounting	3
ACC	251	Advanced Tax Accounting	3
ACC	253	Advanced Accounting I	3
ACC	254	Auditing	3

ACCOUNTING ASSOCIATE

Accounting Clerk Certificate

This 10 credit-hour certificate program provides the student with the courses needed for an entry level position in such areas as accounts payable, accounts receivable and inventory accounting.

ACC	101	Introduction to Financial Accounting	4
ACC	102	Introduction to Managerial Accounting	3
CIS	123	Spreadsheet/Budgeting for Micros	1
CIS	124	Advanced Spreadsheet for Micros	1
CIS	125	Word Processing for Micros	1

Accounting-Payroll, State and Local Taxes Certificate

This seven credit-hour certificate program will provide the student with the courses needed for an entry level position in this particular area.

ACC	155	Tax and Payroll Accounting	4
CIS	123	Spreadsheet/Budgeting for Micros	1
CIS	124	Advanced Spreadsheet for Micros	1
CIS	125	Word Processing for Micros	1

ADMINISTRATIVE TECHNOLOGY

See also Law Office Administrative Assistant

Associate in Applied Science Degree: Executive Assistant

The 62 credit-hour curriculum emphasizes office technology, administrative duties, and communication skills. Two semesters of an internship experience highlight the program.

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

An orientation and planning session with the coordinator is recommended for each student. Detailed information will be sent upon request or upon application to the program.

FIRST YEAR
First Semester

ENG	130	Business Writing	3
OFC	104	Introduction to Administrative Technology	1
OFC	105	Administrative Human Relations	1
OFC	106	Administrative Time Management	1
OFC	107	Internet Applications	1
OFC	113	Computer Keyboarding/Production[1]	3
OFC	133	Word Processing Software I	2
OFC	201	Advanced Features in Word Processing	2
OFC	203	Proofreading and Editing	2
			16

Second Semester

CIS	123	Spreadsheet/Budgeting for Micros	1
CIS	124	Advanced Spreadsheet for Micros	1
OFC	134	Word Processing Software II	2
OFC	202	Desktop Publishing Using Word Processing	2
OFC	220	Automated Office Procedures[1]	4
OFC	227	Business Presentations	1
OFC	228	Records Control for the Office	1
OFC	229	Meeting and Conference Planning	1
SPE	101	Fundamentals of Speech Communication	3
			16

SECOND YEAR
First Semester

CAS electives[2]			5
MGT	111	Introduction to Business Organization	3
OFC	230	Executive Machine Transcription	2
OFC	237	Administrative Technology Internship I	3
OFC	247	Professional Development	2
			15

Associate in Applied Science Degree continued...

Second Semester

ECO elective[3]			3
Humanities elective			3
MTH elective[4]			3
OFC	238	Administrative Technology Internship II	3
Social Science elective			3
			15

[1] Placement into OFC 113 and OFC 220 is contingent upon previous training and consent of instructor.

[2] CAS electives: CAS 110, CAS 120, CAS 130, CAS 140, CAS 150, CAS 210, CAS 220.

[3] ECO elective: ECO 115, ECO 200.

[4] 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.

Administrative Assistant Certificate

This 31 credit-hour certificate program is designed for persons with secretarial experience who are interested in expanding their business knowledge for higher level positions such as administrative assistant, office manager, or a higher level management position. A combination of 31 credit hours may be selected from the following courses with the approval of the coordinator of the program or a Student Development faculty member.

Required:

ACC	101	Introduction to Financial Accounting	4
ENG	130	Business Writing	3
MGT	111	Introduction to Business Organization[1]	3
MGT	160	Principles of Supervision	3
MGT	280	Human Relations in Business	3

Electives: Select at least 15 credit hours from the following courses:

Accounting elective			3
ACC	211	Business Law	3
CIS	101	Introduction to Computer Information Systems	3
CIS	121	General Accounting Applications for Micros	2
CIS	122	Data Base for Micros	1
CIS	123	Spreadsheet/Budgeting for Micros	1
CIS	124	Advanced Spreadsheet for Micros	1
ECO	200	Introduction to Economics	3
ENG	103	Technical Report Writing	3
MGT	265	Human Resource Management	3
MGT	270	Principles of Management	3
PSY	245	Industrial/Organizational Psychology	3
OFC	106	Administrative Time Management	1
OFC	107	Internet Applications	1
OFC	225	Topics in Administrative Technology	1-6
OFC	227	Business Presentations	1
OFC	228	Records Control for the Office[1]	1
OFC	229	Meeting and Conference Planning[1]	3

Administrative Assistant Certificate continued...

OFC	250	Records Management Basics	3
OFC	251	Records and Information Management I	3
OFC	252	Records and Information Management II	3
OFC	253	Forms Control	3
OFC	254	Records Management Technology	3
Administrative Technology electives[2]			2-6

[1] For those who have passed the Certified Professional Secretary Examination within the past five years, credit will be given for these courses. Contact the Assessment and Testing Center for information on procedures and appropriate fees.

[2] Administrative Technology electives: OFC 133, OFC 134, OFC 201, OFC 202, OFC 205.

Certified Professional Secretary Certificate

This is a six credit-hour 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 the business.

OFC	260	Behavioral Science in Business (CPS)	1
OFC	261	Business Law (CPS)	1
OFC	262	Economics and Management (CPS)	1
OFC	263	Accounting (CPS)	1
OFC	264	Office Administration and Communication (CPS)	1
OFC	265	Office Technology (CPS)	1

General Office Certificate

This 15 credit-hour certificate program is designed for persons interested in working in various types of offices in a support capacity. The curriculum gives basic training in technology, communication, business vocabulary, and office skills.

Graduates of the program are prepared for positions as clerks, help desk assistants, receptionists, and general office assistants. An orientation and planning session with the coordinator is recommended for each student. Detailed information will be sent upon request or upon application to the program.

Any combination of 15 credit-hours may be selected from the following courses:

CIS	123	Spreadsheet/Budgeting for Micros	1
ENG	100	Composition	3
MGT	111	Introduction to Business Organization	3
MGT	150	Business Math	3
OFC	104	Introduction to Administrative Technology	1

General Office Certificate continued...

OFC	105	Administrative Human Relations	1
OFC	107	Internet Applications	1
OFC	110	Beginning Computer Keyboarding	1
OFC	111	Beginning Computer Keyboarding with Applications	3
OFC	112	Computer Keyboarding Review[1]	3
OFC	113	Computer Keyboarding/Production[1]	3
OFC	130	Office Technology Applications	1
OFC	133	Word Processing Software I	2
OFC	134	Word Processing Software II	2
OFC	201	Advanced Features in Word Processing[1]	2
OFC	202	Desktop Publishing Using Word Processing[1]	2
OFC	203	Proofreading and Editing	2
OFC	225	Topics in Administrative Technology	1-6
OFC	247	Professional Development	2
OFC	250	Records Management Basics	3
OFC	251	Records & Information Management I	3
OFC	252	Records & Information Management II	3
OFC	253	Forms Control	3
OFC	254	Records Management Technology	3

[1] Placement into courses contingent upon previous training.

Office Technology Certificate

This 14 credit-hour certificate program is designed for the student with good keyboarding skills who is interested in office employment emphasizing computer application skills and for the student who needs to upgrade her/his knowledge of current office technology.

Required:

OFC	113	Computer Keyboarding Production[1]	3
OFC	130	Office Technology Applications	1
OFC	133	Word Processing Software I	2
OFC	134	Word Processing Software II	2
OFC	203	Proofreading and Editing	2

Electives: Select at least four credit hours from the following courses:

CAS	110	Core Microsoft Office Specialist Certification: Word	1
CAS	120	Core Microsoft Office Specialist Certification: Excel	1
CAS	130	Core Microsoft Office Specialist Certification: Access	1
CAS	140	Core Microsoft Office Specialist Certification: PowerPoint	1
CAS	150	Core Microsoft Office Specialist Certification: Outlook	1
CAS	210	Expert Microsoft Office Specialist Certification: Word	1
CAS	220	Expert Microsoft Office Specialist Certification: Excel	1
OFC	107	Internet Applications	1
OFC	201	Advanced Features in Word Processing	2
OFC	202	Desktop Publishing Using Word Processing	2
OFC	205	Using Tables in Word Processing	2
OFC	225	Topics in Administrative Technology	1-6
OFC	227	Business Presentations	1
OFC	230	Executive Machine Transcription	2

[1] Placement into OFC 113 is contingent upon previous training and consent of instructor.

ADMINISTRATIVE TECHNOLOGY

Secretarial Certificate

This 28 credit-hour certificate program gives experience, training and development in secretarial skills in order to obtain entry-level secretarial employment, be promoted into a secretarial position or to expand and update one's secretarial/office skills. Students may apply this entire program toward the two-year Executive Assistant degree program.

A combination of 28 credit hours is required for this certificate with the approval of the coordinator or Student Development faculty member.

Required:

OFC	104	Introduction to Administrative Technology	1
OFC	105	Administrative Human Relations	1
OFC	106	Administrative Time Management	1
OFC	133	Word Processing Software I	2
OFC	201	Advanced Features in Word Processing	2
OFC	220	Automated Office Practices	4
OFC	228	Records Control for the Office	1
OFC	229	Meeting and Conference Planning	1
OFC	230	Executive Machine Transcription	2
OFC	237	Administrative Technology Internship I	3

Electives: Select at least 10 credit hours from the following courses:

CIS	121	General Accounting Applications for Micros	1
CIS	122	Data Base for Micros	1
CIS	123	Spreadsheet/Budgeting for Micros	1
CIS	124	Advanced Spreadsheet for Micros	1
ENG	130	Business Writing	3
OFC	107	Internet Applications	1
OFC	113	Computer Keyboarding Production[1]	3
OFC	202	Desktop Publishing Using Word Processing	2
OFC	203	Proofreading and Editing	2
OFC	205	Using Tables in Word Processing	2
OFC	225	Topics in Administrative Technology	1-6
OFC	227	Business Presentations	1
OFC	250	Records Management Basics	3
OFC	251	Records & Information Management I	3
OFC	252	Records & Information Management II	3
SPE	101	Fundamentals of Speech Communication	3

[1] Placement into course contingent upon previous training.

ARCHITECTURAL TECHNOLOGY

Associate in Applied Science Degree

The curriculum emphasis is on architecture and construction, but courses in communication skills, social sciences and humanities are also included. Graduates from this curriculum may be qualified for positions as architectural drafters, engineering interns in building construction, building materials and system details, specification writers and ancillary professional services.

FIRST YEAR
First Semester

ATE	101	Introduction to Architectural Technology I	4
ATE	103	Building Materials Technology I	4
ATE	105	Architectural CAD I	3
ENG	101	Composition	3
		Social Science elective	3
			17

Second Semester

ATE	102	Introduction to Architectural Technology II	4
ATE	104	Building Materials Technology II	4
ENG	102	Composition[1]	3
		Mathematics elective[2]	3
		Social Science elective	3
			17

SECOND YEAR
First Semester

ATE	201	Comprehensive Building Project I	4
ATE	203	Construction Problems I	4
ATE	207	Architectural Statics	3
		Humanities elective[3]	3
			14

Second Semester

ATE	202	Comprehensive Building Project II	4
ATE	204	Construction Problems II	4
ATE	208	Architectural Strength of Materials	3
		Technical elective[4]	3
			14

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[1] ENG 100, ENG 103, ENG 130 or SPE 101 may be used under certain conditions to satisfy this requirement.

[2] A competency test, available in the Assessment and Testing Center, may be utilized to meet the mathematics requirement. Students in this program who utilize the competency test to meet the mathematics requirement must complete a three credit-hour ATE elective.

[3] Recommended elective: ART 110, MUS 103, MUS 104, PHI 105 or any literature course.

[4] Technical elective: ATE 106, ATE 109, ATE 205, ATE 206, ATE 210, ATE 211, ATE 213, BCE 201, ELT 142, or a combination of ATE 100 and ATE 200.

ARCHITECTURAL TECHNOLOGY

Architectural CAD Certificate

This 12 credit-hour certificate program is designed for those just entering the field of architecture, as well as the practicing professional who desires to learn the necessary skills to be proficient in all manners of CAD drafting. Courses begin with introductory two dimensional drafting and proceed through advanced two dimensional drafting, three dimensional drafting and photo-realistic rendering of three dimensional computer images. Add-on rendering packages will also be explored. Students will learn, through hands-on experience using state of the art computer hardware, the CAD software packages in demand in today's workplace.

ATE	105	Introduction to Architectural CAD I	3
ATE	106	Introduction to Architectural CAD II	3
ATE	205	Architectural Computer Applications I	3
ATE	206	Architectural Computer Applications II	3

Architectural Technology Certificate

This is a technical program leading to a certificate of completion of any of the following courses, totaling 15 credit hours, provided the combination has approval of a Student Development faculty member. The curriculum emphasis is on architecture in the related areas of construction, CAD, drafting, estimating, specifications, construction management, model making, historical survey, rendering and perspective drawing.

ATE	101	Introduction to Architectural Technology I	4
ATE	102	Introduction to Architectural Technology II	4
ATE	103	Building Materials Technology I	4
ATE	104	Building Materials Technology II	4
ATE	105	Architectural CAD I	3
ATE	106	Architectural CAD II	3
ATE	107	Architectural Principles for the Interior Designer I .:...	4
ATE	108	Architectural Principles for the Interior Designer II	4
ATE	109	Chicago's Great Architectural Tradition	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	Architectural Computer Applications I	3
ATE	206	Architectural Computer Applications II	3
ATE	207	Architectural Statics	3
ATE	208	Architectural Strength of Materials	3
ATE	209	Principles of Building Construction	3
ATE	210	Cost Estimating	3
ATE	211	Solar Energy Architecture	3
ATE	212	Architectural Rendering	3
ATE	213	Construction Management Process	3
ATE	214	Architectural Models	3

BANKING

See: Financial Services

BREAD & PASTRY

See: Hospitality Management

BUILDING CODES AND ENFORCEMENT

Building Codes and Enforcement Certificate

This 24 credit-hour certificate program is designed to meet the educational and training needs of those employed in the building code compliance field, as well as those in the building and construction industry who are interested in keeping abreast of building code changes and requirements.

The emphasis of this specialized program is on building codes and their interpretation and application in the field. This offers students a unique opportunity to develop and expand their knowledge and skills. The certificate may enhance students' opportunities for employment and career advancement. New employment opportunities are cyclical in nature, and students should consult the program coordinator or Student Development faculty member before registering for this program.

BCE	101	Basic Construction for Building Codes......................	3
BCE	102	Basic Code Enforcement Techniques........................	3
BCE	104	Basic Mechanical and Energy Conservation Codes or	
FIS	123	Fire Prevention Principles II[1]	3
BCE	105	Basic Plumbing Codes	3
BCE	106	Basic Electrical Codes..	3
BCE	201	Basic Building Codes	3
ENG	103	Technical and Report Writing.....................................	3
SPE	101	Fundamentals of Speech Communication.................	3

[1] Prerequisite of FIS 122 will be waived.

CARDIAC TECHNOLOGY*

Associate in Applied Science Degree

Students of this 61 credit-hour program are prepared for positions as cardiodiagnostic technicians in hospitals, cardiovascular clinics, or physicians' offices. Cardiodiagnostics involves skill acquisition in performing resting electrocardiograms, assisting physicians in running exercise stress tests, scanning heart rhythm strips and carrying out sophisticated cardiac ultrasound examinations (echocardiography).

Because of the nature of clinical experiences and individualized instruction required in this program, and specialized technology and the equipment necessary to offer this program, a higher tuition rate is assessed for career specific courses. These include courses with the prefix HPI. Tuition for these courses in this program is 200% of the standard tuition rate.

A 300-hour internship at a local hospital is required once all core courses (HPI prefix) have been completed with a grade of C or better.

** **Admission requirements include:**
- Attendance at a Cardiac Technology Program information meeting offered every other month.
- Fulfillment of the general admission requirements of Harper College.
- Submission of an official copy of ACT results. (This requirement will be waived for students who have completed 12 or more semester hours of college work.)
- High school graduation or equivalent (GED).
- High school grade point average of 2.0 or better (on a 4.0 scale), or if 12 semester hours of college credit have been completed, a college grade point average of 2.0 or better (on a 4.0 scale). Students who have previously enrolled at Harper College must be in good academic standing.
- Completion of at least two semesters of high school biology with grades of C or better or one semester of college biology with a grade of C or better. Once college biology has been completed, only college biology will be used to determine if the biology requirement has been fulfilled.
- Completion of the Health Occupations Aptitude Examination.
- *English Competency Requirement*
  This requirement may be met by one of the following:
  - Proof of completion of ENG 100 (or its equivalent) with a grade of C or better.
  - ACT English score of 19 or higher and ACT Reading score of 20 or higher.
  - Harper College Writing/Reading Assessment Test results that demonstrate placement into ENG 101.
- *Math Placement Requirement*
  This requirement may be met by one of the following:
  - Proof of completion of MTH 055 (or its equivalent) with a grade of C or better.
  - Harper College Math Assessment Test that demonstrates placement into MTH 060.
  - ACT math score of 23 or higher.
- Satisfactory Harper College Cardiac Technology admission score.

CARDIAC TECHNOLOGY

Associate in Applied Science Degree continued...

FIRST YEAR

Summer Semester

HPI	100	Introduction to the Cardiac Technology Program	1

First Semester

BIO	160	Human Anatomy	4
ENG	101	Composition	3
HPI	101	Fundamentals of Exercise Testing	3
HSC	112	Medical Terminology...	3
MTH	060	Elementary Algebra[1]	4
			17

Second Semester

English elective[2]		....	3
HPI	105	Electrocardiography...	4
HPI	113	Ultrasound Physics	2
HPI	116	Cardiac Anatomy and Physiology..............................	4
			13

SECOND YEAR

First Semester

HPI	103	Prevention and Treatment of Cardiac Emergencies ..	3
HPI	106	Cardiovascular Physiology and Pathology	3
HPI	109	Diagnostics I	3
HPI	117	Laboratory Techniques I	2
			11

Second Semester

CHM	100	Chemistry for the Health Sciences............................	4
HPI	110	Diagnostics II	3
HPI	115	Clinical Laboratory Skills...	3
HPI	118	Laboratory Techniques II	2
Humanities or Social Science elective			3
			15

Summer/Fall Semester

HPI	107	Cardiac Technology Internship[3].................................	4

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* Cardiac Technology is a limited enrollment program. See Limited Enrollment Programs section of this Catalog for details. Requirements subject to change. Contact the Admissions Office for updated information.

** Subject to change. Contact the Admissions Office for additional information.

[1] A placement test, available in the Assessment and Testing Center, may be utilized to meet the mathematics requirement. Students who utilize the placement test to meet the mathematics requirement must complete a four credit-hour elective.

[2] English elective: ENG 102, ENG 103, ENG 130 or SPE 101.

[3] Assignments will be based on site availability.

COMMERCIAL CREDIT MANAGEMENT

See: Financial Services

COMPUTER INFORMATION SYSTEMS

Associate in Applied Science Degree: Microcomputers in Business

The technical curriculum trains students for various positions in the field of microcomputers. The student will take courses in business, computer information systems, and general education. The student may choose from four specialized study areas: LAN administration, NetPrep™ Network Management, Packages, or Telecommunications. The student must select a minimum of 65 credit hours from these specialized study areas. Graduates of the program may find employment as network technicians and consultants..

Required Core Courses:

CIS	101	Introduction to Computer Information Systems	3
CIS	106	Computer Logic and Programming Technology	3
CIS	134	Personal Computer (DOS)	3
CIS	144	Advanced PC Operating Systems	3
CIS	145	PC Hardware...	3

Required General Education Courses:

ENG	101	Composition	3
ENG	102	Composition or	
ENG	103	Technical and Report Writing or	
SPE	101	Fundamentals of Speech Communication[1]................	3
MGT	150	Business Math (3) or	
MTH	080	Foundations of Mathematics II (4)	3-4
		Natural Science, Social Science or	
		Humanities electives[2]	6

Specialized Study Areas:

LAN Administration

Required:

CIS	120	Introduction to Business Software Packages (3) or	
CIS	122	Database for Micros (1) and	
CIS	123	Spreadsheet Budgeting for Micros (1) and	
CIS	125	Word Processing for Micros (1)	3
CIS	124	Advanced Spreadsheet for Micros	1
CIS	126	Graphics for Micros	1
CIS	146	Operating System—OS/2 (3) or	
CIS	147	Windows (2)	2-3
CIS	149	Personal Computer UNIX or	
CIS	171	Introduction to Local Area Networks..........................	3
CIS	152	Data Base Programming, Microcomputers................	3
CIS	170	Introduction to Data Communication	3
MGT	111	Introduction to Business Organization	3
SPE	101	Fundamentals of Speech Communication.................	3
		Electives[3]	10
		Social Science or Humanities elective[2]....................	3

COMPUTER INFORMATION SYSTEMS

NetPrep™ Network Technology

Required:

CIS	102	NetPrep™ Networking Fundamentals	3
CIS	107	NetPrep™ Local Area Networks	3
CIS	115	NetPrep™ Wide Area Networks	3
CIS	147	Windows	2
CIS	155	NetPrep™ TCP/IP	3
CIS	156	NetPrep™-The Internet	3
CIS	157	NetPrep™ Internetworking Devices and Concepts	3
CIS	158	NetPrep™ Protocol Analysis	3
CIS	159	NetPrep™ Network Analysis and Design	3
Electives[4]			6
Social Science or Humanities elective[2]			3

Packages

Required:

ACC	101	Introduction to Financial Accounting	4
CAS	110	Core Microsoft Office Specialist Certification: Word	1
CAS	120	Core Microsoft Office Specialist Certification: Excel	1
CAS	130	Core Microsoft Office Specialist Certification: Access	1
CIS	120	Introduction to Business Software Packages (3) or	
CIS	122	Database for Micros (1) and	
CIS	123	Spreadsheet Budgeting for Micros (1) and	
CIS	125	Word Processing for Micros (1)	3
CIS	124	Advanced Spreadsheet for Micros	1
CIS	126	Graphics for Micros	1
CIS	147	Windows	2
CAS/CIS electives[5]			8 15
MGT	111	Introduction to Business Organization	3
Social Science, Humanities or			
Natural Science elective[2]			3

Telecommunications

Required:

ACC	101	Introduction to Financial Accounting	4
ACC	102	Introduction to Managerial Accounting	3
CIS	151	Introduction to Telecommunications	3
CIS	166	C++ Programming	4
CIS	170	Introduction to Data Communications	3
CIS	171	Introduction to Local Area Networks	3
CIS	172	Network Administration	3
ECO	200	Introduction to Economics or	
ECO	211	Microeconomics	3
Elective[6]			3
MGT	111	Introduction to Business Organization	3
MTH	104	Plane Trigonometry	3

[1] Students in LAN Administration specialization are required to choose from ENG 102 or ENG 103; ENG 103 is recommended. Students in Telecommunications specialization are required to choose from ENG 102 or SPE 101; ENG 102 is recommended.

[2] Students must take nine credit hours in a minimum of two of these areas. For students specializing in Telecommunications, PHY 101, ECO 211 and ECO 212 are recommended.

COMPUTER INFORMATION SYSTEMS

Associate in Applied Science Degree: Microcomputers in Business continued...

[3] ACC 101, ACC 102, CIS 103, CIS 105, CIS 118, CIS 119, CIS 121, CIS 127, CIS 132, CIS 137, CIS 138, CIS 141, CIS 144, CIS 145, CIS 146, CIS 147, CIS 148, CIS 149, CIS 154, CIS 171, CIS 205, CIS 218, CIS 223, CIS 224.

[4] CIS electives: CIS 124, CIS 141, CIS 144, CIS 145, CIS 146, CIS 149, CIS 151, CIS 166, CIS 170, CIS 171, CIS 172, CIS 250, or up to three credit hours from CIS 120, CIS 122, CIS 123, CIS 125.

[5] CAS/CIS electives: CAS 140, CAS 150, CAS 210, CAS 220, CIS 104, CIS 105, CIS 118, CIS 119, CIS 121, CIS 127, CIS 129, CIS 130, CIS 132, CIS 133, CIS 138, CIS 141, CIS 144, CIS 145, CIS 146, CIS 148, CIS 149, CIS 152, CIS 154, CIS 205, CIS 223, CIS 224, CIS 231.

[6] CIS 105, CIS 120, CIS 132, CIS 147, CIS 149, CIS 152, CIS 176, CIS 186, CIS 196, MTH 165.

Associate in Applied Science Degree: Programming

The 60 credit-hour curriculum trains students for various programming positions in the field of computer information systems. The student will take courses in mathematics, business, computer information systems, and general education. The student may choose from three specialized study areas: C++ Programming, Java Programming, or Visual Basic Programming. Graduates of the program may find employment as microcomputer programmers, systems analysts, or consultants.

Required Core Courses:

CIS	101	Introduction to Computer Information Systems	3
CIS	106	Computer Logic and Programming Technology	3
CIS	119	Web Site Development I	3
CIS	122	Data Base for Micros	1
CIS	128	Command Line Basics	1
CIS	143	Introduction to Database Management	3
CIS	147	Windows	2
CIS	203	Systems Analysis and Design I	3
CIS	204	Systems Analysis and Design II	3

Required General Education Courses:

ENG	101	Composition	3
ENG	102	Composition or	
ENG	103	Technical and Report Writing or	
SPE	101	Fundamentals of Speech Communication	3
Humanities, Natural Science, or Social Science, electives[1]			9
Mathematics elective[2]			3

Specialized Study Areas:

C++ Programming

Required:

CIS	130	Visual Basic Programming I or	
CIS	168	Java Programming I	4
CIS	166	C++ Programming I	4
CIS	176	C++ Programming II	4
CIS	266	C++ Programming III	4
CIS electives[3]			4

135

Java Programming

Required:

CIS	130	Visual Basic Programming I or	
CIS	166	C++ Programming I	4
CIS	168	Java Programming I	4
CIS	178	Java Programming II	4
CIS	278	Java Programming III	4
CIS electives[3]			4

Visual Basic Programming

Required:

CIS	130	Visual Basic Programming I	4
CIS	166	C++ Programming I or	
CIS	168	Java Programming I	4
CIS	231	Visual Basic Programming II	4
CIS	280	Visual Basic Programming III	4
CIS electives[3]			4

[1] Students must take a total of nine credit hours in a minimum of two of these areas.

[2] Students must take at least three credit hours in a mathematics course at the level of MTH 080 or above.

[3] CIS 102, CIS 118, CIS 120, CIS 130, CIS 134, CIS 137,CIS 138, CIS 152, CIS 161, CIS 168, CIS 173, CIS 189, CIS 218, CIS 230.

COMPUTER INFORMATION SYSTEMS

Associate in Applied Science Degree: Web Development

The 66 credit-hour technical curriculum trains students for various positions in the field of Web site design and maintenance. The student will take courses in business, computer information systems, and general education. The student may choose from two specialized study areas: Web Application Developer or Web Visual Design. Graduates of the program may find employment as Web masters, Web developers, Web designers, Web site managers, and consultants.

Required Core Courses:

CIS	101	Introduction to Computer Information Systems	3
CIS	102	NetPrep™ Networking Fundamentals or	
CIS	170	Introduction to Data Communication	3
CIS	106	Programming Logic and Technology.........................	3
CIS	119	Web Site Development I	3
CIS	122	Data Base for Micros	1
CIS	138	Web Site Development II	3
CIS	147	Windows..	2
CIS	219	Web Site Management..	3
MGT	111	Introduction to Business Organization......................	3
MKT	245	Principles of Marketing or	
MKT	252	Internet Marketing	3

Required General Education Courses:

ENG	101	Composition..	3
ENG	102	Composition or	
ENG	103	Technical and Report Writing or	
SPE	101	Fundamentals of Speech Communication.................	3
Mathematics elective[1]			4
Natural Science, Social Science, or			
Humanities electives[2]			6

Specialized Study Areas:

Web Application Developer

Required:

CIS	130	Visual Basic Programming I.......................................	4
CIS	152	Data Base Programming, Microcomputers or	
CIS	239	Web Site Development III	3
CIS	161	Introduction to Perl Programming	3
CIS	218	E-Commerce Development..	3
CIS electives[3]			7
Natural Science, Social Science, or Humanities electives[2]....................			3

Web Visual Design

Required:

ART	121	Design I...	3
CIS	105	Introduction to Multimedia	3
CIS	109	Web Graphics	3
CIS	139	Web Authoring Tools	3
CIS	141	Advanced Data Base for Micros...............................	1
CIS electives[4]			10

[1] Students must take four credit hours in a mathematics course at the level of MTH 080 or above.

[2] Students must take a total of nine credit hours in a minimum of two of these areas.

[3] CIS 105, CIS 109, CIS 118, CIS 134, CIS 137, CIS 139, CIS 143, CIS 166, CIS 168, CIS 178, CIS 189, CIS 203, CIS 204, CIS 205, CIS 231, CIS 280, JNM 230.

[4] CIS 118, CIS 130, CIS 134, CIS 137, CIS 139, CIS 152, CIS 203, CIS 204, CIS 205, CIS 218, JNM 230.

Advanced LAN Management Certificate

This 32 credit-hour certificate program is designed to prepare a student to find employment in a network administration area or similar areas in a business.

Required:

CIS	101	Introduction to Computer Information Systems	3
CIS	134	Command Line Scripting	3
CIS	147	Windows...	2
CIS	162	PC Operating System (3) and	
CIS	163	Network Operating System (3) and	
CIS	260	Network Infrastructure Administration (3) and	
CIS	261	Directory Services Administration (3) or	
CIS	165	Linux Fundamentals (3) and	
CIS	275	Linux System Administration (3) and	
CIS	276	Linux Networking and Security Administration (3) and	
CIS	277	Linux Shell Scripting and Server Services (3)............	12

Electives: Group I (Select six credit hours[1]):

CIS	106	Computer Logic and Programming Technology........	3
CIS	137	Computer Internship I	3
CIS	146	Operating System–OS/2	3
CIS	149	Personal Computer UNIX...	3
CIS	171	Introduction to Local Area Networks.........................	3
CIS	203	Systems Analysis and Design I..................................	3
CIS	204	Advanced Systems Analysis and Design II	3
CIS	259	Network Troubleshooting	3
CIS	262	Designing a Network Infrastructure	3
CIS	263	Designing for Network Security	3
CIS	264	Implementing Directory Services..............................	3
CIS	265	Exchange Server Administration...............................	3

Electives: Group II (Select six credit hours[1]):

CIS	102	NetPrep™ Networking Fundamentals........................	3
CIS	107	NetPrep™ Local Area Networks	3
CIS	155	NetPrep™ TCP/IP...	3
CIS	157	NetPrep™ Internetworking Devices and Concepts ...	3
CIS	159	NetPrep™ Network Analysis Design.........................	3

[1] Students must satisfy prerequisite for each course selected.

LAN Management Certificate

This 20 credit-hour certificate program is designed to familiarize a student with LAN management. The student will gain exposure to microcomputers— hardware, software and networks. This will be useful to the person who would like to help in network administration areas in a business or to help install hardware and software.

CIS	101	Introduction to Computer Information Systems	3
CIS	102	NetPrep™ Networking Fundamentals........................	3
CIS	107	NetPrep™ Local Area Networks	3
CIS	134	Command Line Scripting	3
CIS	144	Advanced PC Operating Systems	3
CIS	145	PC Hardware...	3
CIS	147	Windows..	2

COMPUTER INFORMATION SYSTEMS

Microcomputers in Business Certificate

This is a 16 credit-hour certificate program designed to familiarize a student with the business uses of microcomputers. The student will gain exposure to microcomputers and microcomputer software. This exposure will be useful to the person whose job or business requires the use of a microcomputer.

Required:

CIS	100	Computer Literacy or	
CIS	101	Introduction to Computer Information Systems	3
CIS	120	Introduction to Business Software Packages (3) or	
CIS	122	Data Base for Micros (1) and	
CIS	123	Spreadsheet/Budget for Micros (1) and	
CIS	125	Word Processing for Micros (1)	3
CIS	126	Graphics for Micros	1
CIS	134	Command Line Scripting	3

Electives: Select six credit hours from the following:[1]

CAS	110	Core Microsoft Office Specialist Certification: Word.....	1
CAS	120	Core Microsoft Office Specialist Certification: Excel	1
CAS	130	Core Microsoft Office Specialist Certification: Access .	1
CAS	140	Core Microsoft Office Specialist Certification: PowerPoint	1
CAS	150	Core Microsoft Office Specialist Certification: Outlook.	1
CAS	210	Expert Microsoft Office Specialist Certification: Word ..	1
CAS	220	Expert Microsoft Office Specialist Certification: Excel..	1
CIS	104	Multimedia Presentations	2
CIS	105	Introduction to Multimedia	3
CIS	106	Computer Logic and Programming Technology........	3
CIS	117	Introduction to Windows	1
CIS	118	Introduction to the Internet..	1
CIS	119	Web Site Development I	3
CIS	121	General Accounting Application for Micros..............	2
CIS	124	Advanced Spreadsheet for Micros	1
CIS	127	Advanced Business Graphics	1
CIS	129	Personal Information Management	1
CIS	130	Visual Basic Programming I	4
CIS	132	Advanced Business Software Packages	4
CIS	133	Personal Computer Programming— Assembler Language..	4
CIS	141	Advanced Data Base for Micros...............................	1
CIS	144	Advanced PC Operating Systems	3
CIS	145	PC Hardware..	3
CIS	146	Operating System-OS/2...	3
CIS	147	Windows..	2
CIS	148	Personal Computer Utilities..	2
CIS	152	Data Base Programming Microcomputers................	3
CIS	153	Expert Systems	3
CIS	154	Desktop Publishing	3
CIS	166	C++ Programming I	4
CIS	168	Java Programming I	4
CIS	170	Introduction to Data Communications	3
CIS	171	Introduction to Local Area Networks........................	3
CIS	176	C++ Programming II	4
CIS	186	C Programming for Graphical User Interfaces	4

Microcomputers in Business Certificate continued...

CIS	196	Advanced C Programming for Graphical	
		User Interfaces..	4
CIS	203	Systems Analysis and Design I....................................	3
CIS	204	Systems Analysis and Design II...................................	3
CIS	205	Multimedia Development	3
CIS	223	Spreadsheet Graphics...	1
CIS	224	Spreadsheet Macros and Other Advanced Topics....	1
CIS	231	Visual Basic Programming II	4
CIS	266	C++ Programming III	4

[1] Students must satisfy prerequisite for each course selected.

Microcomputer Support Specialist Certificate

This 30 credit-hour certificate program is designed to prepare students for employment as HELP Desk personnel or other computer support positions.

Required:

CIS	101	Introduction to Computer Information Systems	3
CIS	102	NetPrep™ Networking Fundamentals........................	3
CIS	107	NetPrep™ Local Area Networks	3
CIS	119	Web Site Development I	3
CIS	120	Introduction to Business Software Packages (3) or	
CIS	122	Data Base for Micros (1) and	
CIS	123	Spreadsheet/Budgeting for Micros (1) and	
CIS	125	Word Processing for Micros (1)	3
CIS	126	Graphics for Micros	1
CIS	134	Command Line Scripting	3
CIS	147	Windows..	2
ENG	130	Business Writing (3) or	
OFC	105	Administrative Human Relations (1) and	
OFC	247	Professional Development (2)....................................	3
MGT	111	Introduction to Business Organization.......................	3

Electives: Select three credit hours from the following courses[1]:

CIS	105	Introduction to Multimedia	3
CIS	118	Introduction to the Internet..	1
CIS	124	Advanced Spreadsheet for Micros	1
CIS	141	Advanced Data Base for Micros................................	1
CIS	154	Desktop Publishing	3
CIS	170	Introduction to Data Communications	3
CIS	224	Spreadsheet Macros and Other Advanced Topics....	1

[1] Students must satisfy prerequisite for each course selected.

COMPUTER INFORMATION SYSTEMS

NetPrep™ Senior Network Specialist Certificate

This 12 credit-hour certificate program is designed to provide the student with in-depth, vendor-neutral, platform-independent training to become a network specialist/technician. This certificate provides students with basic knowledge for entry-level network designer and technician positions.

Required: Select 12 credit hours from either NetPrep™ or Cisco course sequence.

CIS	156	NetPrep™-The Internet	3
CIS	157	NetPrep™ Internetworking Devices and Concepts ...	3
CIS	158	NetPrep™ Protocol Analysis	3
CIS	159	NetPrep™ Network Analysis and Design	3

Network Specialist Certificate

This is a 12 credit-hour certificate program designed to familiarize a student with the basic components of network computing. The certificate provides an introduction to the computer network career area. The student will be ready to embark on further network training or be qualified for an entry-level job as an associate network specialist/technician.

Required:

CIS	102	NetPrep™ Networking Fundamentals (3) and	
CIS	107	NetPrep™ Local Area Networks (3) and	
CIS	115	NetPrep™ Wide Area Networks (3) and	
CIS	155	NetPrep™ TCP/IP	12

or

CIS	173	Cisco Networking Basics (3) and	
CIS	174	Cisco Routers and Routing Basics (3) and	
CIS	175	Cisco Switching Basics and	
		Intermediate Routing (3) and	
CIS	177	Cisco WAN Technologies (3)	12

COMPUTER INFORMATION SYSTEMS

Programming Certificate

This is an 18 credit-hour certificate program to familiarize a student with the business use of programming on the microcomputer. The student will gain experience using a choice of three programming languages, C++, Visual Basic, or Java. This exposure will be useful to a person whose job or business requires the use of these programming languages in a business environment. The student will be prepared for an entry-level programming position.

Required:

CIS	101	Introduction to Computer Information Systems	3
CIS	106	Computer Logic and Programming Technology	3

Electives: Choose a language and complete all three courses in that sequence (12 credit hours):

CIS	166	C++ Programming I (4) and	
CIS	176	C++ Programming II (4) and	
CIS	266	C++ Programming III (4)....	12

or

CIS	130	Visual Basic Programming I (4) and	
CIS	231	Visual Basic Programming II (4) and	
CIS	280	Visual Basic Programming III (4)................................	12

or

CIS	168	Java Programming I (4) and	
CIS	178	Java Programming II (4) and	
CIS	278	Java Programming III (4)	12

COMPUTER INFORMATION SYSTEMS

Technical Certificate

Any combination of 15 credit hours may be selected from the courses listed below, providing the appropriate prerequisites have been satisfied.

CAS	110	Core Microsoft Office Specialist Certification: Word.....	1
CAS	120	Core Microsoft Office Specialist Certification: Excel	1
CAS	130	Core Microsoft Office Specialist Certification: Access .	1
CAS	140	Core Microsoft Office Specialist Certification: PowerPoint	1
CAS	150	Core Microsoft Office Specialist Certification: Outlook.	1
CAS	210	Expert Microsoft Office Specialist Certification: Word ..	1
CAS	220	Expert Microsoft Office Specialist Certification: Excel..	1
CIS	101	Introduction to Computer Information Systems	3
CIS	104	Multimedia Presentations..	2
CIS	105	Introduction to Multimedia	3
CIS	106	Computer Logic and Programming Technology........	3
CIS	120	Introduction to Business Software Packages[1]	3
CIS	121	General Accounting Applications for Micros[1]...........	2
CIS	122	Data Base for Micros[1]	1
CIS	123	Spreadsheet/Budgeting for Micros[1]...........................	1
CIS	124	Decision Support for Micros[1]	1
CIS	125	Word Processing for Micros[1]......................................	1
CIS	126	Graphics for Micros[1]	1
CIS	127	Advanced Business Graphics[1]	1
CIS	128	Command Line Basics[1]...	1
CIS	129	Personal Information Management[1]...........................	1
CIS	130	Visual Basic Programming I..	4
CIS	132	Advanced Business Software Packages...................	4
CIS	133	Personal Computer Programming— Assembler Language...	4
CIS	134	Command Line Scripting	3
CIS	152	Data Base Programming, Microcomputers...............	3
CIS	153	Expert Systems	3
CIS	154	Desktop Publishing	3
CIS	166	C++ Programming I	4
CIS	168	Java Programming I...	4
CIS	170	Introduction to Data Communication	3
CIS	171	Introduction to Local Area Networks.........................	3
CIS	176	C++ Programming II	4
CIS	186	C Programming for Graphical User Interfaces	4
CIS	196	Advanced C Programming for Graphical User Interfaces..	4
CIS	202	Programming Systems..	3
CIS	203	Systems Analysis and Design I..................................	3
CIS	204	Systems Analysis and Design II.................................	3
CIS	220	Topics in Data Processing	1-6
CIS	223	Spreadsheet Graphics..	1
CIS	224	Spreadsheet Macros and Other Advanced Topics....	1
CIS	231	Visual Basic Programming II	4
CIS	266	C++ Programming III	4
CIS	280	Visual Programming III..	4

[1] No more than four hours may be selected from this group.

COMPUTER INFORMATION SYSTEMS

Web Development Certificate

This 21 credit-hour certificate program provides a background in Web development with emphasis on scripting and programming techniques. Individuals seeking entry-level positions in the field of Web page development and maintenance will find these skills helpful. This program will also be useful to individuals whose job scope has expanded to include Web site responsibilities.

Required:

CIS	101	Introduction to Computer Information Systems	3
CIS	106	Programming Logic and Technology	3
CIS	119	Web Site Development I	3
CIS	138	Web Site Development II	3
CIS	219	Web Site Management	3

Electives: Select six credit hours from the following courses:

CIS	118	Introduction to the Internet	1
CIS	122	Data Base for Micros	1
CIS	147	Windows	2
CIS	161	Introduction to Perl Programming	3
CIS	189	Extensible Markup Languages	3
CIS	218	E-Commerce Development	3
CIS	239	Web Site Development III	3

Web Visual Design Certificate

This 21 credit-hour certificate program provides a background in Web development with emphasis on graphic and visual elements. Individuals seeking entry-level positions in the field of Web page development and maintenance will find these skills helpful. This program will also be helpful to individuals whose job scope has expanded to include Web site responsibilities.

Required:

CIS	101	Introduction to Computer Information Systems	3
CIS	109	Web Graphics	3
CIS	119	Web Development I	3
CIS	138	Web Development II	3
CIS	139	Web Authoring Tools	3
CIS	219	Web Site Management	3

Electives: Select three credit hours from the following courses:

ART	121	Design I	3
CIS	105	Introduction to Multimedia	3
CIS	118	Introduction to the Internet	1
CIS	122	Data Base for Micros	1
CIS	126	Graphics for Micros	1
CIS	147	Windows	2
CIS	205	Multimedia Development	3
JNM	230	Graphic Design Communication	3

CRIMINAL JUSTICE

Associate in Applied Science Degree

This program 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 for graduates include positions as police, corrections, or security officers and they may qualify for juvenile, investigative, crime prevention, or other duties with those agencies. Those wishing to continue in specialized areas or who seek a baccalaureate degree should see an academic advisor for course/program selection.

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

Required Core Courses:

CRJ	101	Introduction to Criminal Justice	3
CRJ	104	Introduction to Corrections	3
CRJ	201	Criminal Law	3
CRJ	202	Criminal Procedures	3
CRJ	205	Juvenile Justice	3
CRJ	210	Introduction to Criminology[1]	3
CRJ	222	Police Operations	3

Required General Education Courses:

ENG	101	Composition	3
ENG elective			3
Humanities or Science elective			3-4
Mathematics elective[2]			3
Social Science electives[3]			6
SPE	101	Fundamentals of Speech Communication	3

Electives: Select 17-18 credit hours from the following courses:

CRJ	105	Criminal Courts of the U.S.	3
CRJ	116	Introduction to Forensics	3
CRJ	203	Law and Society	3
CRJ	207	Vice and Drug Control	3
CRJ	214	Community Policing	3
CRJ	215	Alternatives to Confinement	3
CRJ	216	Investigative Process	3
CRJ	220	Police Administration	3
CRJ	224	Police Supervision	3
CRJ	226	Case Management	3
CRJ	235	Street Procedures	4
CRJ	238	Defensive Techniques	3
CRJ	250	Industrial Security Administration	3
CRJ	299	Criminal Justice Practicum	3

[1] Students may take CRJ 203 with approval of program coordinator.

[2] A competency test, available in the Assessment and Testing center, may be utilized to meet the mathematics requirement. Students who utilize the competency test to meet the mathematics requirement must complete a three credit-hour elective.

[3] Choose from PSC 101 or PSC 220, PSY 101 or SOC 101.

CRIMINAL JUSTICE

Criminal Justice Certificate

This 15 credit-hour 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	116	Introduction to Forensics	3
CRJ	203	Law and Society	3
CRJ	207	Vice and Drug Control	3
CRJ	214	Community Policing	3
CRJ	215	Alternatives to Confinement	3
CRJ	216	Investigative Process	3
CRJ	220	Police Administration	3
CRJ	222	Police Operations	3
CRJ	224	Police Supervision	3
CRJ	226	Case Management	3
CRJ	235	Street Procedures	4
CRJ	238	Defensive Techniques	3

Industrial and Retail Security Certificate

This 15 credit-hour 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 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: Select at least six credit hours from the following:

CRJ	201	Criminal Law	3
CRJ	202	Criminal Procedures	3
CRJ	214	Community Policing	3
CRJ	216	Investigative Process	3
CRJ	222	Police Operations	3
CRJ	226	Case Management	3
CRJ	235	Street Procedures	4
CRJ	238	Defensive Techniques	3

CULINARY ARTS

See: Hospitality Management

DENTAL HYGIENE*

Associate in Applied Science Degree

This program meets State guidelines and is accredited by the Commission on Dental Accreditation of the American Dental Association.

Because of the nature of clinical experiences and individualized instruction required in this program, and specialized technology and the equipment necessary to offer this program, a higher tuition rate is assessed for career specific courses. These include courses with the prefix DHY. Tuition for these courses in this program is 200% of the standard tuition rate.

Prior to receiving a license in the practice of dental hygiene, graduates must successfully complete the program and pass the Dental Hygiene Written National Board exam and a Regional Clinical exam.

** Admission requirements include:
- Attendance at a Dental Hygiene program information meeting.
- Fulfillment of the General Admission Requirements of Harper College.
- Submission of an official copy of ACT results. (This requirement will be waived for students who have completed 12 or more semester hours of college work.)
- High school graduation or equivalent (GED).
- A high school grade average of 2.5 or better (on a 4.0 scale) or if 12 semester hours of college credit have been completed, a college grade average of 2.0 or better (on a 4.0 scale). Students who have previously enrolled at Harper College must be in good academic standing.
- *Course Work Requirements*
  Once college biology and chemistry have been completed, only college biology and chemistry will be used to determine if the biology and chemistry course work admission requirements have been fulfilled.
  - Two semesters of high school biology with grades of C or better OR one semester of college biology with a grade of C or better.
  - Two semesters of high school chemistry with grades of C or better OR one semester of college chemistry with a grade of C or better.
  - Two additional semesters of high school science with grades of C or better OR one additional semester of college science with a grade of C or better.
- Students who have completed any of the following courses (or their equivalent) must have obtained a grade of C or better in each course completed: BIO 130 (Microbiology), BIO 160 (Human Anatomy), BIO 161 (Human Physiology), CHM 100 (Chemistry for the Health Sciences), CHM 125 (Organic and Biochemistry for the Health Sciences), DIT 101 (Basic Nutrition).
- Completion of the Health Occupations Aptitude Examination.
- *English Competency Requirement*
  This requirement may be met by one of the following:
  - Proof of completion of ENG 100 (or its equivalent) with a grade of C or better.
  - ACT English score of 19 or higher and ACT Reading score of 20 or higher.
  - Harper College Writing/Reading Assessment Test results that demonstrate placement into ENG 101.
- *Math Placement Requirement*
  This requirement may be met by one of the following:
  - Proof of completion the Harper College Math Assessment Test
  - A college level math course with a grade of C or better.
  - ACT math score of 23 or higher.
- Satisfactory Harper College Dental Hygiene Admission score.

DENTAL HYGIENE

FIRST YEAR

Summer Semester

BIO	160	Human Anatomy[2]	4
CHM	100	Chemistry for the Health Sciences[2] or	
CHM	125	Organic and Biochemistry for the Health Sciences[1, 2]	4
			8

First Semester

BIO	130	Microbiology[2]	4
DHY	100	Pre-Clinic	5
DHY	159	Head and Neck Anatomy	3
DHY	161	Dental Anatomy	2
DIT	101	Basic Nutrition[2]	3
			17

Second Semester

BIO	161	Human Physiology[2]	4
DHY	101	Clinical Dental Hygiene I	5
DHY	111	Dental Radiology	3
DHY	190	General and Oral Pathology	2
PSY	101	Introduction to Psychology	3
			17

Summer Semester

DHY	119	Oral Health Management of Special Needs Populations	2
DHY	151	Clinical Dental Hygiene II	2
DHY	269	Science of Dental Materials	1
DHY	270	Dental Material Laboratory Techniques	1
			6

SECOND YEAR

First Semester

DHY	200	Periodontology	2
DHY	202	Radiology I	1
DHY	220	Community Dental Health I	2
DHY	240	Dental Pharmacology	2
DHY	250	Clinical Dental Hygiene III	5
ENG	101	Composition	3
SPE	101	Fundamentals of Speech Communication	3
			18

Second Semester

DHY	201	Ethics, Jurisprudence and Practice Management	2
DHY	203	Radiology II	1
DHY	221	Community Dental Health II	2
DHY	251	Clinical Dental Hygiene IV	5
Mathematics elective[3]			3
SOC	101	Introduction to Sociology	3
			16

* Dental Hygiene is a limited enrollment program. See Limited Enrollment Programs section of this catalog for details. Requirements subject to change. Contact the Admissions Office for updated information.
** Subject to change. Contact the Admissions Office for additional information.
[1] Meet with Student Development faculty member or coordinator of the Dental Hygiene program for appropriate testing and/or placement.
[2] Must be completed with a grade of C or better no earlier than five years prior to beginning the Dental Hygiene program.
[3] A competency test, available in the Assessment and Testing Center, may be utilized to meet the mathematics requirement.

DIETETIC TECHNICIAN

This 63 credit-hour program, with its major emphasis on nutritional care, prepares a student for employment in a hospital, long term care facility, the food industry or in community feeding programs in consultation with registered dietitians. Activities the technician performs include nutritional assessment, planning menus, implementing and evaluating diets and dietary counseling.

The Dietetic Technician program is currently granted accreditation by the Commission on Accreditation for Dietetics Education of the American Dietetic Association, 120 South Riverside Plaza, Chicago, IL, 60606-6995, 312.899.5400. The Commission is a specialized accrediting body recognized by the Commission on Recognition of Post Secondary Accreditation and the United States Department of Education. Graduates of the program are eligible to take the registration examination for Dietetic Technicians.

The Dietetic Technician program is traditionally offered as a full-time, two-year program but individualized part-time programs can be developed. Not all courses are offered every semester. To help avoid scheduling conflicts an orientation and planning session with the coordinator is recommended.

FIRST YEAR
First Semester

BIO	135	Introductory to Human Anatomy and Physiology[1]	4
DIT	100	Introduction to Dietetics[2]	2
DIT	101	Basic Nutrition	3
FSM	114	Food Standards and Sanitation	2
HSC	112	Medical Terminology	3
Mathematics elective[3]			3
			17

Second Semester

BIO	136	Introduction to Human Disease[1]	3
DIT	102	Advanced Nutrition	3
DIT	150	Dietetic Clinical Laboratory I[4]	3
ENG	101	Composition	3
PSY	101	Introduction to Psychology	3
			15

SECOND YEAR
First Semester

DIT	110	Principles of Food Preparation	3
DIT	200	Dietetic Clinical Laboratory II[4]	5
DIT	201	Nutritional Services in Institutions	3
FSM	212	Hospitality Supervision or	
MGT	160	Principles of Supervision	3
SOC	101	Introduction to Sociology	3
			17

DIETETIC TECHNICIAN

Second Semester

DIT	202	Nutrition Care Seminar	2
DIT	203	Dietetic Technician Seminar:	1
DIT	220	Food Systems Administration	3
DIT	250	Dietetic Clinical Laboratory III[4]	5
SPE	101	Fundamentals of Speech Communication	3
			14

[1] BIO 135 and BIO 136 are recommended for the first year of the program to avoid scheduling conflicts.

[2] DIT 100 must be taken fall semester, prior to taking DIT 150 offered only in spring.

[3] A competency test, available in the Assessment and Testing Center, may be utilized to meet the mathematics requirement. Students who utilize the competency test to meet the mathematics requirement must complete a three credit-hour elective.

[4] A baccalaureate graduate with a degree in nutrition/dietetics meeting American Dietetic Association guidelines after completing the clinical laboratory courses DIT 150, DIT 200 and DIT 250 will then be eligible to take the registration examination for Dietetic Technicians.

Dietary Manager Certificate

This 18 credit-hour certificate program is designed for persons who desire a position in health care food service supervision. Food service personnel working in nutrition related fields who would like to enhance their management and clinical skills and promotion opportunities may also benefit from this program of study.

A dietary manager performs supervisory and clinical duties necessary to meet the basic nutritional needs of individuals. Supervision of employees, assuring menu acceptance by clients and managing food production are several of the responsibilities of a dietary manager.

The curriculum is approved by the Dietary Manager Association. Students who complete the 18 credit-hour certificate are eligible to take a national certification examination.

First Semester

DIT	100	Introduction to Dietetics	2
DIT	101	Basic Nutrition	3
FSM	114	Food Standards and Sanitation	2
			7

Second Semester

DIT	102	Advanced Nutrition	3
DIT	200	Dietetic Clinical Laboratory II[1]	5
DIT	220	Food Systems Administration[1]	3
			11

[1] Prerequisites waived for Dietary Manager student.

EARLY CHILDHOOD EDUCATION

Associate in Applied Science Degree

The 60 credit-hour curriculum is designed to provide students with the requisite skills and theoretical knowledge to work in a variety of facilities for young children as a teacher or director for half-day and full day early childhood centers; a teacher's assistant in academic at-risk, special needs and public school classrooms; resource and referral agencies; before/after school care, recreational programs and related settings.

Students must choose a basic program of study as a teacher or director. Students earning an associate in applied science degree in early childhood education must complete the following required general education courses, required core courses, and 21 credit hours from the specialized study areas.

Upon completion of courses for the specialized area of director, and in order to qualify for the Illinois Director Credential, students will need to provide proof of successful passing the Illinois Basic Skills Test, First Aid/CPR certification, and verification of 1200 hours of management experience.

Required General Education Courses:

ENG	101	Composition	3
ENG	103	Technical and Report Writing or	
SPE	101	Fundamentals of Speech Communication	3
Humanities elective[1]			3
Mathematics[2]			3
Natural Science elective[3]			3
PSY	101	Introduction to Psychology	3

Required Core Courses:

ECE	101	Introduction to Early Childhood Education	3
ECE	102	Child Development I	3
ECE	103	Child Development II	3
ECE	115	Principles of Early Childhood Curriculum	3
ECE	226	Observation and Guidance of the Young Child	3
ECE	250	Health, Nutrition and Safety	3
ECE	252	Child-Family-Community	3

Specialized Study Areas:

Required:

Early Childhood Education: Teacher

ECE	209	Language Development and Activities for the Young Child	3
ECE	210	Creative Activities for Young Children or	
ECE	230	Movement and Rhythms for the Young Child	3
ECE	219	Psychology of Exceptional Children or	
ECE	223	Exceptional Child in Early Childhood Programs	3
ECE	221	Math and Science for the Young Child	3
ECE	291	Early Childhood Practicum I	3
ECE	292	Early Childhood Practicum II	3
ECE electives[4]			3

Early Childhood Education: Director

CIS	120	Introduction to Business Software	3
ECE	219	Psychology of Exceptional Children	3
ECE	253	Administration of Early Childhood Programs	3

EARLY CHILDHOOD EDUCATION

Associate in Applied Science Degree continued...

ECE	254	Interpersonal Relations in Early Childhood Education	1
ECE	293	Early Childhood Director Practicum	3
FSM	114	Food Standards and Sanitation	2
MGT	160	Principles of Supervision	3
MKT	245	Principles of Marketing	3

[1] Humanities elective: ART 105, HST 210, HUM 110, LIT 219, MUS 103, MUS 104, PHI 115, SGN 101, SPE 111.

[2] A competency test, available in the Assessment and Testing Center, may be utilized to meet the mathematics requirement. Students in this program who utilize the competency test to meet the mathematics requirement must complete SOC 101 in order to have the 60 semester hours required for this degree.

[3] Natural Science elective: BIO 101 or BIO 103.

[4] ECE electives: Any ECE course including ECE 140, ECE 143, ECE 144, ECE 146, ECE 149, ECE 151, ECE 152, ECE 153, ECE 154, ECE 155 or ECE 156.

Early Childhood Education: Before/After School Care Certificate

This six credit-hour certificate program provides basic knowledge about developmentally appropriate programming and guidance for school age care.

ECE	226	Observation and Guidance of the Young Child	3
ECE	235	Principles of School Age Care	3

Early Childhood Education: Family Child Care Certificate

This nine credit-hour certificate program provides practical knowledge, including the legal requirements, for administering and running a family child care home.

Required:

ECE	140	Family Child Care Management	1
ECE	143	Safety for the Young Child	1
ECE	144	Nutrition for the Young Child	1
ECE	151	Communicating with Parents and Children	1
ECE	152	Principles of Child Growth and Development, Birth-5	1
ECE	153	Guiding Children and Managing the Classroom	1
ECE	154	Activities and Resources for Young Children I	1
ECE	155	Activities and Resources for Young Children II	1

Elective: Select one course from the following:

ECE	146	Programming for School Age Care	1
ECE	149	Topics in Early Childhood Education	1
ECE	156	Effective Teaching	1

Early Childhood Education: Infant/Toddler Certificate

This nine credit-hour certificate program provides theoretical and practical knowledge about infants and toddlers.

ECE	102	Child Development I	3
ECE	111	First Three Years of Life..	3
ECE	112	Play and Assessment for the Young Child	3

Early Childhood Education: Special Education Paraprofessional Certificate

This six credit-hour certificate program will provide a paraprofessional in a special education facility with basic knowledge regarding characteristics of children with special needs, methods, and behavioral management techniques within the special education population.

ECE	120	Introduction to Special Education for Paraprofessionals	3
ECE	121	Behavioral Management in Special Education Setting	3

Early Childhood Education Administrator Certificate

This 19 credit-hour certificate program is designed specifically to meet the training/educational requirements of early childhood centers, as requested by the Illinois Department of Children and Family Services, Text of Adopted Rules.

Minimal education requirements for a director in a licensed child care center are two years of credit from an accredited college or university with 18 credit hours or equivalent quarter hours in courses related to child care and/or child development from birth to age six.

ECE	102	Child Development I	3
ECE	103	Child Development II	3
ECE	115	Principles of Early Childhood Curriculum	3
ECE	226	Observation and Guidance of the Young Child	3
ECE	252	Child-Family-Community...	3
ECE	253	Administration of Early Childhood Programs	3
ECE	254	Interpersonal Relationships In Early Childhood Education	1

EARLY CHILDHOOD EDUCATION

Early Childhood Education Assistant Teacher Certificate

This six credit-hour certificate program will provide an assistant teacher in a licensed child care facility with basic knowledge regarding child growth/development and developmentally appropriate programming.

ECE	102	Child Development I	3
ECE	115	Principles of Early Childhood Curriculum	3

Early Childhood Education Teacher Certificate

This 30 credit-hour certificate program emphasizes a combination of theoretical and practical knowledge. It meets the minimal educational requirements established by the Illinois Department of Children and Family Services, for an early childhood teacher who has obtained one year's experience in a licensed center.

ECE	101	Introduction to Early Childhood Education	3
ECE	102	Child Development I	3
ECE	115	Principles of Early Childhood Curriculum	3
ECE	209	Language Development and Activities for the Young Child	3
ECE	210	Creative Activities for Young Children or	
ECE	221	Math and Science for the Young Child	3
ECE	219	Psychology of Exceptional Children or	
ECE	223	Exceptional Child in Early Childhood Programs	3
ECE	226	Observation and Guidance of the Young Child	3
ECE	252	Child-Family-Community	3
ECE	291	Early Childhood Practicum I	3
ENG	101	Composition	3

ELECTROCARDIOGRAPH
TECHNICIAN*

Electrocardiograph Technician Certificate

This 11 credit-hour certificate program provides an in-depth study of the theory and practice of electrocardiography (ECG). The traditional ECG is a non-invasive tool that is vital to the identification and differential diagnosis of illness. Accurate interpretation of ECG tracings is vital to patient care since it will assist the practitioner to choose therapeutic modalities and interventions. This certificate is designed for persons interested in becoming electrocardiographers in a health care facility such as a physician office, cardiology departments of health care facilities, cardiac rehabilitation centers, ambulatory surgery centers or health maintenance organizations.

Completers of the Electrocardiograph Technician program are encouraged to challenge a national certification examination to become a certified ECG technician.

Admission requirements include:
- Submit a Harper College Application and application fee, or a Limited Enrollment Program Update Form if you have previously applied to the College.
- Submit official high school transcript or GED report. Official transcripts must be sent directly from the institution that the student attended to the Harper College Admissions Office. Students who attended an institution under a different name should ask the institution to include their current name on the transcript.
- Submit Electrocardiograph Technician Supplemental Information Form. This form can be obtained in the Harper College Admissions Office.
- Must be employed as a current healthcare provider or actively enrolled in a currently approved nursing or allied health program.
- Submit a current American Heart Association CPR for Health Care Professions card.
- Be in good academic standing if previously enrolled at Harper.

Required:

BIO	135	Introduction to Human Anatomy and Physiology	4
ECG	101	Practical Electrocardiography	2
ECG	102	Electrocardiograph (ECG) Internship	2
HSC	112	Medical Terminology	3

HPI 105

* Electrocardiograph Technician is a limited enrollment program. See Limited Enrollment Programs section of this Catalog for details. Requirements subject to change. Contact the Admissions Office for updated information.

No LE Admission
5/14/04

ELECTRONICS TECHNOLOGY

Associate in Applied Science Degree

This 71 credit-hour program is designed to prepare students for careers in the field of electronics and other related technology industries. The curriculum satisfies general education requirements, and offers courses in mathematics, computer science and physics to cultivate student critical thinking skills. A broad range of electronics courses provides considerable emphasis on analysis and application, or applied technology. Specific electronics technology topics for this program include: electrical laws and principles, network analysis, semiconductor devices and circuits, digital and analog circuits, communications systems, and microprocessors and microcomputers. Additional courses in the industrial electronics area are also available.

Graduates of this program may find employment as technical sales specialists, applications engineers, engineering laboratory technicians, technical writers, manufacturing and quality control technicians, and customer service engineers.

FIRST YEAR
First Semester

Communications elective[1]			3
ELT	101	DC Network Analysis	4
ELT	110	Introductory Electronics	4
Humanities or Social Science elective[2]			3
MTH	103	College Algebra	4
			18

Second Semester

Communications elective[1]			3
CIS/CSC elective[3]			3
ELT	102	AC Network Analysis	4
ELT	111	Semiconductor Devices and Circuits	2
Humanities or Social Science elective[2]			3
MTH	104	Plane Trigonometry	3
			18

SECOND YEAR
First Semester

ELT	103	RF Network Analysis	4
ELT	203	Digital Electronics	4
MTH	200	Calculus with Analytic Geometry I	5
PHY	121	Introductory Physics I	5
			18

Second Semester

ELT	204	Analog Electronics	4
ELT	207	Communications Systems	4
ELT	218	Microprocessors and Microcomputers	4
PHY	122	Introductory Physics II[4]	5
			17

[1] Communications electives must satisfy associate in applied science degree Group I requirement.

[2] Humanities and Social Science electives must satisfy associate in applied science degree Group 4 or 5 requirements.

[3] CIS/CSC elective must be approved by the program coordinator.

[4] Students may substitute any 5-6 hour combination of ELT 125, ELT 130, ELT 135, ELT 140, ELT 215 courses for PHY 122.

ELECTRONICS TECHNOLOGY

Electrical Maintenance Certificate

This 10 credit-hour certificate program is designed to prepare students for careers in the field of electrical installation and service, and other related facilities or industrial electronics maintenance areas. The curriculum is tailored to provide entry-level career training in the least amount of time. Emphasis is placed on equipment operation, application, installation and servicing. Courses specific to instruction include: basic electricity and electronics, residential/commercial electrical wiring and codes, and industrial control systems. Topics within these courses involve: practical electrical concepts and measurements, digital and analog circuits, hydraulic and pneumatic controls, AC/DC motors, optics and sensors, and programmable logic controllers.

Students completing this program may find employment as electrical technicians, electrician apprentices, electricians, and facilities or plant maintenance technicians.

Electrical Maintenance students may also continue their education by pursuing an associate in applied science degree. Students considering this option are encouraged to meet with the program coordinator and their Student Development faculty member prior to beginning the program, and also when planning their schedule each semester.

ELT	110	Introductory Electronics	4
ELT	142	Electrical Wiring	2
ELT	215	Industrial Control Systems	4

ELECTRONICS TECHNOLOGY

Electronics Certificate

This 16 credit-hour certificate program is designed to prepare students for careers in the field of electronics and other related technology industries. The curriculum is very flexible as it allows students to choose from a number of electronics courses in many diverse technology areas and is tailored to provide entry-level career training in a relatively short time. A broad range of electronics courses provides considerable emphasis on analysis, operation, application, installation and servicing. Many courses do not require a prerequisite. However, for those courses that do, please consult with the program coordinator.

Students completing this program may find employment in various entry-level positions in technical sales, manufacturing and quality control, and customer service.

Students may also continue their education by pursuing as associate in applied science degree. Students considering this option are encouraged to meet with the program coordinator and a Student Development faculty member prior to beginning the program, and also when planning their schedule each semester.

ELT	101	DC Network Analysis	4
ELT	102	AC Network Analysis	4
ELT	103	RF Network Analysis	4
ELT	105	Electronic Product Documentation	3
ELT	110	Introductory Electronics	4
ELT	111	Semiconductor Devices and Circuits	2
ELT	125	Fiber Optics	2
ELT	130	Fluid Power	3
ELT	135	Optics and Sensors	2
ELT	140	Programmable Logic Controllers	2
ELT	142	Electrical Wiring	2
ELT	161	Industrial Control Applications	3
ELT	203	Digital Electronics	4
ELT	204	Analog Electronics	4
ELT	207	Communications Systems	4
ELT	215	Industrial Control Systems	4
ELT	218	Microprocessors and Microcomputers	4

EMERGENCY MEDICAL SERVICES*

Associate in Applied Science Degree

This 64 credit-hour program is a joint educational venture with Northwest Community Healthcare, the Emergency Medical Services (EMS) Department, and William Rainey Harper College. Emergency Medical Technician-Paramedic (EMT-P) program fulfills prescribed requirements by the Illinois Department of Public Health (IDPH) to practice the art and science of pre-hospital care under the direct supervision of a licensed physician or a registered professional nurse credentialed in emergency care. Where authorized, EMT-P function under the direction of an EMS medical director in an Illinois Department of Public Health approved Advanced Life Support (ALS) provider agency. EMT-P follows strict guidelines for procedures that can be performed and for those procedures that provide extensive pre-hospital care. Paramedics are accountable to medical directors, their peers, the health care team and the public.

Paramedics are professional providers whose goal is to prevent and reduce mortality and morbidity due to illness and injury. They are expected to assess and recognize medical, traumatic, emotional, and psychological emergencies as well as render basic life support care through advanced life support care in a wide variety of environmental conditions to people of all ages. They are responsible for transporting patients to medical facilities for further care and attention.

Working conditions vary. Paramedics work both indoors and outdoors. Openings occur for all working shifts including working on weekends and holidays. Many employers in this field require employees to be on call. Competition for jobs will be excellent in fire, police, or rescue squad departments, hospitals and private ambulance service due to attractive pay, benefits and job security. Many job openings occur due to replacement needs. Employment is projected to grow rapidly as paid emergency medical technician positions replace unpaid volunteers.

**Admission Requirements:
- For admissions requirements, please contact the Admissions Outreach Office at 847.925.6700.

Required:

BIO	160	Human Anatomy	4
BIO	161	Human Physiology	4
EMS	110	Emergency Medical Technician Training	7
EMS	210	Paramedic I-Preparatory	6
EMS	211	Paramedic II-Medical Emergencies I	6
EMS	212	Paramedic II-Medical Emergencies II	6
EMS	213	Paramedic III-Trauma Emergencies and Special Clients	3
EMS	214	Paramedic-Hospital Internship	2
EMS	215	Paramedic-Field Internship	3
EMS	216	Paramedic Seminar	3
ENG	101	Composition	3
HSC	112	Medical Terminology	3
Mathematics elective[1]			3
NUR	210	Physical Assessment	1
PSY	101	Introduction to Psychology or	
SOC	101	Introduction to Sociology	3
SPE	101	Fundamentals of Speech Communication	3
Electives[2]			4

Associate in Applied Science Degree continued...

* Emergency Medical Services is a limited enrollment program. See Limited Enrollment Programs section of this catalog for details. Requirements subject to change, Contact the Admissions Office for updated information.

** Subject to change. Contact the Admissions Office for additional information.

[1] A competency test, available in the testing office, may be utilized to meet the mathematics elective requirement. Students in this program who utilize the competency test to meet the mathematics requirement must complete a three credit-hour elective approved by the program coordinator.

[2] Electives: BIO 130 or CHM 100, HSC 100, PHI 180.

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Paramedic Certificate*

The 29 credit-hour certificate program is to be offered in two semesters starting in August (fall semester) and concluding the following May (spring semester). The program is designed to expand the entry-level knowledge and skills initially acquired through Emergency Medical Technician-Basics (EMT-B) or Emergency Medical Technician-Intermediate (EMT-I) training. Paramedics reach that status through successful completion of either EMT-B or EMT-I training that includes classroom instruction, hospital-based, and field-based clinical experiences under the direct supervision of a preceptor. The Paramedic program exposes the students to a wide variety of emergency situations, including direct patient care in one of the involved EMS system hospitals and on emergency vehicles. Instructional content and design is based on the cognitive, psychomotor, and affective standard objectives specified in the U.S. Department of Transportation, 1998 National Emergency Medical Technician-Paramedic Curriculum. The Illinois Department of Public Health, Division of EMS and Highway Safety accredits the Paramedic program.

The Paramedic program coursework including the internships are administered through Northwest Community Healthcare, Emergency Medical Services Department. Hospital internships are completed at eight area-wide hospitals while the field internship is completed at the Advanced Life Support (ALS) provider agency with which the student is either employed or has a participation agreement. After completion of the program, candidates are eligible to take the EMT-Paramedic licensure exam in the State of Illinois.

**Admission Requirements:
- For admissions requirements, please contact the Admissions Outreach Office at 847.925.6700.

(handwritten: EMS 210, 211, 214)

First Semester

EMS	210	Paramedic I–Preparatory	6
EMS	211	Paramedic II–Medical Emergencies I	6
EMS	212	Paramedic II–Medical Emergencies II	6
EMS	213	Paramedic III–Trauma Emergencies and Special Clients	3

(handwritten: 21 18)

Second Semester

EMS	214	Paramedic-Hospital Internship	2
EMS	215	Paramedic-Field Internship	3
EMS	216	Paramedic Seminar	3

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* Paramedic is a limited enrollment program. See Limited Enrollment Programs section of this catalog for details. Requirements subject to change. Contact the Admissions Office for updated information.

** Subject to change. Contact the Admissions Office for additional information.

FASHION DESIGN

This 66 credit-hour 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 stimulate 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.

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.

FIRST YEAR
First Semester

English[1]			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
			17

Second Semester

English[1]			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
			16

SECOND YEAR
First Semester

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
Mathematics elective[2]			3
Social Science elective			3
			17

Second Semester

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	Visual Fashion Merchandising	2
Humanities elective[3]			3
			16

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[1] Students may elect ENG 100, ENG 101 or ENG 102, depending on their test scores and advice of a Student Development faculty member.

[2] A competency test, available in the Assessment and Testing Center, may be utilized to meet the mathematics elective requirement. Students in this program who utilize the competency test to meet the mathematics requirement must complete MKT 106.

[3] ART 105 is recommended.

FASHION DESIGN

Fashion Design Certificate

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	114	Fashion Modeling	1
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	Visual Fashion Merchandising	2

FASHION MERCHANDISING

Associate in Applied Science Degree

This 64 credit-hour curriculum provides all the phases of fashion merchandising, not only in business aspects, but also in aesthetic and creative sides of fashion, such as window display, fashion basics and textile. Students will study fashion history and trends as well as their influence on our lives. In addition, they will survey the development of style leading up to contemporary design. Students will also take courses in English composition, computer information systems, sociology and introductory psychology.

An educational background in fashion merchandising opens the door to various careers, such as fashion coordinating, fashion promoting, fashion advertising, fashion displaying, fashion copywriting, fashion photographing, fashion buying and store managing.

FIRST YEAR
First Semester

ENG	101	Composition	3
FAS	107	Textiles I	2
FAS	110	Costume History	2
MGT	111	Introduction to Business Organization	3
MGT	150	Business Math	3
MKT	106	Retail Merchandising	3
			16

Second Semester

ENG	102	Composition	3
FAS	111	20th Century Costume and Trends	3
FAS	112	Fashion Basics	3
PSY	101	Introduction to Psychology	3
SPE	101	Fundamentals of Speech Communication	3
			15

SECOND YEAR
First Semester

ART	105	Introduction to Arts	3
FAS	229	Promotion of Fashion	3
MKT	140	Principles of Professional Selling	3
MKT	245	Principles of Marketing	3
MKT	250	Retailing	3
SOC	101	Introduction to Sociology	3
			18

Second Semester

CIS	101	Introduction to Computer Information Systems	3
FAS	230	Contemporary Living	3
FAS	116	Fashion Industries Career Practicum and Seminar or	
FAS	240	Fashion Projects	3
MKT	247	Consumer Buying Behavior	3
MKT	251	Retail Merchandise Management	3
			15

FINANCIAL SERVICES

Associate in Applied Science Degree

This 60 credit-hour curriculum is designed for persons interested in preparing for positions in the dynamic field of finance.

Career opportunities in finance are quite extensive and diversified. Career objectives of persons completing this program would be in the areas of banking. commercial credit and collections, finance, insurance and real estate.

Students can choose a basic program of study in finance or one of the specialized study areas. Students earning an associate in applied science degree in financial services must complete the general education courses, required core courses and course work from the specialized study areas.

Required General Education Courses:

ENG	101	Composition	3
ENG	102	Composition or	
ENG	130	Business Writing or	
SPE	101	Fundamentals of Speech Communication	3
Humanities elective			3
MGT	150	Business Math	3

Required Core Courses:

ACC	101	Introduction to Financial Accounting	4
ACC	102	Introduction to Managerial Accounting	3
BFC	102	Commercial Law	3
CIS	120	Introduction to Business Software Packages	3
ECO	115	Consumer Economics or	
ECO	211	Microeconomics	3
ECO	200	Introduction to Economics or	
ECO	212	Macroeconomics	3
MGT	111	Introduction to Business Organization	3
MGT	218	Introduction to Finance	3

Specialized Study Area:

Depending on the student's career needs, he/she may choose from the following specialized study areas. It is recommended that students pursue one of the following specialized areas and consult with the program coordinator or Student Development faculty member.

Banking

Required:

BFC	101	Principles of Financial Institution Operations	3
BFC	115	Advanced Principles of Financial Institution Operations	3
BFC	117	Marketing of Financial Institutions	3
BFC	215	Financial Statements Interpretation and Analysis	3
BFC	225	International Finance	3
ECO	210	Money and Banking	3
Electives[1]			5

FINANCIAL SERVICES

Commercial Credit Management

Required:

BFC	101	Principles of Financial Institution Operations............	3
BFC	117	Marketing for Financial Institutions	3
BFC	201	Commercial Credit and Collection Principles	3
BFC	202	Advanced Commercial Credit and Collection	3
BFC	215	Financial Statement Interpretations and Analysis......	3
Electives[2]		....	8

Finance

Required:

BFC	101	Principles of Financial Institution Operations............	3
BFC	200	Investment Management	3
BFC	215	Financial Statements Interpretation and Analysis......	3
BFC	225	International Finance..	3
ECO	210	Money and Banking..	3
Electives[3]		....	8

Insurance

Required:

BFC	121	Principles of Property and Liability Insurance	3
BFC	122	Principles of Personal Insurance	3
BFC	123	Principles of Commercial Insurance	3
BFC	215	Financial Statements Interpretation and Analysis......	3
Electives[4]		....	11

Real Estate

Required:

RES	101	Real Estate Transactions..	3
Electives[5]		....	20

[1] Select at least five credit hours from the following: BFC 118, BFC 121, BFC 122, BFC 123, BFC 200, BFC 211,BFC 212, BFC 213, BFC 216, BFC 219, BFC 220, BFC 225,BFC 230, BFC 235, CIS 122, CIS 123, CIS 124, CIS 126, MGT 270, RES 101.

[2] Select at least eight credit hours from one of the following: ACC 201, BFC 121, BFC 200, BFC 225, CIS 122, CIS 123, CIS 124, CIS 126, ECO 210, MGT 225,MGT 270.

[3] Select at least eight credit hours from one of the following: BFC 118, BFC 201, BFC 212, BFC 219, BFC 220, CIS 122, CIS 123, CIS 124, CIS 126, MGT 270.

[4] Select at least 11 credit hours from one of the following: CIS 117, CIS 122, CIS 123, MTH 103 or MTH 134, MGT 225, PHI 150, PSY 101, PSY 145.

[5] Select at least 20 credit hours from the following: ATE 209, BFC 101, CIS 118, CIS 119, CIS 123, MGT 154, MKT 140, MKT 141, MKT 217, MKT 240, MKT 245, RES 105, RES 110, RES 140, RES 141, RES 142, RES 143, RES 144, RES 190, RES 192, RES 194, RES 196, RES 220, RES 221.

FINANCIAL SERVICES

Commercial Credit Management Certificate

This 16 credit-hour certificate program is designed for those currently employed in, or seeking employment in the credit and collection field. The curriculum emphasizes developing the competencies necessary to effectively implement sound collection practices. Students may apply this entire program toward the two-year associate degree in Financial Services.

ACC	101	Introduction to Financial Accounting	4
BFC	201	Commercial Credit and Collection Principles	3
BFC	202	Advanced Commercial Credit and Collection	3
BFC	215	Financial Statements Interpretation and Analysis	3
Elective[1]			3

[1] BFC 200, BFC 217, BFC 225, ECO 210, MGT 111

Financial Management Certificate

This 19 credit-hour certificate program is designed for those currently employed in. or seeking employment in finance departments, banks, investment companies or other finance-related enterprises. The curriculum emphasizes developing the competencies necessary for supervisory and public contact positions in the finance field.

ACC	101	Introduction to Financial Accounting	4
BFC	101	Principles of Financial Institution Operations	3
BFC	215	Financial Statements Interpretation and Analysis	3
MGT	111	Introduction to Business Organization	3
MGT	218	Introduction to Finance	3
Electives[1]			3

[1] Electives: BFC 121, BFC 200 or MGT 170, MGT 150

Real Estate Brokers License Preparation Certificate

This eight credit-hour 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	101	Real Estate Transactions	3
RES	190	Contracts and Conveyancing	1
RES	192	Advanced Principles of Real Estate	1
RES	198	Brokerage Administration	1
Electives[1]			2

[1] Electives: RES 105, RES 110, RES 194, and RES 196

Real Estate Sales Professional Certificate

This three credit-hour certificate program is designed to prepare students for the Illinois real estate salesperson's licensing exam.

RES	101	Real Estate Transactions	3

FIRE SCIENCE TECHNOLOGY

Associate in Applied Science Degree

This 61 credit-hour curriculum offers areas of specialization which are applicable to both public and private sector career fields. In the public sector, the program offers courses which will prepare students wishing to enter into public fire services. Specialties in fire prevention or fire suppression which meet the guidelines for certification by the Office of the State Fire Marshal may be chosen.

In the private sector, primarily with sprinkler contractors and consultants, and the insurance industry, the specialty area in fire protection design will prepare the students to seek certification within the National Institute of Engineering Technologies for Automatic Sprinkler Design Layout: Level II.

Students wishing to pursue a career in fire science should discuss these opportunities with the Fire Science program coordinator or a Student Development faculty member before entering this program.

Professional Certification:
All classes offered by Harper College through the Fire Science Technology program meet or exceed the requirements for certification with the Illinois Office of the State Fire Marshal, Division of Personnel Standards and Education.

Required General Education Courses:

ENG	101	Composition	3
ENG	103	Technical and Report Writing	3
Humanities elective[1]			3
MTH	080	Foundations of Mathematics II (4) or	
MTH	086	Intermediate Algebra I (2) and	
MTH	087	Intermediate Algebra (2)	4
Physical Science elective[1]			3
PSY	101	Introduction to Psychology	3
Social Science elective[1]			3
SPE	101	Fundamentals of Speech Communication	3

Specialized Study Areas:

Students should complete an additional 36 credit hours of course work for the A.A.S. degree. It is recommended that students pursue one of the following specialized areas and consult with the program coordinator.

Summer Semester

FIS	105	Fire Science Career Exploration[2]	1
FIS	200	Fire Science Internship[2]	2

[1] See program coordinator for advice on recommended electives.

[2] FIS 105 and FIS 200 may be counted as technical electives with approval of coordinator.

Fire Prevention Officer

Required:

FIS	100	Introduction to Fire Science or	
FIS	121	Principles of Combustion	3
FIS	102	Fire Management I	3
FIS	122	Fire Prevention Principles I	3
FIS	123	Fire Prevention Principles II	3
FIS	132	Hazardous Materials I	3
FIS	145	Fire Instructor I	3
FIS	212	Fire Alarm and Suppression Systems	3

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FIRE SCIENCE TECHNOLOGY

FIS	222	Fire Prevention Principles III	3
FIS	223	Fire Prevention Principles IV	3
FIS	224	Fire Prevention Principles V	3
FIS	242	Hydraulics	3
FIS	252	Fire Sprinkler Design and Layout I	3

Fire Officer

Required:

FIS	100	Introduction to Fire Science or	
FIS	121	Principles of Combustion	3
FIS	102	Fire Management I	3
FIS	103	Tactics and Strategy I	3
FIS	122	Fire Prevention Principles I	3
FIS	132	Hazardous Materials I	3
FIS	133	Hazardous Materials II	3
FIS	145	Fire Instructor I	3
FIS	202	Fire Management II	3
FIS	203	Tactics and Strategy II	3
FIS	212	Fire Alarm and Suppression Systems	3
FIS	220	Fire Instructor II	3
FIS	252	Fire Sprinkler Design and Layout I	3

Automatic Sprinkler Design Technician

Required:

BCE	101	Basic Construction for Building Codes	3
BCE	201	Basic Building Codes	3
FIS	121	Principles of Combustion	3
FIS	122	Fire Prevention Principles I	3
FIS	123	Fire Prevention Principles II	3
FIS	222	Fire Prevention Principles III	3
FIS	223	Fire Prevention Principles IV	3
FIS	224	Fire Prevention Principles V	3
FIS	242	Hydraulics	3
FIS	252	Fire Sprinkler Design and Layout I	3
FIS	253	Fire Sprinkler Design and Layout II	3
MET	101	Applied Mechanical Drafting	3

FIRE SCIENCE TECHNOLOGY

Fire Science Technology Certificate

This 15 credit-hour certificate program is designed to upgrade people current-
ly employed in the fire science field and to enable them to seek more responsi-
ble positions within that field by furthering their knowledge in special areas of
fire science.

Professional Certification:

All classes offered by Harper College through the Fire Science Technology
program meet or exceed the requirements for certification with the Illinois
Office of the State Fire Marshal, Division of Personnel Standards and Education.

Electives: Select at least six credit hours from the following courses:

ENG	100	Composition	3
ENG	101	Composition	3
ENG	103	Technical and Report Writing	3
MTH	100	Basic Applied Mathematics	3
SOC	101	Introduction to Sociology	3

Electives: Select at least nine credit hours from the following courses, providing the combination has approval of a Student Development faculty member:

FIS	100	Introduction to Fire Science	3
FIS	101	Municipal Fire Administration I	3
FIS	103	Fire Fighting Tactics I	3
FIS	112	Fire Alarm and Extinguishing Systems	3
FIS	122	Fire Prevention Principles I	3
FIS	123	Fire Prevention Principles II	3
FIS	132	Hazardous Materials I	3
FIS	133	Hazardous Materials II	3
FIS	145	Fire Instructor I	3
FIS	201	Municipal Fire Administration II	3
FIS	203	Fire Fighting Tactics II	3
FIS	222	Fire Prevention Principles III	3
FIS	223	Fire Prevention Principles IV	3
FIS	224	Fire Prevention Principles V	3
FIS	242	Fire Hydraulics	3
FIS	262	Water Supply Analysis	3
EMS	110	Emergency Medical Technical Training	7

HEATING, VENTILATION AND AIR CONDITIONING (HVAC)

Associate in Applied Science Degree: Refrigeration and Air Conditioning Technology

The courses in this curriculum are theory design and service oriented. Theory courses deal with energy conversions. Service courses are strongly related to a hands-on philosophy. Emphasis is placed upon operating, servicing and installing equipment.

Graduates from this 60 credit-hour program may be employed as engineering laboratory assistants, equipment salesmen, heating and refrigeration service-men, estimators and system designers.

Summer Semester

RAC	100	Heating and Cooling Exploration[1]	1

FIRST YEAR[2]

First Semester

English elective[3]			3
RAC	101	Refrigeration Fundamentals	4
RAC	103	Heating Principles	4
RAC	105	Heating and Cooling Controls	4
			15

Second Semester

MET	101	Applied Mechanical Drafting[4]	3
RAC	102	Refrigeration Systems	4
RAC	104	Residential Comfort Systems	4
RAC	106	Advanced Controls	4
			15

Summer Semester

RAC	200	Heating and Cooling Internship[1]	2

SECOND YEAR[2]

First Semester

English elective[3]			3
RAC	201	Refrigeration System Design I	4
RAC	203	Air Conditioning Principles	4
Social Science elective			3
			14

Second Semester

Humanities elective[5]			3
Mathematics elective[6]			3
RAC	202	Refrigeration System Design II	4
RAC	204	Air Distribution	3
Social Science elective			3
			16

[1] RAC 100 and RAC 200 may be counted as technical electives with approval of coordinator.

[2] RAC 290 may be substituted for some of the listed RAC courses, with approval of coordinator.

[3] 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.

[4] Students will enroll in sections of MET 101 designed for RAC students.

[5] Suggested humanities elective: ART 122 or PHI 110.

HEATING, VENTILATION AND AIR CONDITIONING (HVAC)

[6] A competency test, available in the Assessment and Testing Center, may be utilized to meet the mathematics elective requirement. Students in this program who utilize the competency test to meet the mathematics requirement must complete a three credit-hour course from the following list: MET 110, MGT 111, MGT 154, MGT 160, RAC 208, RAC 211 or RAC 290.

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

Domestic Refrigeration and Heating Certificate

Required:

RAC	101	Refrigeration Fundamentals	4
RAC	103	Heating Principles	4
RAC	105	Heating and Cooling Controls	4
RAC	108	Domestic Refrigeration Appliances	4

Heating Services Certificate

Required:

RAC	103	Heating Principles	4
RAC	105	Heating and Cooling Controls	4
RAC	106	Advanced Controls	4

Refrigeration Service Certificate

Required:

RAC	101	Refrigeration Fundamentals	4
RAC	102	Refrigeration Systems	4
RAC	105	Heating and Cooling Controls	4
RAC	106	Advanced Controls	4

Refrigeration and Air Conditioning Service Certificate

Required:

MET	101	Applied Mechanical Drafting	3
RAC	101	Refrigeration Fundamentals	4
RAC	102	Refrigeration Systems	4
RAC	103	Heating Principles	4
RAC	104	Residential Comfort Systems	4
RAC	105	Heating and Cooling Controls	4
RAC	106	Advanced Controls	4

HEATING, VENTILATION AND AIR CONDITIONING (HVAC)

Residential Comfort Systems Certificate

Required:

RAC	101	Refrigeration Fundamentals	4
RAC	103	Heating Principles	4
RAC	104	Residential Comfort Systems	4
RAC	105	Heating and Cooling Controls	4
RAC	106	Advanced Controls	4

Harper College is an EPA sanctioned refrigeration technician certifier under Section 608 of the Federal Clean Air Act. As such, Harper College offers a pre-test workshop, as well as testing for EPA, Type I, Type II, Type III, and Universal certifications. Please contact the Refrigeration and Air Conditioning program coordinator for additional information.

HORTICULTURE

See: Plant Science Technology and Park and Golf Maintenance

HOSPITALITY MANAGEMENT

Associate in Applied Science Degree

Emphasis is placed on the techniques and technology of the hospitality industry from a management point of view. Graduates of this 60-61 credit-hour curriculum will be qualified to assume positions as production supervisors, management trainees and small unit managers. Upon successful completion of approved hospitality management courses, students may be granted a Certificate of Completion and a Management Development Diploma from the Educational Foundation of the National Restaurant Association. Upon successful completion of approved hospitality management courses, students may be awarded a certificate from the Educational Institute of the American Hotel and Motel Association. Contact the Hospitality Management coordinator for details.

Students must choose a program of study in one of the specialized areas, Food Service Operations Management or Hotel Operations Management.

Required General Education Courses:

DIT	101	Basic Nutrition	3
ENG	101	Composition	3
ENG	102	Composition	3
Humanities elective[1]			3
Mathematics elective[2]			3
PSY	101	Introduction to Psychology	3

Required Core Courses:

FSM	109	Introduction to Food Preparation/Production	4
FSM	111	Introduction to the Hospitality Industry	3
FSM	113	Dining Room Operations	3
FSM	114	Food Standards and Sanitation	2
FSM	115	Menu Planning	3
FSM	211	Purchasing and Storage	3
FSM	212	Hospitality Supervision	3
FSM	213	Seminar and Internship	3
FSM	214	Hospitality Operations Analysis	3

Specialized Study Areas:

It is recommended that students pursue one of the specialized study areas and consult with the program coordinator.

Food Service Operations Management

Electives: Select at least 15 credit hours from the courses listed below:

CIS	100	Computer Literacy	3
FSM	215	Restaurant Layout and Equipment	3
FSM	216	Introduction to Wines,Spirits and Beverage Management	3
FSM	220	Hospitality Promotions	3
FSM	230	Hospitality Law and Risk Management	4
FSM	299	Topics in Hospitality Management	.5-3

HOSPITALITY MANAGEMENT

Associate in Applied Science Degree continued....

Hotel Operations Management

Electives: Select at least 4 credits from the courses listed below:

CIS	100	Computer Literacy	3
FSM	120	Front Office Operations..	3
FSM	210	Hospitality Facility Maintenance	3
FSM	220	Hospitality Promotions	3
FSM	230	Hospitality Law and Risk Management......................	4
FSM	299	Topics in Hospitality Management	.5-3

[1] SPA 101 is recommended.

[2] A competency test, available in the Assessment and Testing Center, may be utilized to meet the mathematics elective requirement. Students in this program who utilize the competency test to meet the mathematics requirement must complete a three credit-hour elective approved by the program coordinator.

Bread and Pastry Arts Certificate

This is a 26 credit-hour certificate program planned to prepare students for entrance into the food service industry. Graduates may be able to secure positions as qualified bakers and bakers' helpers in institutional, retail and commercial bakeries.

First Semester

FSM	107	Basic Quantity Bread and Pastry Arts	4
FSM	114	Food Standards and Sanitation	2
FSM	173	Cake Decoration	2
FSM electives[1]		....	6
			14

Second Semester

FSM	108	Advanced Quantity Bread and Pastry Arts	4
FSM	115	Menu Planning	3
FSM	172	Classical Baking	2
FSM electives[1]		....	3
			12

[1] FSM electives: FSM 109, FSM 110, FSM 111, FSM 113, FSM 120, FSM 162, FSM 163, FSM 211, FSM 212, FSM 214, FSM 215, FSM 216, FSM 220, FSM 230.

HOSPITALITY MANAGEMENT

Culinary Arts Certificate

This is a 32 credit-hour certificate program 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 chef's assistants.

First Semester

FSM	107	Basic Quantity Bread and Pastry Arts	4
FSM	109	Introduction to Food Preparation/Production	4
FSM	114	Food Standards and Sanitation	2
FSM electives[1]			6
			16

Second Semester

FSM	110	Advanced Quantity Culinary Arts	4
FSM	115	Menu Planning	3
FSM	162	Classical Cuisine	4
FSM	163	Garde Manger	2
FSM electives[1]			3
			16

[1] FSM electives: FSM 111, FSM 113, FSM 120, FSM 172, FSM 173, FSM 211, FSM 212, FSM 214, FSM 220.

Food Service Management Certificate

This is a 26 credit-hour certificate program designed for people wanting to upgrade their management skills enabling them to assume more responsible positions. Upon completion of this program, students may also be awarded a Management Development Diploma by the National Restaurant Association. Contact the Hospitality Management coordinator for details.

FSM	111	Introduction to the Hospitality Industry	3
FSM	113	Dining Room Operations	3
FSM	114	Food Standards and Sanitation	2
FSM	115	Menu Planning	3
FSM	211	Purchasing and Storage	3
FSM	212	Hospitality Supervision	3
FSM	214	Hospitality Operations Analysis	3
FSM	215	Restaurant Layout and Equipment	3
FSM	230	Hospitality Law and Risk Management	3

HOSPITALITY MANAGEMENT

Hotel Management Certificate

This 20 credit-hour certificate program is designed for people wanting to upgrade their management skills to assume more responsible positions. Upon completion of this program, students may be awarded a Rooms Division Management Certificate of Specialization from the Educational Institute of the American Hotel and Motel Association. Contact the Hospitality Management coordinator for details.

Required:

FSM	120	Front Office Operations	3
FSM	210	Hospitality Facility Maintenance	3
FSM	212	Hospitality Supervision	3
FSM	220	Hospitality Promotions	3
FSM	230	Hospitality Law and Risk Management	3

Electives: Select at least five credit hours from the following:

CIS	100	Computer Literacy	3
FSM	111	Introduction to the Hospitality Industry	3
FSM	114	Food Standards and Sanitation	2
FSM	211	Purchasing and Storage	3
FSM	214	Hospitality Operations Analysis	3
FSM	216	Introduction to Wines, Spirits and Beverage Management	3

INSURANCE

See: Financial Services

INTERIOR DESIGN

Associate in Applied Science Degree

This 63-65 credit-hour program is designed for students interested in careers in the furnishing and design industry. The program offers creative, artistic and challenging career opportunities. Graduates are trained to work as kitchen and bath designers, retail designers/salespersons, interior design assistants, assistant buyers of home furnishings, manufacturers' representatives or Merchandise Mart showroom managers.

Students may elect to concentrate their study in residential, contract design or kitchen and bath design. They may elect courses in computer aided design (CAD), sales or merchandising. Those wishing to work in the kitchen and bath and contract design fields are advised to elect CAD courses and should consult with an advisor. Periodic field trips are required and will help students learn about current design trends.

The associate in applied science degree in Interior Design is accredited by the North Central Association of Colleges and Secondary Schools and may be used to meet the interior design education requirement for registration of Interior Designers in the State of Illinois. The program is endorsed by the National Kitchen and Bath Association (NKBA). In addition, the curriculum provides an overview of topics tested by the National Council for Interior Design Qualification (NCIDQ) exam, which must be completed before interior designers may be registered by the State of Illinois.

FIRST YEAR

First Semester

IND	100	Interior Design Theory	1
IND	101	Basic Interior Design I	3
IND	103	Furniture History	3
IND	106	Materials and Sources	3
ART	121	Design I	3
English[1]			3
			16

Second Semester

IND	102	Basic Interior Design II	3
IND	107	Interior Perspective and Rendering	3
IND	108	Color for Interior Design/CAD	3
IND	114	Codes for Interior Designers	1
IND	116	Interior Detailing and Construction Drawing	3
FNA	111	History of Art I or	
FNA	112	History of Art II or	
FNA	113	History of Art III	3
			16

Associate in Applied Science Degree...continued

SECOND YEAR

First Semester

IND	203	3-D Design for Interiors	3
IND	205	Interior Design Historic Styles	3
IND	206	Lighting for Interior Design	3
IND	216	Kitchen and Bath Design and Construction	3
Elective[2]			2-3
SPE	101	Fundamentals of Speech Communication	3
			17-18

Second Semester

IND	207	Interior Design Internship (3) or	
IND	217	Advanced Sketching (2) or	
Elective (2-3)[2]			2-3
IND	208	Advanced Residential Interiors or	
IND	209	Contract Interior Design	3
IND	211	Professional Practices for Interior Design	3
Mathematics elective[3]			3
Social Science elective			3
			14-15

[1] A assessment test, available in the Assessment and Testing Center, must be taken before registering for ENG 101 or ENG 130.

[2] Electives: ATE 105, ATE 106, IND 215, MGT 154, MKT 106, MKT 110, MKT 140.

[3] A competency test, available in the Assessment and Testing Center, may be utilized to meet the mathematics requirement.

INTERNATIONAL BUSINESS

Associate in Applied Science Degree

Completing this 65 credit-hour program will prepare students to secure employment in the dynamic and growing field of international business. Specific vocational opportunity areas would include international marketing, finance, management and distribution. Businesses hiring graduates from this program include airlines, banks, export/import management companies, freight forwarders and the retailing industry.

FIRST YEAR
First Semester

ECO	200	Introduction to Economics	3
GEG	101	World Geography	3
MGT	111	Introduction to Business Organization	3
MGT	115	Introduction to International Business	3
SPE	101	Fundamentals of Speech Communication	3
			15

Second Semester

ACC	101	Introduction to Financial Accounting	4
Mathematics elective[1]			3
MGT	165	International Management	3
MKT	245	Principles of Marketing	3
MKT	260	International Marketing	3
			16

SECOND YEAR
First Semester

BFC	225	International Finance	3
CIS	100	Computer Literacy or	
CIS	101	Introduction to Computer Information Systems	3
ENG	130	Business Writing	3
MAT	101	Supply Chain Management	3
MKT	190	Export Documentation	3
MKT	290	Principles of Exporting and Importing	3
			18

Second Semester

Foreign Language elective			4
GEG	210	Economic Geography or	
HST	243	The Far East in the Modern World	3
Electives[2]			9
			16

[1] A competency test, available in the Assessment and Testing Center, may be utilized to meet the mathematics requirement. Students who utilize the competency test to meet the mathematics requirement must complete a three credit-hour elective or must complete a three credit-hour MKT elective.

[2] Electives: MAT 230, MKT 191, MKT 192, MKT 193, MKT 194, MKT 195, MKT 196, MKT 252, MKT 292, MKT 293.

INTERNATIONAL BUSINESS

International Business Certificate

This 19 credit-hour certificate program will prepare students beginning their business careers for entry level positions in the international business field. For students who have completed their college degrees and/or who have previous business experience, this program will provide opportunities for re-assignment into the international field of their present companies or provide new employment opportunities.

The specific goal of this program is to provide students with sufficient competencies in international business to allow them to qualify for and succeed in positions with firms such as international freight forwarders, export and import management companies, insurance companies, manufacturers and financial institutions dealing with companies engaged in the business of international trade.

Required:[1]

ACC	101	Introduction to Financial Accounting	4
MGT	115	Introduction to International Business........................	3
MKT	190	Export Documentation	3
MKT	260	International Marketing	3
MKT	290	Principles of Exporting and Importing	3

Electives: Select three credit hours from the following:[1, 2]

BFC	225	International Finance..	3
MAT	230	International Supply Chain Management....................	3
MKT	191	Marketing in the European Union	1
MKT	192	Marketing in the Pacific Rim: Ethnic Chinese	1
MKT	193	Marketing in the Pacific Rim: Asian Nations	1
MKT	194	Marketing in the Pacific Rim: Japan and Korea.........	1
MKT	195	Marketing in Mexico...	1
MKT	196	Marketing in South America.......................................	1
MKT	252	Internet Marketing..	3
MKT	292	International Marketing Research	3
MKT	293	International Marketing Channel Strategy..................	3

[1] Students are reminded that not all courses are offered each semester. In determining course selection, the student should consult with a Student Development faculty member or program coordinator.

[2] Students must satisfy the prerequisites for each course selected.

JOURNALISM

The following certificate programs are for the individuals who are interested in a concentrated exposure to writing and/or design for publications in the media, the business world or home-based business.

Students may tailor their programs to emphasize advertising, design, public relations, publishing or writing. Desktop publishing is emphasized in JNM 230, JNM 232, JNM 233 and JNM 235. Contact the program coordinator for assistance in planning and selecting courses.

Media Design Certificate

This is an 18 credit-hour certificate program designed for those students who want to focus on design for the media.

Required:

JNM	137	Media Writing	3
JNM	230	Graphic Design Communication[1]	3

Electives: Select 12 credit hours from the following:

ART	110	Drawing I	3
ART	121	Design I	3
ART	240	Computer Graphics Studio	3
JNM	130	Fundamentals of Journalism	3
JNM	133	Feature Writing	3
JNM	232	Advertising Copywriting and Design	3
JNM	233	Public Relations Writing and Design	3
JNM	235	Magazine Editing and Design	3
JNM	240	Topics in Journalism	1-6

Media Writing Certificate

This is an 18 credit-hour certificate program designed for those students who want to focus on writing for the media.

Required:

JNM	130	Fundamentals of Journalism	3
JNM	137	Media Writing	3

Electives: Select 12 credit hours from the following:

JNM	131	News Reporting and Writing	3
JNM	133	Feature Writing	3
JNM	136	Broadcast Writing	3
JNM	230	Graphic Design Communication[1]	3
JNM	232	Advertising Copywriting and Design	3
JNM	233	Public Relations Writing and Design	3
JNM	235	Magazine Editing and Deign	3
JNM	240	Topics in Journalism	1-6

[1] This course is strongly recommended before taking JNM 232, JNM 233, or JNM 235.

JOURNALISM

Media Writing and Design Certificate

This is a 21 credit-hour certificate program designed for those students who want skills and background in both media writing and design.

Required:

JNM	130	Fundamentals of Journalism	3
JNM	137	Media Writing	3
JNM	230	Graphic Design Communications[1]	3

Electives: Select 12 credit hours from the following:

ART	110	Drawing I	3
ART	121	Design I	3
JNM	131	News Reporting and Writing	3
JNM	133	Feature Writing	3
JNM	136	Broadcast Writing	3
JNM	232	Advertising Copywriting and Design	3
JNM	233	Public Relations Writing and Design	3
JNM	235	Magazine Editing and Design	3
JNM	240	Topics in Journalism	1-6

[1] This course is strongly recommended before taking JNM 232, JNM 233, or JNM 235.

Online Communications Certificate

This is an 18-19 credit-hour certificate program that provides a background in writing, editing, and design.

Required:

CIS	118	Introduction to the Internet	1
JNM	130	Fundamentals of Journalism	3
JNM	140	Writing, Editing, and Design for the Internet	3
JNM	230	Graphic Design Communications	3
JNM	241	Online Magazine Publishing	3
JNM	243	Communication Web Site Applications	3

Electives: Select one course from the following:

CIS	119	Web Site Development I	2
JNM	131	News Reporting and Writing	3
JNM	133	Feature Writing	3
JNM	137	Media Writing	3
JNM	232	Advertising Copywriting and Design	3
JNM	233	Public Relations Writing and Design	3
JNM	242	Using the Internet as a Communications Tool	2

LAW OFFICE
ADMINISTRATIVE ASSISTANT

Also See: Administrative Technology

Associate in Applied Science Degree

This 61 credit-hour program is designed for those interested in pursuing administrative assistant careers in law firms, government, legal departments of business firms and banks. The curriculum includes office technology, legal office procedures, legal terminology and supervised internship training in a law office or department.

The program may be taken part-time and many courses are available on an evening schedule; however, not all courses are offered every semester. An orientation and planning session with the coordinator is recommended for each student. Detailed information will be sent upon request or upon application to the program.

FIRST YEAR

First Semester

English elective			3
OFC	102	Survey of Law Office Practice	3
OFC	104	Introduction to Administrative Technology	1
OFC	105	Administrative Human Relations	1
OFC	106	Administrative Time Management	1
OFC	107	Internet Applications	1
OFC	113	Computer Keyboarding Production[1]	3
OFC	133	Word Processing Software I	2
			15

Second Semester

CIS	123	Spreadsheet/Budgeting for Micros	1
OFC	202	Desktop Publishing Using Word Processing	2
OFC	203	Proofreading and Editing	2
OFC	228	Records Control for the Office	1
OFC	229	Meeting and Conference Planning	1
OFC	234	Legal Office Procedures	3
OFC	235	Legal Transcription	3
SPE	101	Fundamentals of Speech Communication	3
			16

SECOND YEAR

First Semester

CAS electives[2]			5
OFC	227	Business Presentations	1
OFC	233	Document Processing in the Law Office	3
OFC	237	Administrative Technology Internship I	3
PSC	101	American Politics and Government	3
			15

Second Semester

ACC	211	Business Law I	3
Humanities elective			3
Mathematics elective[3]			3
OFC	238	Administrative Technology Internship II	3
Social Science elective			3
			15

[1] Placement into OFC 113 is contingent upon previous training and consent of instructor.

[2] CAS electives: CAS 110, CAS 120, CAS 130, CAS 140, CAS 150, CAS 210, CAS 220.

[3] A competency test, available in the Assessment and Testing Center, may be utilized to meet the mathematics requirement. Students who utilize the competency test to meet the mathematics requirement must complete a three credit-hour elective approved by the program coordinator.

LAW OFFICE
ADMINISTRATIVE ASSISTANT

Law Office Administrative Assistant Certificate

This 28 credit-hour certificate program is designed for individuals who possess a high degree of office skills and are interested in pursuing employment in law firms, government or legal departments of corporations.

A minimum keyboarding speed of 30 words per minute is recommended to enter the program; 40 words per minute is recommended to progress through internship. The program may be taken part-time, and many courses are available on an evening schedule; however, not all courses are offered every semester.

ACC	211	Business Law I	3
OFC	102	Survey of Law Office Practice	3
OFC	104	Introduction to Administrative Technology	1
OFC	105	Administrative Human Relations	1
OFC	106	Administrative Time Management	1
OFC	107	Internet Applications	1
OFC	133	Word Processing Software I	2
OFC	225	Topics in Administrative Technology	1-6
OFC	227	Business Presentations	1
OFC	228	Records Control for the Office	1
OFC	229	Meeting and Conference Planning	1
OFC	233	Document Processing in the Law Office	3
OFC	234	Legal Office Procedures	3
OFC	235	Legal Transcription	3
OFC	237	Administrative Technology Internship I	3

MAMMOGRAPHY*

Mammography Certificate

This 12 credit-hour, two semester, certificate program begins in the fall semester and completes at the end of the spring semester. Mammography is a branch of radiology that employs specialized equipment to produce images of the breast that aid the radiologist in identifying and discussing abnormalities. The program provides didactic, laboratory and clinical instruction. The clinical portion of the program consists of an orientation to the clinical aspects of mammography, demonstration of the use of equipment, and an opportunity to participate under close supervision in actual mammographic procedures. Although the program is offered as an evening option, the clinical rotation will be scheduled during the day. Successful candidates are certified as a Registered Radiographic Technologist in Mammograph - RT (R)(M).

**Admission requirements:
- *Submit to the Harper College Admissions Office a completed Harper College application and application fee, or if you have previously completed a Harper College Application, a Limited Enrollment Update Form.*
- *Proof of one of the following degrees or certificates: Associate or Bachelors degree or hospital-based certificate in Radiologic Technology. Acceptable proof includes and original copy of the degree or certificate or an official transcript that indicates confirmation of the degree or certificate.*
- *Must be registered as a Radiographic Technologist RT(R) in good standing with the American Registry of Radiologic Technology (ARRT). You will need to submit your ARRT card which shows current registration. Students who are certified in other states not affiliated with ARRT must submit proof of state certification.*

First Semester
MAM	201	Principles of Mammography	3
MAM	202	Procedures in Mammography	4
MAM	203	Mammography Clinical Education I	2
			9

Second Semester
MAM	204	Current Trends in Mammography	1
MAM	205	Mammography Clinical Education II	2
			3

* Mammography is a limited enrollment program. See Limited Enrollment Programs section of this catalog for details. Requirements subject to change. Contact the Admissions Office for updated information.

** Subject to change. Contact the Admissions Office for additional information.

MAM 206 } can be taken
MAM 207 } consecutively

MANAGEMENT

Associate in Applied Science Degree: Management

This 64 credit-hour program is designed to assist students in a wide variety of business occupations. The 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 in either an industrial or an administrative management capacity, but also provides the fundamental management skills needed by the successful owner-manager of a business.

FIRST YEAR
First Semester

ACC	101	Introduction to Financial Accounting	4
ENG	101	Composition	3
MGT	111	Introduction to Business Organization	3
MGT	150	Business Math[1]	3
MGT	160	Principles of Supervision	3
PSY	101	Introduction to Psychology	3
			19

Second Semester

ACC	102	Introduction to Managerial Accounting	3
CIS	101	Introduction to Computer Information Systems	3
English elective			3
MGT	270	Principles of Management	3
PSY	245	Industrial/Organizational Psychology	3
			15

SECOND YEAR
First Semester

ACC	211	Business Law I	3
ECO	200	Introduction to Economics	3
Electives[2]			6
MKT	245	Principles of Marketing	3
			15

Second Semester

Humanities elective			3
Electives[2]			6
MGT	218	Introduction to Finance	3
MGT	291	Problems in Management and Supervision	3
			15

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[1] A proficiency test, available in the Assessment and Testing Center, may be utilized to meet the MGT 150 requirement.

[2] Electives: ACC 216, MGT 115, MGT 154, MGT 165, MGT 168, MGT 170, MGT 204, MGT 205, MGT 206, MGT 207, MGT 211, MGT 225, MGT 230, MGT 254, MGT 265, MGT 266, MGT 274, MGT 275, MGT 276

MANAGEMENT

Associate in Applied Science Degree: Small Business Management

This 60 credit-hour program is designed as pre-service training for those people planning a career in small business. Additionally, the program may provide in-service training for people working in the field.

FIRST YEAR

First Semester

ACC	101	Introduction to Financial Accounting	4
ENG	101	Composition	3
MGT	111	Introduction to Business Organization	3
MGT	150	Business Math	3
PSY	101	Introduction to Psychology	3
			16

Second Semester

ACC	211	Business Law I	3
CIS	122	Data Base for Micros	1
Elective[1]			3
ENG	130	Business Writing	3
MGT	154	Small Business Management	3
OFC	133	Word Processing Software I[2]	2
			15

SECOND YEAR

First Semester

CIS	124	Advanced Spreadsheet for Micros	1
Elective[1]			6
MGT	160	Principles of Supervision	3
PHI	150	Business Ethics	3
PSY	245	Industrial/Organizational Psychology	3
			16

Second Semester

Electives[1]			7
MGT	254	Small Business Formation	3
MKT	245	Principles of Marketing	3
			13

[1] Electives: ECO 115, MAT 101, MGT 115, MGT 165, MGT 205, MGT 206, MGT 207, MGT 211, MGT 230, MGT 265, MGT 270, MGT 274, MGT 275, MGT 280, MKT 106, MKT 140, MKT 217, MKT 240, MKT 250

[2] Prerequisite waived for Small Business Management students.

MANAGEMENT

Advanced Management Certificate

This 18 credit-hour certificate program continues the development of management skills learned in the General Management certificate. It is designed for those students who wish to further explore the specific qualifications and requirements necessary for mid- to upper level management positions.

Required:

MGT	111	Introduction to Business Organization	3
MGT	160	Principles of Supervision	3
MGT	270	Principles of Management	3

Electives: Select at least nine credit hours from the following courses:

MGT	150	Business Math	3
MGT	168	OSHA Standards and Compliance Procedures	3
MGT	205	Leadership Foundation	1
MGT	206	Leadership Skills	1
MGT	207	Leadership Trends	1
MGT	218	Introduction to Finance	3
MGT	225	Applied General Statistics	4
MGT	230	Topics in Business	.5-3
MGT	274	Operation Management	3
MGT	280	Human Relations in Business	3
MGT	291	Problems of Management and Supervision	3

General Management Certificate

This 12 credit-hour certificate program offers the student the opportunity to receive fundamental management skills for entry-level management positions.

Required:

MGT	111	Introduction to Business Organization	3
MGT	160	Principles of Supervision	3
MGT	270	Principles of Management	3
Elective[1]			3

[1] Electives: MGT 150, MGT 205, MGT 206, MGT 207, MGT 280, MGT 291

MANAGEMENT

Human Resource Management Certificate

This 18 credit-hour certificate program is designed for those individuals interested in employment in the human resource field.

Required:

MGT	111	Introduction to Business Organization	3
MGT	265	Human Resource Management	3

Electives: Select 12 credit hours from the following courses:

ACC	216	Employment Law	3
MGT	204	Training and Development	3
MGT	266	Wage Analysis and Administration	3
MGT	275	Labor-Management Relations	3
MGT	276	Collective Bargaining	3
MGT	280	Human Relations in Business	3

Small Business Management Certificate

This 15 credit-hour certificate program is designed for those individuals who want to develop management skills to be used in small businesses.

Required:

MGT	154	Small Business Management	3
MGT	254	Small Business Formation	3

Electives: Select a minimum of nine credit hours from the following courses:

ACC	101	Introduction to Financial Accounting	4
BFC	215	Financial Statements Interpretation and Analysis	3
MGT	211	Internship in Small Business	3
MKT	245	Principles of Marketing	3

MARKETING

This 61-62 credit-hour is designed for persons interested in preparing for positions in the dynamic field of marketing.

Career opportunities in marketing are quite extensive and diversified. Career objectives of persons completing this program would be in the areas of advertising, sales, sales promotion, market research, product development, pricing, wholesaling, direct marketing, retailing and merchandising.

Students can choose a basic program of study in marketing or one of the specialized study areas. Students earning an associate in applied science degree in marketing must complete the following required general education courses, required core courses and 21 credit hours of course work from the specialized study areas[1].

Required General Education Courses:

ENG	101	Composition	3
ENG	102	Composition or	
ENG	130	Business Writing I or	
SPE	101	Fundamentals of Speech Communication	3
Humanities elective			3
MGT	150	Business Math (3) or	
Mathematics elective[2] (3-4)			3-4
PSY	101	Introduction to Psychology	3
PSY	245	Industrial/Organizational Psychology	3

Required Core Courses:

ACC	101	Introduction to Financial Accounting	4
ACC	102	Introduction to Managerial Accounting or	
ACC	211	Business Law I	3
ECO	200	Introduction to Economics[3] or	
ECO	211	Microeconomics	3
CIS	100	Computer Literacy or	
CIS	101	Introduction to Computer Information Systems	3
MGT	111	Introduction to Business Organization	3
MGT	270	Principles of Management	3
MKT	245	Principles of Marketing	3

Specialized Study Areas:

Depending on the student's career needs, he/she may choose courses from the following specialized study areas. It is recommended that students pursue one of the following specialized areas and consult with the program coordinator or Student Development faculty member.

Marketing

Any combination of 21 credit hours may be selected from the courses listed below.

MKT	105	Sports Marketing	3
MKT	106	Retail Merchandising	3
MKT	140	Principles of Professional Selling	3
MKT	202	Marketing for Non-Profit Organizations	3
MKT	217	Advertising	3
MKT	240	Advanced Sales Skills	3
MKT	246	Business to Business Marketing	3
MKT	247	Consumer Buying Behavior	3

MARKETING

MKT	248	Direct Marketing	3
MKT	250	Retailing	3
MKT	252	Internet Marketing	3
MKT	255	Marketing Research	3
MKT	260	International Marketing	3
MKT	280	Marketing Problems	3
MKT	281	Internship in Marketing	3
MKT	285	Topics In Marketing	.5-3
MKT	290	Principles of Exporting and Importing	3

Retailing

Required:[4]

FAS	212	Visual Fashion Merchandising or	
MKT	110	Retail Store Layout and Imaging	2
MKT	106	Retail Merchandising	3
MKT	120	Customer Service	1
MKT	250	Retailing	3
MKT	251	Retail Merchandise Management	3

Electives: Select at least nine credit hours from the following:[4]

MGT	154	Small Business Management	3
MGT	160	Principles of Supervision	3
MKT	140	Principles of Professional Selling	3
MKT	217	Advertising	3
MKT	247	Consumer Buying Behavior	3
MKT	252	Internet Marketing	3
MKT	248	Direct Marketing	3
MKT	281	Internship in Marketing	3
MKT	285	Topics in Marketing	.5-3

Sales

Required:[4]

MKT	140	Principles of Professional Selling	3
MKT	141	Sales Management	3
MKT	240	Advanced Sales Strategies	3
MKT	247	Consumer Buying Behavior	3

Electives: Select at least nine credit hours from the following:[4]

MGT	160	Principles of Supervision	3
MKT	105	Sports Marketing	3
MKT	106	Retail Merchandising or	
MAT	125	Purchasing	3
MKT	120	Customer Service	1
MKT	202	Marketing for Non-Profit Organizations	3
MKT	246	Business to Business Marketing	3
MKT	248	Direct Marketing	3
MKT	252	Internet Marketing	3
MKT	281	Internship in Marketing	3
MKT	285	Topics in Marketing	.5-3

Marketing Communications

Required:[4]

JNM	137	Media Writing	3
JNM	232	Advertising Copywriting and Design or	
MKT	217	Advertising	3
MKT	255	Marketing Research	3

Associate in Applied Science Degree continued....

Electives: *Select at least 12 credit hours from the following:*[4]

JNM	136	Broadcast Writing	3
JNM	233	Public Relations Writing and Design	3
JNM	235	Publications Editing and Design	3
MKT	140	Principles of Professional Selling	3
MKT	246	Business to Business Marketing	3
MKT	247	Consumer Buying Behavior	3
MKT	248	Direct Marketing	3
MKT	252	Internet Marketing	3
MKT	260	International Marketing	3
MKT	281	Marketing Internship	3

[1] Students are reminded that not all courses are offered each semester. In determining course selection, the student should consult with a Student Development faculty member or program coordinator.

[2] Mathematics elective: MTH 103, MTH 124, MTH 134, MTH 165. Meet with Student Development faculty member or program coordinator for appropriate course.

[3] Meet with Student Development faculty member or program coordinator for appropriate ACC, CIS or ECO course.

[4] Students must satisfy the prerequisites for each course selected.

E-Commerce Merchandising Certificate

This 17-18 credit-hour certificate program is designed to give individuals with little or no technical or business training the skills necessary to start and manage viable Web-based retail businesses. The principles learned in the program could be applied to existing retailers wishing to expand by offering a Web-based alternative or to those wishing to open stand-alone virtual storefronts.

Required:

CIS	218	E-Commerce Development	3
MKT	252	Internet Marketing	3
PLS	222	Intellectual Property	3

Electives: Select at least eight to nine credit hours from the following courses:

ACC	099	Business Recordkeeping (3) or	
ACC	101	Introduction to Financial Accounting (4)	3-4
FAS	212	Visual Fashion Merchandising	2
MGT	111	Introduction to Business Organization	3
MGT	154	Small Business Management	3
MGT	160	Principles of Supervision	3
MKT	106	Retail Merchandising or	
MKT	217	Advertising	3
MKT	140	Principles of Professional Selling	3
MKT	245	Principles of Marketing	3
MKT	250	Retailing	3
MKT	251	Retail Merchandise Management	3

MARKETING

This is a 17-18 credit-hour certificate program 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.

Required:

FAS	212	Visual Fashion Merchandising (2) or	
MKT	217	Advertising (3)...	2-3
MKT	106	Retail Merchandising	3
MKT	250	Retailing	3
MKT	251	Retail Merchandise Management	3

Electives: Select at least six credit hours from the following courses:

ACC	099	Business Recordkeeping (3) or	
ACC	101	Introduction to Financial Accounting (4)....................	3-4
MGT	111	Introduction to Business Organization.......................	3
MGT	154	Small Business Management.....................................	3
MGT	160	Principles of Supervision..	3
MKT	140	Principles of Professional Selling	3
MKT	245	Principles of Marketing	3

Sales Management and Development Certificate

This 15 credit-hour certificate 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 field without a formal sales or marketing education.

Program requirements are satisfied by completing six hours from Group 1 and nine 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 educational background, the selection of courses should be made in consultation with the coordinator.

Electives: Group I (Select six credit hours from the following):

MKT	140	Principles of Professional Selling	3
MKT	141	Sales Management	3
MKT	240	Advanced Sales Strategies..	3
MKT	247	Consumer Buying Behavior	3

Electives: Group II (Select nine credit hours from the following):

ACC	211	Business Law I..	3
MAT	125	Purchasing	3
MGT	111	Introduction to Business Organization.......................	3
MGT	160	Principles of Supervision..	3
MKT	141	Sales Management	3
MKT	240	Advanced Sales Strategies..	3
MKT	245	Principles of Marketing	3
MKT	246	Business to Business Marketing	3

MEDICAL OFFICE ADMINISTRATION

Please contact the program coordinator for current name(s) and pertinent information regarding the national professional organization(s) affiliated with the programs in the Medical Office Administration department.

Associate in Applied Science Degree: Health Care Office Manager

This 63-64 credit-hour program is designed for individuals interested in expanding previous general office experience or health care training in order to gain the necessary skills to supervise a health care facility. Career options are plentiful and diversified, and include employment in an extended care facility, home health care agency, pharmaceutical house, medical supply company or various departments with acute-care settings.

The student must complete the general education courses and health care core courses. Additionally, the student has the option to specialize in health care skills and in business-related course work, depending on the student's career objectives.

A minimum keyboarding speed of 30 words per minute is recommended to enter the program; 40 words per minute is expected in order to progress through externship. The program may be taken part-time and some courses are available on an evening schedule. An orientation and planning session is recommended by the coordinator; detailed information will be sent upon request.

Required Courses:

BIO	135	Introduction to Anatomy & Physiology or	
BIO	160	Human Anatomy[1]	4
BIO	136	Introduction to Human Disease (3) or	
BIO	161	Human Physiology (4)[1]	3-4
		Communications electives	6
		Humanities or Social Science elective	3
		Mathematics elective[2]	3
HSC	100	Computer Usage in Health Services	1
HSC	105	Introduction to the HealthCare Field	2
HSC	112	Medical Terminology	3
HSC	151	Math Applications in Health Care	1
HSC	213	Health Care Law and Ethics[3]	3
MGT	111	Introduction to Business Organization	3
MOA	145	Health Care Records Management[3]	2
MOA	195	Principles of Health Insurance Billing[3]	3
MOA	235	Health Care Office Procedures[3,6]	3
MOA	245	Health Care Office Management[3,7]	3
MOA	290	Health Care Office Manager Seminar and Externship[3,7]	3
NUR	120	Pharmacology[4]	2
PED	201	First Aid	3

Electives: Group I Select any combination of a minimum of six credit hours from the following courses:

MOA	196	Current Procedural Terminology (CPT) Coding[3,6]	3
MOA	197	International Classification of Disease (ICD) Coding[3,6]	3
MOA	215	Clinical Procedures[3,6]	8
MOA	240	Medical Transcription I	3
MOA	242	Medical Transcription II	3

Associate in Applied Science Degree:
Health Care Office Manager continued...

Electives: Group II Select any combination of a minimum of six credit hours from the following courses:

ACC	101	Introduction to Financial Accounting	4
ACC	102	Introduction to Managerial Accounting[3]	3
ACC	216	Employment Law	3
CIS	101	Introduction to Computer Information Systems	3
CIS	120	Introduction to Business Software Packages	3
ECO	200	Introduction to Economics[5]	3
HSC	106	Health Occupations Career Observation	1
MGT	150	Business Math[5]	3
MGT	205	Leadership Foundations	1
MGT	206	Leadership Skills	1
MGT	207	Leadership Trends	1
MGT	265	Human Resource Management	3
MGT	270	Principles of Management[3]	3

[1] Students may take BIO 135 and BIO 136 or BIO 160 and BIO 161 or BIO 160 and BIO 136.

[2] A competency test, available in the Assessment and Testing Center, may be utilized to meet the mathematics elective requirement.

[3] Students must satisfy prerequisites for each course selected.

[4] Prerequisite waived for Health Care Office Manager students.

[5] May be used to fulfill general education requirement(s); meet with program coordinator or Student Development faculty member for advice on electives.

[6] Offered during fall semester only.

[7] Offered during spring semester only.

Associate in Applied Science Degree:
Medical Office Assistant

This 62-63 credit-hour program is designed for the individual who is interested in becoming a medical assistant in a physician's office or other outpatient health care setting.

The curriculum provides training in a variety of administrative and clinical tasks to facilitate the work of the physician. Administrative duties include patient communication, computer skills and record keeping. Clinical duties include assisting with examinations, treatments and diagnostic testing.

A minimum keyboarding speed of 30 words per minute is recommended to enter the program; 40 words per minute is expected in order to progress through externship. The program may be taken part-time and some courses are available on an evening schedule. An orientation and planning session is recommended by the coordinator; detailed information will be sent upon request.

Professional Accreditation and Certification:
The Medical Office Assistant degree and certificate programs at Harper College have been accredited by the Commission on the Accreditation of Allied Health Educational Programs (CAAHEP). Graduates of the programs are eligible to sit for the national certification examination sponsored by the American Association of Medical Assistants (AAMA). The MOA graduate who successfully completes this national examination is credentialed as a Certified Medical Assistant (CMA).

MEDICAL OFFICE ADMINISTRATION

Associate in Applied Science Degree:
Medical Office Assistant continued...

FIRST YEAR
First Semester

BIO	135	Introduction to Human Anatomy and Physiology[1] or	
BIO	160	Human Anatomy	4
HSC	100	Computer Usage in Health Services..........................	1
HSC	105	Introduction to the Health Care Field	2
HSC	112	Medical Terminology..	3
Communications elective			3
Social Science or Humanities elective			3
			16

Second Semester

BIO	136	Introduction to Human Diseases[1] (3) or	
BIO	161	Human Physiology (4)..	3-4
Communications elective			3
HSC	151	Math Applications in Health Care	1
MOA	145	Health Care Records Management[2]	2
MOA	195	Principles of Health Insurance Billing[2]	3
NUR	120	Pharmacology[3]..	2
PED	201	First Aid	3
			17-18

SECOND YEAR
First Semester

MOA	215	Clinical Procedures[2, 6]..	8
MOA	235	Health Care Office Procedures[2, 6]..............................	3
Elective[4]		....	3
			14

Second Semester

HSC	213	Health Care Law and Ethics	3
Mathematics elective[5]			3
MOA	240	Medical Transcription I[2]..	3
MOA	245	Health Care Office Management[2, 7]	3
MOA	280	Medical Office Assistant	
		Seminar and Externship[2, 7]	3
			15

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[1] Students may take BIO 135 and BIO 136 or BIO 160 and BIO 161 or BIO 160 and BIO 136.

[2] Students must satisfy prerequisites for each course selected.

[3] Prerequisite waived for MOA students.

[4] Requires approval of program coordinator.

[5] A competency test, available in the Assessment and Testing Center, may be utilized to meet the mathematics elective requirement. Students in this program who utilize the competency test to meet the mathematics requirement must take a three credit-hour elective.

[6] Offered during fall semester only.

[7] Offered during spring semester only.

MEDICAL OFFICE ADMINISTRATION

Health Care Secretary Certificate

This 32 credit-hour certificate program is designed for the individual who is interested in expanding her/his previous office experience or health care training. The program offers skills necessary to work as a secretary in a health care facility, insurance company, pharmaceutical house, or in hospital administrative offices.

Alternate job titles for the health care secretary would include medical or dental secretary/receptionist, doctor's secretary, insurance secretary, claims clerk, medical typist or nursing unit secretary. Administrative duties include patient reception, insurance claims processing, billing and collections, and health care records management and transcription.

A minimum keyboarding speed of 40 words per minute is recommended to enter the program; 50 words per minute is expected in order to progress through externship. The program may be taken part-time and some courses are available on an evening schedule. An orientation and planning session is recommended by the coordinator; detailed information will be sent upon request.

HSC	100	Computer Usage in Health Services	1
HSC	105	Introduction to the Health Care Field	2
HSC	112	Medical Terminology	3
HSC	151	Math Applications in Health Care	1
HSC	213	Health Care Law and Ethics[1]	3
MOA	145	Health Care Records Management[1]	2
MOA	195	Principles of Health Insurance Billing[1]	3
MOA	235	Health Care Office Procedures[1,3]	3
MOA	240	Medical Transcription I	3
MOA	245	Health Care Office Management[4]	3
MOA	270	Health Care Secretary Seminar and Externship[1,4]	3
NUR	120	Pharmacology[2]	2
PED	201	First Aid	3

[1] Students must satisfy prerequisites for each course selected.

[2] Prerequisite waived for Health Care Secretary students.

[3] Offered during fall semester only.

[4] Offered during spring semester only.

Health Insurance Coder Certificate

This concentrated 30 credit-hour certificate program is designed for the individual who is interested in becoming an insurance billing specialist in a large health care facility or a claims approver in an insurance company. The program provides a generalized orientation to the health care field, plus specific training in International Classification of Diseases (ICD) and Current Procedural Terminology (CPT) coding, billing reimbursement and collections procedures, including the current software utilized.

Some keyboarding skills and knowledge of computers is recommended.

Professional Certification:
Students in the Health Insurance Coder program are encouraged to join the local chapter of the American Association of Procedural Coders (AAPC) and the American Health Information Management Association (AHIMA). An experienced coder is eligible to sit for the national examination in order to become a Certified Procedural Coder (CPC).

BIO	135	Introduction to Human Anatomy and Physiology	4
BIO	136	Introduction to Human Diseases	3
HSC	112	Medical Terminology	3
HSC	213	Health Care Law and Ethics[1]	3
MOA	145	Health Care Records Management[1]	2
MOA	195	Principles of Health Insurance Billing[1]	3
MOA	196	Current Procedural Terminology (CPT) Coding[1,2]	3
MOA	197	International Classification of Disease (ICD) Coding[1,2]	3
MOA	235	Health Care Office Procedures[1,2]	3
MOA	250	Health Insurance Coder Seminar and Externship[1,3]	3

[1] Students must satisfy prerequisites for each course selected.
[2] Offered during fall semester only.
[3] Offered during spring semester only.

Medical Office Assistant Certificate

This concentrated 43 credit-hour certificate program is designed for the individual who is interested in becoming a medical assistant in a physician's office or other outpatient health care setting. The curriculum provides training in a variety of administrative and clinical tasks to facilitate the work of the physician. Administrative duties include patient communication, computer skills and record keeping. Clinical duties include assisting with examinations, treatments and diagnostic testing.

A minimum keyboarding speed of 30 words per minute is recommended to enter the program; 40 words per minute is expected in order to progress through externship. The program may be taken part-time and many courses are available on an evening schedule. An orientation and planning session is recommended by the coordinator; detailed information will be sent upon request.

Professional Accreditation and Certification:

The Medical Office Assistant certificate and degree programs at Harper College have been accredited by the Commission on the Accreditation of Allied Health Educational Programs (CAAHEP). Graduates of the programs are eligible to sit for the national certification examination sponsored by the American Association of Medical Assistants (AAMA). The MOA graduate who successfully completes this national examination is credentialed as a Certified Medical Assistant (CMA).

BIO	136	Introduction to Human Diseases[1]	3
HSC	100	Computer Usage in Health Services	1
HSC	105	Introduction to the Health Care Field	2
HSC	112	Medical Terminology	3
HSC	151	Math Applications in Health Care	1
HSC	213	Health Care Law and Ethics	3
MOA	145	Health Care Records Management[1]	2
MOA	195	Principles of Health Insurance Billing[1]	3
MOA	215	Clinical Procedures[1,3]	8
MOA	235	Health Care Office Procedures[3]	3
MOA	240	Medical Transcription I[1]	3
MOA	245	Health Care Office Management[1,4]	3
MOA	280	Medical Office Assistant Seminar and Externship[1,4]	3
NUR	120	Pharmacology[2]	2
PED	201	First Aid	3

[1] Students must satisfy prerequisites for each course selected.

[2] Prerequisite waived for Medical Office Assistant students.

[3] Offered during fall semester only.

[4] Offered during spring semester only.

Medical Transcriptionist Certificate

This concentrated 27 credit-hour certificate program is designed for the individual who is interested in expanding her/his previous health care and/or secretarial experience in order to become a medical transcriptionist. A medical transcriptionist is the health information specialist who transcribes patients' records in a hospital, large health care practice, HMO or clinic. Transcribed records are used in follow-up treatment, by insurance companies to verify claims, to authenticate legal documents, and by medical research specialists in the development of new treatment and diagnostic methods.

The curriculum provides the training needed to understand the various types of dictation utilized. Medical transcriptionists must possess excellent keyboarding skills and the ability to memorize spellings and meanings of the health care language. A minimum keyboarding speed of 50 words per minute is recommended to enter the program; however, experienced medical transcriptionists frequently reach keyboarding speeds in excess of 80-100 words per minute; 60 words per minute is expected in order to progress through externship. The program may be taken part-time and some courses are available on an evening schedule. An orientation and planning session is recommended by the coordinator; detailed information will be sent upon request.

Professional Accreditation and Certification:

Graduates of the Medical Transcriptionist program are eligible to sit for the national certification examination offered by the American Association for Medical Transcription (AAMT). The medical transcriptionist who successfully completes the national examination is credentialed as a Certified Medical Transcriptionist (CMT). Students in the Medical Transcriptionist program are encouraged to join the local chapter of the AAMT.

BIO	135	Introduction to Human Anatomy and Physiology	4
BIO	136	Introduction to Human Diseases	3
HSC	100	Computer Usage in Health Services	1
HSC	112	Medical Terminology	3
HSC	213	Health Care Law and Ethics[1]	3
MOA	145	Health Care Records Management[1]	2
MOA	240	Medical Transcription I[1]	3
MOA	242	Medical Transcription II[1]	3
MOA	260	Medical Transcriptionist Seminar and Externship[1,3]	3
NUR	120	Pharmacology[2]	2

[1] Students must satisfy prerequisites for each course selected.

[2] Prerequisite waived for Medical Transcriptionist students.

[3] Offered during spring semester only.

NURSING*

Associate in Applied Science Degree

The Nursing program is designed to enable students to receive a certificate in practical nursing at the completion of the first year and an associate in applied science degree in nursing at the completion of the two-year sequence. The program is approved by the Illinois Department of Professional Regulation and accredited by the National League for Nursing Accrediting Commission.

The associate in applied science degree in Nursing qualifies the graduate for NCLEX-RN and application for Illinois licensure as a registered nurse. Legal limitations could prohibit an individual from taking this licensing examination. Questions regarding these restrictions should be directed to the Illinois Department of Professional Regulation at 217.782.8556. Positions are available in a variety of health care settings.

** **Admission requirements include:**
- Attendance at a Nursing program information meeting.
- Fulfillment of the General Admission Requirements of Harper College.
- Submission of an official copy of ACT results. (This requirement will be waived for students who have completed 12 or more semester hours of college work.)
- High school graduation or equivalent (GED).
- *Grade Point Average Requirement.* All students must have a high school grade point average of 2.0 or better (on a 4.0 scale), or if twelve (12) semester hours of college credit have been completed, a college grade point average of 2.0 or better (on a 4.0 scale). Students who have previously enrolled at Harper College must be in good academic standing.
- *Course Work Requirements.*
  Once college work has been completed in any of the subject areas listed below, only college work will be used to determine if the particular subject admission requirement has been fulfilled.
  ○ Two semesters of high school biology with grades of C or better OR one semester of college biology with a grade of C or better;
  ○ Two semesters of high school chemistry with grades of C or better OR one semester of college chemistry with a grade of C or better;
- Completion of the Entrance Examination for Schools of Nursing.
- *English Competency Requirement.*
  This requirement may be met by one of the following:
  ○ Proof of completion of ENG 100 (or its equivalent) with a grade of C or better.
  ○ ACT English score of 19 or higher and ACT Reading score of 20 or higher.
  ○ Harper College Writing/Reading Assessment Test results that demonstrate placement into ENG 101.
- *Math Placement Requirement*
  This requirement may be met by one of the following:
  ○ Proof of completion of MTH 060 (or its equivalent) with a grade of C or better.
  ○ Harper College Math Assessment Test that demonstrates placement into MTH 080.
  ○ ACT math score of 23 or higher.
- Satisfactory Harper College Nursing Admission score.

** **Licensed Practical Nurses must also meet the following requirements:**
- Interview with the Director of Nursing.
- Medical Examination Skills results.

Associate in Applied Science Degree continued...

- Medical Examination Dosage results.
- Employer/Faculty Performance Evaluation.
- Current LPN license.

FIRST YEAR[1]

First Semester

BIO	160	Human Anatomy	4
NUR	101	Nursing Fundamentals	9
NUR	120	Pharmacology[2]	2
PSY	101	Introduction to Psychology	3
Mathematics[3]			0
			18

Second Semester

BIO	161	Human Physiology[4]	4
Computer elective[5]			1
NUR	102	Nursing Care of Clients with Commonly Occurring Health Needs	9
PSY	228	Human Development	3
			17

Summer Semester

NUR	199	Bridge to Advanced Nursing[6]	1

SECOND YEAR

First Semester

BIO	130	Microbiology	4
ENG	101	Composition	3
NUR	201	Advanced Nursing I	10
			17

Second Semester

SPE	101	Fundamentals of Speech Communication	3
NUR	202	Advanced Nursing II	10
SOC	101	Introduction to Sociology	3
NUR	210	Physical Assessment[7]	1
			17

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* Nursing is a limited enrollment program. See Limited Enrollment Programs section of this catalog for details. Requirements subject to change. Contact the Admissions Office for updated information.

** Subject to change. Contact the Admissions Office for additional information.

1 A grade of C or better in all NUR courses, BIO 130, BIO 160 and BIO 161 is required for all students.

2 Must be completed no earlier than three years before graduation.

3 Group II math requirement is met by Nursing program admission requirements.

4 Must be taken within three years of the required semester.

5 CIS 100, CIS 101, CIS 117, CIS 125, HSC 100, OFC 133.

6 Required for the LPN admit and the student reentering the second level.

7 Can be taken any time after NUR 102.

NURSING

Licensed Practical Nursing Certificate *

Admission Requirements: Same as Associate in Applied Science Degree

The Licensed Practical Nursing certificate qualifies the graduate to sit for the NCLEX-PN and application for Illinois licensure as a practical nurse.

FIRST YEAR[1]

First Semester

BIO	160	Human Anatomy	4
NUR	101	Nursing Fundamentals	9
NUR	120	Pharmacology[2]	2
PSY	101	Introduction to Psychology	3
Mathematics[3]			0
			18

Second Semester

BIO	161	Human Physiology[4]	4
		Computer elective[5]	1
NUR	102	Nursing Care of Clients with Commonly Occurring Health Needs	9
PSY	228	Human Development	3
			17

Summer Semester

NUR	104	Nursing Field Experience	4

* Licensed Practical Nursing is a limited enrollment program. See Limited Enrollment Programs section of this catalog for details.

[1] A grade of C or better in all NUR courses, BIO 130, BIO 160 and BIO 161 is required for all students.

[2] Must be completed no earlier than three years before graduation.

[3] Group II math requirements is met by Nursing program admission requirements.

[4] Must be taken within three years of the required semester.

[5] CIS 100,CIS 101, CIS 117, CIS 125, HSC 100, OFC 133.

NURSING

Home Health Aid Certificate *

This four credit-hour certificate program provides an opportunity for the certified nursing assistant to acquire additional skills which are required for the provision of health care in the home setting. Course content includes techniques for provision of personal care and activities of daily living, communication skills, collection and analysis of biological specimens as well as a review of special restorative or emergency care. Learning takes place in the classroom, lab and home care settings. Clinical experience is held off campus. Students are required to provide their own transportation. Opportunities for employment are found in such settings as home health agencies, hospice, and private duty.

Admission requirements include:
- Completed Harper College Application and application fee, or if you have previously completed a Harper College Application, a Limited Enrollment Program Update Form. Applications can be obtained in the Admissions Office located in the New Student Services and Art Center, Room C101.
- Copy of your results for the Nurse Aide Competency Exam. You may retrieve a copy by phoning Southern Illinois University at 618.453.4368 or writing to Southern Illinois University, Nurse Aide Competency Training Evaluation Program, Quigley Hall, Carbondale, IL 62901.
- Students who have previously enrolled at Harper College must be in good academic standing.

Required:

HHA   101   Home Health Aide 4

* Home Health Aide is a limited enrollment program. See Limited Enrollment Programs section of this catalog for details. Requirements subject to change. Contact the Admissions Office for updated information.

Certified Nursing Assistant Certificate *

This seven credit-hour certificate program prepares individuals to deliver safe, competent and quality care under the supervision of a registered nurse. The course includes basic nursing skills necessary to provide direct care to patients with special emphasis on skills and knowledge required to care for residents in long term care and sub acute settings. Clinical experience is held off campus. Students are required to provide their own transportation. Students successfully completing the program are eligible to sit for the IDPH certification examination and enter the State of Illinois Nurse Aide Registry. Opportunities for employment are found in settings such as long term care facilities, home health agencies, hospitals, and private duty.

This program is part of Harper's Dual Credit Career Partnership. Applicants from this high school Dual Credit Career Partnership must have completed the 11th grade prior to entering and must also meet the program's special admission requirements.

Required:

CNA   101   Nursing Assistant Training 7

* Certified Nursing Assistant is a limited enrollment program. See Limited Enrollment Programs section of this catalog for details. Requirements subject to change. Contact the Admissions Office for updated information.

PARALEGAL STUDIES

Associate in Applied Science Degree

The 63 credit-hour program is designed to prepare men and women as technically qualified assistants to a lawyer. Under the supervision of a lawyer, the paralegal may perform such functions as legal research, 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

ENG	101	Composition	3
		Humanities elective[1]	3
PLS	101	Introduction to Paralegal Studies	3
PSY	101	Introduction to Psychology	3
SOC	101	Introduction to Sociology	3
			15

Second Semester

ENG	103	Technical and Report Writing	3
PLS	102	Fundamentals of Legal Research	3
PLS	103	Litigation	3
PLS	105	Family Law	3
PLS	123	Real Property Law	3
			15

SECOND YEAR

First Semester

		Mathematics elective[2]	3
PLS	201	Tort and Insurance Law	3
PLS	205	Contract Law	3
PLS	210	Corporate and Securities Law	3
PSC	101	American Politics and Government	3
			15

Second Semester

CIS	120	Introduction to Business Software Packages	3
		Electives[3]	12
PLS	208	Externship in Paralegal Studies[4]	3
			18

[1] Humanities electives must be chosen from the following ABA-approved humanities, listed with the requirements for AAS degrees: ART 105, any FNA, any FRN, any GER, any HST, any HUM, any JPN, any LIT, LNG 105, MUS 103, MUS 104, MUS 120, any PHI but not PHI 160, any SPA, any SPE but not SPE 212 or SPE 216.

[2] A competency test, available in the Assessment and Testing Center, may be utilized to meet the mathematics requirement. Students in this program who utilize the competency test to meet the mathematics requirement must take an additional humanities elective course for the required credit hours from the courses listed in footnote 1. Only 100 level or higher mathematics courses are acceptable for the mathematics elective.

[3] CRJ 201 or CRJ 202, PLS 200, PLS 202, PLS 212, PLS 220, PLS 221, PLS 222, PLS 223, PLS 230.

[4] Required for individuals without any legal experience. Individuals with legal experience may substitute another PLS course with coordinator approval.

PARALEGAL STUDIES

Paralegal Studies Certificate

This 21 credit-hour certificate program is designed for those individuals who are currently employed or employable in the legal field or those who, because of legal experience, could benefit from these specialty options. The various choices available allow the student to develop special interests and skills.

To receive a certificate in Paralegal Studies, students must have earned an associate in applied science degree which includes general education courses equivalent to those required in Harper College's associate in applied science degree in paralegal studies, an associate in arts degree or a bachelor's degree. Verifications of the degree must be submitted before the certificate will be awarded.

Students who complete the 21 credit-hour certificate are eligible to use our computerized placement service and otherwise work as paralegals for a practicing attorney. Students should be aware that there are legal restrictions on the practice of law by laymen.

Students electing to earn a certificate in paralegal studies are eligible to apply credits earned toward completion of the associate in applied science degree.

Required:

PLS	101	Introduction to Paralegal Studies	3
PLS	102	Fundamentals of Legal Research	3
PLS	103	Litigation	3

Electives: Select at least 12 credit hours from the following courses, providing the combination has the approval of the coordinator or a Student Development faculty member.

CRJ	201	Criminal Law[1] or	
CRJ	202	Criminal Procedures	3
PLS	105	Family Law	3
PLS	123	Real Property Law	3
PLS	200	Probate	3
PLS	201	Tort and Insurance Law	3
PLS	202	Estate Planning	3
PLS	205	Contract Law	3
PLS	208	Internship in Paralegal Studies	3
PLS	210	Corporate and Securities Law	3
PLS	212	Law Office Systems	3
PLS	220	Community Law	3
PLS	221	Bankruptcy Law	3
PLS	222	Intellectual Property	3
PLS	223	Computer-Assisted Legal Research	3
PLS	230	Topics in Paralegal Studies	3

[1] Students may take CRJ 201 or CRJ 202, but not both

PARAMEDIC

See: Emergency Medical Services

PARK AND GOLF MAINTENANCE

Associate in Applied Science Degree

Students can prepare for employment with municipal park districts, property management agencies, cemetery/memorial parks, industry/office parks, educational facilities, golf courses and other related careers.

Students earning an associate in applied science degree in Park and Golf Maintenance are required to complete 64 credit hours.

Required General Education Courses:

BIO	120	Botany	4
		Communications electives[1]	6
		Mathematics elective[2]	3
PED	201	Safety and First Aid[3]	3

Students must select five credit hours from at least two of the following areas: Humanities, Natural Sciences or Social Sciences ... 5

Required Core Courses:

PKM	100	Park and Horticulture Careers[4]	1
PKM	140	Grounds Equipment and Shop Operation	4
PKM	210	Drainage and Irrigation[4]	3
PKM	214	Landscape Design I	4
PKM	220	Arboriculture[5]	4
PKM	250	Park Management Seminar[5]	1
PST	101	Woody Plants[4]	4
PST	102	Plant Diseases and Pests[5]	4
PST	110	Soil Science	4
PST	111	Basic Horticultural Skills	4
PST	212	Turfgrass Science[4]	4

Electives: Select a minimum of six credit hours from the following:

ELT	142	Electrical Wiring	2
PKM	150	Park and Plant Science Technology Internship[6]	5
PKM	230	Contracts, Specifications and Estimating[7]	3
PKM	240	Grounds Equipment and Power Units[7]	4
PKM	242	Golf Course and Athletic Field Management[7]	4
PST	244	Nursery Management[7]	3
PST	248	Garden Center Management[7]	3

[1] 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.

[2] A competency test, available in the Assessment and Testing Center, may be utilized to meet the mathematics requirement. Students who utilize the competency test to meet the mathematics requirement must complete a three credit-hour PKM or PST elective.

[3] May be waived if a comparable certificate is presented.

[4] Offered during fall semester only.

[5] Offered during spring semester only.

[6] See coordinator.

[7] May be offered every other year.

PARK AND GOLF MAINTENANCE

Arboriculture Certificate

Graduates of this 21 credit-hour certificate program will be able to select, operate and care for the appropriate tools and equipment used in this field, as well as diagnosing and correcting tree problems and performing all tree maintenance procedures in a safe and efficient manner.

PKM	100	Park and Horticulture Careers	1
PKM	140	Grounds Equipment and Shop Operation	4
PKM	220	Arboriculture	4
PST	101	Woody Plants	4
PST	110	Soil Science	4
PST	111	Basic Horticultural Skills	4

Golf Course Maintenance Certificate

Graduates of this 20 credit-hour certificate program are prepared for employment or promotion in the golf course industry, turfgrass production and athletic field maintenance.

PKM	100	Park and Horticulture Careers	1
PKM	210	Drainage and Irrigation	3
PKM	242	Golf Course Management	4
PST	110	Soil Science	4
PST	212	Turfgrass Science	4
PKM	140	Grounds Equipment and Shop Operation	4

Nursery Operations Certificate

Graduates of this 20 credit-hour certificate program will be able to identify, culture and produce nursery plant materials free of disease and pests for use by the landscape industry.

PKM	100	Park and Horticulture Careers	1
PST	101	Woody Plants	4
PST	102	Plant Diseases and Pests	4
PST	110	Soil Science	4
PST	111	Basic Horticultural Skills	4
PST	244	Nursery Management	3

Turfgrass Maintenance Certificate

Graduates of this 17 credit-hour certificate program are prepared for employment or promotion in lawn care, sod production and sports turf.

PKM	100	Park and Horticulture Careers	1
PKM	140	Grounds Equipment and Shop Operation	4
PST	102	Plant Diseases and Pests	4
PST	110	Soil Science	4
PST	212	Turfgrass Science	4

Pharmacy Technician Certificate

This 32-35 credit-hour certificate program provides technical and practical pharmaceutical knowledge leading to employment as an assistant to a registered pharmacist. It offers basic academic training in prescription order processing, inventory activities, over-the-counter drug sales, recordkeeping, product prepackaging, bulk compounding and manufacturing, computer operations and related tasks. A practicum serves to expand the technical training of the technician by actual on-the-job pharmacy experience.

Currently, the State of Illinois requires a pharmacy apprentice license for internship (practicum) and employment in a pharmacy. The applicant for a pharmacy license should be free of conviction of any criminal offense (other than minor traffic violations).

First Semester

BIO	136	Introduction to Human Disease	3
HSC	100	Computer Usage in Health Services	1
HSC	112	Medical Terminology	3
PHT	100	Survey of Pharmacy Practice (6) or	
PHT	111	Basic Pharmacy Operations (3)	3-6
PHT	103	Pharmaceutical Computations	3
			13-16

Second Semester

PHT	102	Pharmacy Law, Standards and Ethics	2
PHT	110	Pharmacology I	3
PHT	114	Advanced Pharmacy Operations	2
PHT	115	Pharmacy Technician Internship I	2
PHT	140	Sterile Products and Aseptic Techniques	3
			12

Third Semester

PHT	120	Pharmacology II	3
PHT	125	Pharmacy Technician Internship II	2
PSY	107	Humanistic Psychology	2
			7

Becomes inuctive fall 04

PHLEBOTOMY*

Phlebotomy Certificate

This 13-credit-hour certificate program consists of lectures, student laboratories and clinical internship arranged in a local health care facility. This certificate is useful for a number of health care professionals interested in developing the skills and techniques involved in the collection of blood from patients or donors for diagnostic testing. In addition, ethical and legal responsibilities, effective communication skills and safe practice are studied. Phlebotomists are employed in hospitals, hospital laboratories, physician offices, clinics, blood banks, commercial laboratories, or similar facilities. Phlebotomy has become a fast-growing health occupation and is considered a profession with a standard-ized educational curriculum and accepted routes for national certification.

Admission requirements:

- For admissions requirements, please contact the Admissions Outreach Office at 847.925.6700.

Required:

BIO	135	Introduction to Human Anatomy and Physiology	4
HSC	112	Medical Terminology	3
PHB	101	Phlebotomy Principles and Practice	4
PHB	102	Phlebotomy Internship	2

* Phlebotomy is a limited enrollment program. See Limited Enrollment Programs section of this catalog for details. Requirements subject to change. Contact the Admissions Office for updated information.

[Handwritten notes:]

HSC 112 3 ⟩ can be taken together

PHB 101 4

PHB 102 2 - 12c hr. 4 week Internship

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Spring 2004

PLANT SCIENCE TECHNOLOGY

Associate in Applied Science Degree

This 65 credit-hour program is designed to prepare students for employment in floral design, garden centers, greenhouses, grounds maintenance, landscape design and construction, nurseries, plant propagation, and other green industry careers.

Required General Education Courses:

BIO	120	Botany	4
ENG	101	Composition	3
Mathematics elective[1]			3
PED	201	Safety and First Aid[2]	3
SPE	101	Fundamentals of Speech Communication	3

Students must select five credit hours from at least two of the following areas: Humanities, Natural Sciences or Social Sciences 5

Required Core Courses:

PKM	100	Park and Horticulture Careers	1
PST	104	Beginning Floral Design	3
PST	105	Indoor Plants	4
PST	111	Basic Horticultural Skills	4

Specialized Study Areas:

It is recommended that students pursue one of the following specialized study areas.

Floral Design

Required:

PST	107	Cut Flower and Foliage Identification	4
PST	112	History of Floral Design I	3
PST	151	Floral Design Internship	3
PST	204	Intermediate Floral Design	3
PST	205	High Style and Tropical Floral Design[4]	3
PST	206	Wedding and Sympathy Floral Design[4]	3
PST	207	Permanent Botanical Design[3]	3
PST	208	Advanced Floral Techniques[4]	4
PST	245	History of Floral Design II	3
PST	247	Floral Shop Management[3]	3

Horticulture

Required:

PKM	140	Grounds Equipment and Shop Operation	4
PKM	213	Landscape Graphics	4
PKM	214	Landscape Design I	4
PKM	250	Park Management and Plant Science Seminar[4]	1
PST	101	Woody Plants	4
PST	102	Plant Diseases and Pests	4
PST	103	Herbaceous Plants[3]	4
PST	110	Soil Science	4

Electives: Horticulture students must select at least three credit hours from the following:

MGT elective[5]			3
PKM	210	Drainage and Irrigation	3
PKM	220	Arboriculture	4
PKM	230	Contracts, Specifications, Estimating[6]	3
PKM	240	Grounds Equipment Power Units[6]	4
PKM	242	Golf Course and Athletic Field Management[6]	4

Associate in Applied Science Degree...continued

PST	212	Turfgrass Science	4
PST	244	Nursery Management[6]	3
PST	248	Garden Center Operations[6]	3

Landscape Design

Required:

PKM	213	Landscape Graphics	4
PKM	214	Landscape Design I	4
PKM	215	Landscape Design II	4
PKM	216	Landscape Construction Process and Materials	4
PST	101	Woody Plants	4
PST	103	Herbaceous Plants[3]	4
PST	110	Soil Science	4

Electives: Landscape Design students must select at least four credit hours from the following:

MGT elective[5]			3
PKM	210	Drainage and Irrigation	3
PKM	220	Arboriculture	4
PKM	230	Contracts, Specifications, Estimating[6]	3
PKM	240	Grounds Equipment Power Units[6]	4
PKM	242	Golf Course and Athletic Field Management[6]	4
PST	212	Turfgrass Science	4
PST	244	Nursery Management[6]	3
PST	248	Garden Center Operations[6]	3

[1] Students may elect any mathematics course offered, depending on their test score and advice of a Student Development faculty member; however, only MTH 100 or higher will satisfy this requirement. MGT 150 will also satisfy this requirement. Students who utilize the competency test to meet the mathematics requirement must complete a course in PKM or PST an an elective.

[2] May be waived if a comparable certificate is presented.

[3] Offered during fall semester only.

[4] Offered during spring semester only.

[5] MGT elective: MGT 111, MGT 154, MGT 160.

[6] May be offered every other year.

Advanced Floral Design Certificate

Graduates of this 19 credit-hour certificate program are prepared for advanced floral design work and are able to work in all phases of design within the floral industry.

PKM	100	Park and Horticulture Careers	1
PST	104	Beginning Floral Design	3
PST	204	Intermediate Floral Design	3
PST	205	High Style and Tropical Floral Design	3
PST	206	Wedding and Sympathy Floral Design	3
PST	207	Permanent Botanical Design	3
PST	247	Floral Shop Management	3

Floral Design Certificate

Graduates of this 10 credit-hour certificate program are prepared for employment or promotion in retail and wholesale floral businesses.

PKM	100	Park and Horticulture Careers	1
PST	104	Beginning Floral Design	3
PST	204	Intermediate Floral Design	3
PST	247	Floral Shop Management	3

Garden Center Operations Certificate

Graduates of this 23-24 credit-hour certificate program are prepared for employment or promotion with garden center and retail outlets of plant materials and associated merchandise.

PKM	100	Park and Horticulture Careers	1
PKM	214	Landscape Design I (4) or	
PST	104	Beginning Floral Design (3)	3-4
PST	101	Woody Plants	4
PST	103	Herbaceous Plants	4
PST	105	Indoor Plants	4
PST	111	Basic Horticultural Skills	4
PST	248	Garden Center Operations	3

Grounds Maintenance Certificate

Graduates of this 21 credit-hour certificate program are prepared for employment or promotion in culture and care of gardens, landscapes, parks, turfgrass and other passive or active grounds areas.

PKM	100	Park and Horticulture Careers	1
PKM	140	Grounds Equipment and Shop Operation	4
PST	101	Woody Plants or	
PST	212	Turfgrass Science	4
PST	102	Plant Diseases and Pests	4
PST	110	Soil Science	4
PST	111	Basic Horticultural Skills	4

Landscape Design Certificate

Graduates of this 33 credit-hour certificate are prepared for employment or promotion in residential and commercial landscape design and landscape construction planning and estimating.

PKM	100	Park and Horticulture Careers	1
PKM	213	Landscape Graphics	4
PKM	214	Landscape Design I	4
PKM	215	Landscape Design II	4
PKM	216	Landscape Construction Process and Materials	4
PST	101	Woody Plants	4
PST	103	Herbaceous Plants	4
PST	110	Soil Science	4
PST	111	Basic Horticultural Skills	4

PLANT SCIENCE TECHNOLOGY

Plant Propagation Certificate

Graduates of this 17 credit-hour certificate program will be able to produce disease and pest free plants from seed as well as by a variety of vegetative methods as commonly encountered in the greenhouse and nursery industry.

PKM	100	Park and Horticulture Careers	1
PST	101	Woody Plants	4
PST	110	Soil Science	4
PST	111	Basic Horticultural Skills...	4
PST	102	Plant Diseases and Pests	4

REAL ESTATE

See: Financial Services

REFRIGERATION AND AIR CONDITIONING TECHNOLOGY

See: Heating, Ventilation and Air Conditioning (HVAC)

SIGN LANGUAGE INTERPRETING

Sign Language Interpreting Certificate

This 40 credit-hour certificate program is designed to provide students with entry level interpreting and transliterating skills, a general knowledge of deaf culture and an understanding of the interpreting profession. Students enrolled in the program need to possess fluency in American Sign Language and English and need to have met the prerequisites for entry into the program. For individuals who do not yet possess sign language fluency, Harper College offers the following courses to assist in acquiring the necessary skills: SGN 101, SGN 102, SGN 103, SGN 104, SGN 201, and SGN 202. (See Sign Language course information.) Upon completion of the program, students are eligible to take written and performance examinations leading to state and/or national credentialing.

ITP	101	Introduction to Interpreting	3
ITP	110	Consecutive Interpreting: English to ASL[1]	3
ITP	111	Consecutive Interpreting: ASL to English[1]	3
ITP	120	Simultaneous Interpreting: English to ASL	3
ITP	121	Simultaneous Interpreting: ASL to English I	3
ITP	200	Transliteration and Educational Interpreting[2]	3
ITP	211	Simultaneous Interpreting: ASL to English II	3
ITP	215	Interpreting Dialogic Discourse	4
ITP	216	Interpreting Monologic Discourse	3
ITP	220	Sign Language Interpreting Practicum	5
SGN	205	American Sign Language V	3
SGN	210	American Sign Language Community: A Cultural Perspective	4

[1] Prerequisites include a grade of B or better in ITP 101 and SGN 205 before ITP 110 and ITP 111 may be taken.

[2] ITP 201 (Topics in Interpreting) is an elective course and may be substituted for ITP 200 with the consent of the coordinator.

SUPPLY CHAIN MANAGEMENT

Associate in Applied Science Degree

This 61 credit-hour program is designed to provide in-service education for those persons working directly in, or in fields allied to, supply chain management. Additionally, the program may provide pre-service training for those who may seek or be transferred into jobs within these fields.

FIRST YEAR
First Semester

ACC	101	Introduction to Financial Accounting	4
CIS	122	Data Base for Micros	1
CIS	123	Spreadsheet/Budgeting for Micros	1
CIS	124	Advanced Spreadsheet for Micros	1
ENG	101	Composition	3
MAT	101	Supply Chain Management	3
MGT	111	Introduction to Business Organization	3
			16

Second Semester

ACC	102	Introduction to Managerial Accounting	3
ENG	130	Business Writing	3
MAT elective[1]			3
MGT	270	Principles of Management	3
PSY	245	Industrial/Organizational Psychology[2]	3
			15

SECOND YEAR
First Semester

ACC	211	Business Law I	3
ECO	200	Introduction to Economics	3
MAT electives[1]			6
MGT	150	Business Math[3]	3
			15

Second Semester

MAT elective[1]			3
Supply Chain Management electives[4]			9
PHI	150	Business Ethics	3
			15

[1] MAT electives:

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

[2] Prerequisite waived for Supply Chain Management students.

[3] A competency test, available in the Assessment and Testing Center, may be utilized to meet the mathematics requirement. Students in this program who utilize the competency test to meet the mathematics requirement must select an additional 200 level MAT course.

[4] Supply Chain Management electives:

MAT	226	Material Requirements Planning	3
MAT	227	Just-In-Time (JIT)	3
MAT	230	International Supply Chain Management	3
MAT	259	Advanced Purchasing	3
MAT	281	Topics in Supply Chain Management	1-3
MGT	274	Operations Management	3

SUPPLY CHAIN MANAGEMENT

Inventory/Production Control Certificate

This 12 credit-hour certificate program is designed for those currently employed in or seeking employment in the fields of inventory or production control. The coursework is specific to those jobs and issues that deal with all aspects of maintaining inventory for increasing production levels.

Required:

MAT	101	Supply Chain Management	3
MAT	120	Production Control Concepts	3
MAT	122	Inventory Control	3
MAT	226	Material Requirements Planning (MRP)	3

Supply Chain Management Certificate

This 18 credit-hour certificate program is designed to provide in-service education for those persons working directly in, or in fields related to, supply chain management. 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	Supply Chain Management	3

Electives: Group I (Select 12 credit hours from the following):

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

Electives: Group II (Select one course):

MAT	226	Material Requirements Planning (MRP)	3
MAT	227	Just-In-Time (JIT)	3
MAT	230	International Supply Chain Management	3
MAT	259	Advanced Purchasing	3

SUPPLY CHAIN MANAGEMENT

Physical Distribution Certificate

This 12 credit-hour certificate program is designed for those currently employed in or seeking employment in physical distribution positions. Topics covered will provide the graduate with knowledge of distributing, warehousing, stocking and shipping materials for various industries.

Required:

MAT	101	Supply Chain Management	3
MAT	121	Principles of Physical Distribution	3
MAT	122	Inventory Control	3
MAT	227	Just-In-Time (JIT)	3

Purchasing Certificate

This 12 credit-hour certificate program is designed for those currently employed in or seeking employment in purchasing positions in various industries. The curriculum emphasizes developing the competencies necessary for on-the-job purchasing management expertise.

Required:

MAT	101	Supply Chain Management	3
MAT	122	Inventory Control	3
MAT	125	Purchasing	3
MAT	259	Advanced Purchasing	3

Discipline/Prefix

Illinois Articulation Initiative (IAI)

Course Numbering System

Courses Offered at Harper College

Below is an alphabetized list of disciplines followed by a prefix. (Course descriptions contained on the following pages are in alphabetical order by prefix.)

Illinois Articulation Initiative (IAI) General Education Core Curriculum Codes

To assist students with identifying qualifying general education core courses, the following coding system will appear after the course description:

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., A.S., A.E.S or A.F.A 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 to transfer to all four-year institutions. Students should see a Student Development faculty member for clarification of 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.

course title
course number
course prefix
hours of lecture per week
hours of lab per week
semester hours of credit
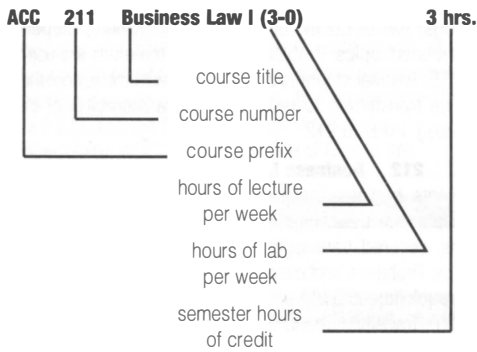
The following outlines of courses offered at Harper College describe the content of each course at the time of publication of the Catalog. Harper College reserves the right to revise course content to reflect changing conditions, trends and information within the discipline

Course Outlines

In accordance with Illinois law, Harper College maintains a file of course outlines for all courses listed in the Catalog. Complete information is given on course content, methodology and objectives. The outlines are available for student review in the Division offices or in the Office of the Executive Dean of Instruction.

Prerequisites

Many course descriptions state that a prerequisite (for example—satisfactory completion of a specific course or instructor consent) is necessary for enrollment in such a course. Students are advised that enrolling in a course without satisfying the prerequisite may result in the student being withdrawn from such course at the request of the instructor. Refer carefully to Catalog course descriptions.
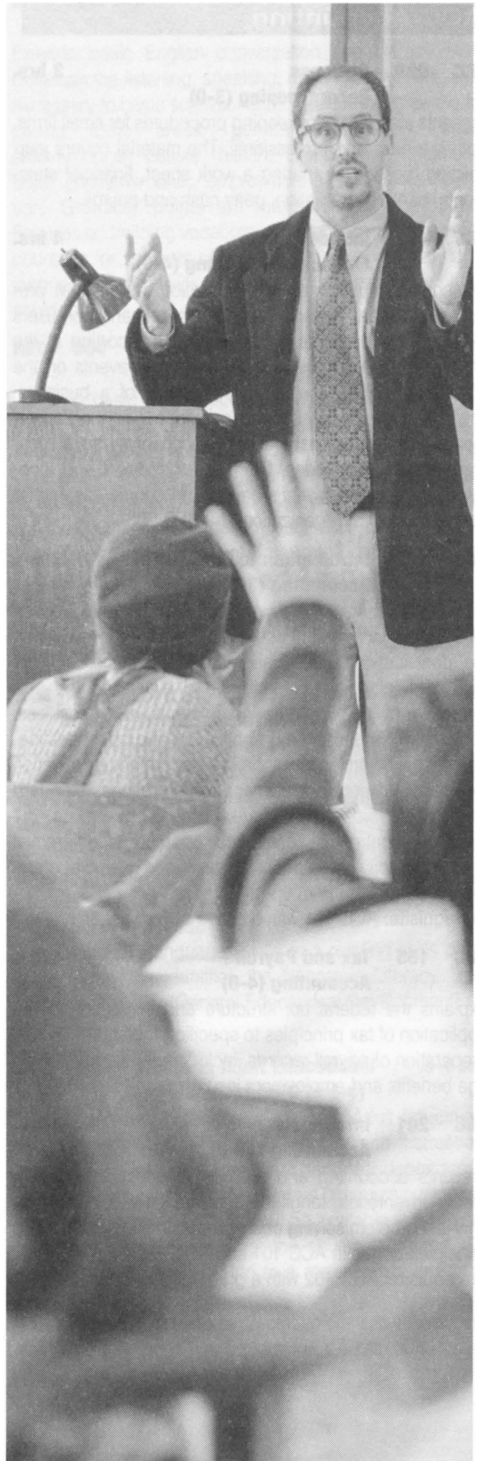
ACC Accounting

ACC   099   Business   3 hrs.
                  Recordkeeping (3-0)
Presents standard bookkeeping procedures for small firms, both business and professional. The material covers journalizing, posting, preparing a work sheet, financial statements, bank reconciliation, petty cash and payroll.

ACC   101   Introduction to   4 hrs.
                  Financial Accounting (4-0)
Presents accounting as an information system that produces summary financial statements primarily for users external to a business. Emphasizes the reporting of the effect of transactions and other economic events on the financial condition and operating results of a business. Topics include: basic accounting concepts, financial statements, accrual and cash basis, the accounting cycle, monetary assets, inventories, fixed assets, current and long-term liabilities and owner's equity. The course assumes a corporate form of organization. IAI BUS 903

ACC   102   Introduction to Managerial   3 hrs.
                  Accounting (3-0)
Presents accounting as a system of producing information for internal management use in a business. Emphasis is on the identification, accumulation and interpretation of information for planning, controlling and evaluating the performance of the separate components of a business. Topics include: theory and application of product costing, operational control, cost allocation, performance evaluation for manufacturing and service organizations, standard costing, job order and process costing, budgeting, JIT inventory control, decentralized operations, differential analysis, capital investment analysis and financial statement analysis. IAI BUS 904
Prerequisite: ACC 101 with a grade of C or better.

ACC   155   Tax and Payroll   4 hrs.
                  Accounting (4-0)
Explains 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   3 hrs.
                  Accounting I (3-0)
Presents accounting and reporting process, accounting theory, inventories, tangibles and intangible fixed assets. This is a problem solving course that continues accounting principles begun in ACC 101 and ACC 102.
Prerequisite: ACC 102 with a grade of C or better.

ACC   202   Intermediate Accounting II (3-0)   3 hrs.
Presents course materials in the following sequences: 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 with a grade of C or better.

ACC   203   Introductory Cost   3 hrs.
                  Accounting (3-0)
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 with a grade of C or better.

ACC   211   Business Law I (3-0)   3 hrs.
Presents the history of the source of law, civil and criminal wrongs, law of contracts, agency, employment, property and related topics. Problems and case materials are used. (NOTE: Transfer students should check with the school they will be transferring to regarding the transferability of this course.) IAI BUS 912

ACC   212   Business Law II (3-0)   3 hrs.
Presents 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 with a grade of C or better.
(NOTE: Transfer students should check with the school they will be transferring to regarding the transferability of this course.)

ACC   213   Legal Environment of   3 hrs.
                  Business (3-0)
Introduces the student to the nature, function and application of law in the commercial context. Emphasizes the regulation of business by statutes, administrative regulations and court decisions. IAI BUS 913

ACC   216   Employment Law (3-0)   3 hrs.
Examines past and present employment laws in the United States and their impact on employers and employees. Creates an understanding of the rights, duties and obligation of both employment groups under the law.

ACC   250   Income Tax   3 hrs.
                  Accounting (3-0)
Offers a practical study of current federal and Illinois taxes as they relate to business and individual income tax procedures. Topics studied include income inclusions and exclusions, capital gains and losses, business and personal deductions and accounting methods.
Prerequisite: ACC 102 with a grade of C or better.

ACC   251   Advanced Tax   3 hrs.
Accounting (3-0)

Presents the basic concepts of corporation income taxation, partnerships, estates and trusts. The course includes a study of the taxation on the transfer of wealth, both during lifetime and testamentary.
Prerequisite: ACC 102 with a grade of C or better.

ACC   253   Advanced Accounting I (3-0)   3 hrs.

Studies municipal accounts, business combinations and the preparation of consolidated financial statements. Topics will include branches, consolidated statements, elimination of intercompany transactions, general funds and nonprofit service organizations.
Prerequisite: ACC 202 with a grade of C or better.

ACC   254   Auditing (3-0)   3 hrs.

Examines the auditory theory and procedures involving the topical areas of audit reporting, auditing standards and evidence, statistical, sampling and electronic data processing. The legal and ethical dimensions of auditing will also be studied with emphasis on how government affects financial reporting through court decisions, federal securities laws, the S.E.C. and the Foreign Corrupt Practice Act.
Prerequisite: ACC 202 with a grade of C or better.

Administrative Technology

See: OFC Administrative Technology

AED Adult Educational Program

AED   001   Nonnative Literacy   1-4 hrs.
Skills I (1-0 to 4-0)

Introduces basic English conversation and literacy skills. Develops the listening, speaking, reading and writing skills necessary to basic survival needs. Concentrates on the following topic areas: general information, social skills/American culture, health, environment, community skills, consumer skills, employment skills and transportation. Grammar points are integrated as appropriate. Focuses on vocabulary acquisition and beginning listening and literacy skills. This course is for students of English who have minimal native literacy skills. It is the first in a sequence of four courses.

AED   002   Nonnative Literacy   1-4 hrs.
Skills II (1-0 to 4-0)

Continues to introduce basic English conversation and literacy skills. Develops the listening, speaking, reading and writing skills necessary to basic survival needs. Concentrates on the following topic areas: general information, social skills/ American culture, health, environment, community skills, consumer skills, employment skills and transportation. Grammar points are integrated as appropriate. Focuses on using basic vocabulary and literacy skills in daily routine situations. This course is for students of English who have minimal native language literacy skills. It is the second in a sequence of four courses.

AED   003   Nonnative Literacy   1-4 hrs.
Skills III (1-0 to 4-0)

Extends basic English conversation and literacy skills. Develops the listening, speaking, reading and writing skills necessary to basic survival needs. Concentrates on the following topic areas: general information, social skills/American culture, health, environment, community skills, consumer skills, employment skills and transportation. Grammar points are integrated as appropriate. Focuses on building vocabulary in everyday situations. This course is for students of English who have minimal native language literacy skills. It is the third in a sequence of four courses.

AED   004   Nonnative Literacy   1-4 hrs.
Skills IV (1-0 to 4-0)

Reviews basic English conversation and literacy skills. Develops the listening, speaking, reading and writing skills necessary to basic survival needs. Concentrates on the following topic areas: general information, social skills/American culture, health, environment, community skills, consumer skills, employment skills and transportation. Grammar points are integrated as appropriate. Focuses on effective communication and literacy strategies used in everyday situations. This course is for students of English who have minimal native language literacy skills. It is the fourth in a sequence of four courses.

AED   013   Topics in Adult Educational   .5-4 hrs.
Development/Basic (.5-0 to 4-0)

Studies selected problems or topics in Adult Educational Development (AED) at the basic level. The exact content and instructional methodology will vary semester to semester depending on the material to be studied. A syllabus or course outline containing additional information will be available with registration materials each time that the course is offered. This course may be repeated up to a maximum of four credit hours.
Prerequisite: A languages skills or a reading skills placement test which identifies the Nonnative Literacy, Basic Skills, or Pre-GED (General Educational Development) student.

AED   015   Topics in Adult Educational   .5-4 hrs.
Development (.5-0 to 4-0)

Studies selected problems or topics in Adult Educational Development (AED). The exact content and instructional methodology will vary semester to semester depending on the material to be studied. A syllabus or course outline containing additional information will be available with registration materials each time that the course is offered. This course may be repeated up to a maximum of four credit hours.
Prerequisite: A reading skills placement test which identifies the Adult Secondary Education (ASE) student.

AED   021   Basic Reading   1-6 hrs.
Skills (1-0 to 6-0)

Introduces basic word recognition and word attack skills including prereading skills, sight words, phonics skills and structural analysis skills; comprehension and advanced reading skills in relation to words, sentences, selections and sequence; and specialized skills in locating and organizing information, reading maps, interpreting graphs, tables or diagrams, and developing personal reading skills. Introduces skills of application, analysis and evaluation of reading materials. Prepares the student for AED 023.

AED   023   Pre-GED Reading   1-3 hrs.
Skills (1-0 to 3-0)

Reinforces and reviews word recognition and word attack skills of structural analysis; comprehension and advanced reading skills including deriving meaning from words, sentences, selections and identifying sequence; specialized reading skills including locating and organizing information, reading maps and interpreting graphs, tables or diagrams; and personal reading skills. Introduces skills of application, analysis and evaluation. Prepares the student for AED 025.

AED   025   GED Social Studies   1-6 hrs.
and Science (1-0 to 6-0)

Reviews specific social studies, science and U.S./Illinois Constitution content areas and skills. Emphasis is upon review of comprehension, application, analysis and evaluation levels of cognitive skills. Prepares the student for the GED Social Studies, Science and U.S./Illinois Constitution tests.

AED   031   Basic English   1-6 hrs.
Skills (1-0 to 6-0)

Presents basic English grammar and usage, spelling rules, vocabulary/dictionary use, capitalization and punctuation. Develops skills in producing short, clear writing examples. Prepares the student for AED 033.

AED   033   Pre-GED English   1-3 hrs.
Skills (1-0 to 3-0)

Reinforces basic English grammar and usage, spelling rules, vocabulary/dictionary use, capitalization, punctuation and sentence/paragraph development. Introduces skills of application, analysis and evaluation. Prepares the student for AED 035.

AED   035   GED Writing Skills and   1-3 hrs.
Literature (1-0 to 3-0)

Reviews basic grammar´and usage; sentence structure, style, logic and paragraph organization, punctuation, capitalization and spelling. Produces writing samples that require the writer to take a position and defend it with appropriate evidence, detail and argumentative strategies. Prepares students for the GED Writing Skills Test. Reviews literacy types, terms, techniques, interpretation and commentary to prepare the student for the GED Interpreting Literature and the Arts Test.

AED   041   Basic Mathematical   1-6 hrs.
Skills (1-0 to 6-0)

Introduces basic arithmetic skills including the fundamental operations with whole numbers, decimals, fractions and mixed numbers, verbal reasoning and measurement systems. Prepares the student for AED 043.

AED   043   Pre-GED Mathematical   1-3 hrs.
Skills (1-0 to 3-0)

Reinforces arithmetic skills including the fundamental operations with decimals, fractions, mixed numbers, verbal reasoning and measurement systems. Introduces percents, ratio and proportion and charts and graphs. Introduces comprehension, application, analysis and evaluation levels of cognitive skills. Prepares the student for AED 045.

AED   045   GED Mathematics   1-3 hrs.
(1-0 to 3-0)

Reviews arithmetic skills including decimals, fractions, numbers, verbal reasoning, measurement, percents, ratio and proportion and charts and graphs. Introduces algebra and geometry concepts, multi-step problem solving, using formulas and numeration statistics. Emphasizes review of comprehension, application, analysis and evaluation levels of cognitive skills. Prepares the student for the GED Mathematics Test.

AED   063   Adult Employment   .5-3 hrs.
Skills/Basic (.5-0 to 3-0)

Acquaints the Nonnative Literacy, Basic Skills and Pre-GED (General Educational Development) student with the American workplace. Explores the world of work and current issues and trends that affect employability. Integrates and compares students' work experiences in American and non-native work cultures. Introduces topics such as job/career assessment, individual education/ employment plans, employment/life skills, job search skills, employment documents, interviewing skills, employment practices and personnel programs, job retention skills and job departure. Personal biographies are used for needs assessments.
Prerequisite: A language skills or reading skills placement test which identifies the Nonnative Literacy, Basic Skills or Pre-GED student.

AED   065   Adult Employment   .5-3 hrs.
Skills (.5-0 to 3-0)

Introduces, reinforces, and reviews the world of work and current issues and trends that affect employability. Explores topics such as job/career assessment, individual education/employment plans, employment life skills, job search skills, employment documents, interviewing skills, employment practices and personnel programs, job retention skills and job departure. Aptitude/ career interest tests and personal biographies are used for needs assessments. Introduces the William Rainey Harper College Job Opportunities Bulletin System (JOBS).
Prerequisite: A reading skills placement test which identifies the Adult Secondary Education (ASE) student.

AED 071 Citizenship Training 1-3 hrs.
(1-0 to 3-0)

Introduces the basic structure, functions and purposes of U.S. federal, state and local government and major aspects of American history. Reviews the responsibilities and application/test procedures for U.S. citizenship. Studies American customs and institutions.

ANT Anthropology

ANT 101 Introduction to 3 hrs.
Anthropology (3-0)

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. IAI S1 900N

ANT 202 Cultural 3 hrs.
Anthropology (3-0)

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. IAI S1 901N

ANT 203 Native Americans (3-0) 3 hrs.

Acquaints the student with our American heritage. There are detailed studies of various Native American groups, both before and after the arrival of the Europeans. The religion, social organization, art work, archaeology and their relationship to the natural and cultural environment of the Native American is viewed with an appreciation and understanding of non-European cultures. Discussion of possible solutions for some of the problems that confront Native Americans in Western society today is included.

ANT 205 Physical Anthropology (2-2) 3 hrs.

Studies the origins and evolution of humans as physical and cultural beings. Includes origin, history and behavior of primates, fossil records and the principles of population genetics and their application to study of human variation. IAI S1 902

ANT 206 Archeology (3-0) 3 hrs.

Surveys archeological concepts, research and methods for the study of prehistoric cultures. Includes rise and development of modern civilization, land and land use, agriculture, current archeological investigations, interpretations of finds and introduction to field work techniques. IAI S1 903

ANT 207 Ancient Civilization of 3 hrs.
Mexico and Central America (3-0)

Studies the origin and development of ancient civilizations of Mexico and Central America using historical and archeological evidence. This course will explore the world of the Aztec, Maya, Toltec and others as seen through architecture, art, food production, politics and religion.

ANT 208 Archeology of the 3 hrs.
Near East (3-0)

Studies origins and development of civilization of ancient Near East. Includes archeology and cultural history of such countries as Egypt, Mesopotamia and Palestine.

ANT 209 Anthropological Theory (3-0) 3 hrs.

Surveys the theoretical origin and development of modern anthropology. Includes examination of works by Benedict, Boas, Dukheim, Khaldun, Malinowski, Mead, Morgan, Tylor, Weber and others.
Prerequisite: ANT 101 or SOC 101 with a grade of C or better.

ANT 210 Cultural Ecology (3-0) 3 hrs.

Examines the technologies and behaviors that people have applied to the natural environment to sustain themselves and their societies. Also, the resultant environmental changes will be investigated with emphasis on food production, industrialization and population increase and their historic and prehistoric impact on our world.

ANT 220 Topics in 1-6 hrs.
Anthropology (1-0 to 6-0)

Studies selected problems or topics in social science. The exact content and instructional methodology will vary from semester to semester depending on the material to be studied. A syllabus or course outline containing additional information will be available with preregistration materials each time that the course is offered. This course may be repeated two times to a maximum of six credit hours.

ANT 250 Field Methods in 3 hrs.
Archeology I (1-4)

Provides intensive introduction to the methods and techniques of archeological survey and excavation through practical fieldwork, accompanied by lecture and discussion. The student will participate in laboratory analysis of materials excavated within the Midwest.
Prerequisite: ANT 101 with a grade of C or better and/or consent of instructor.
(NOTE: This course is taught only at an archeological site during the summer.)

ANT 255 Field Methods in 3 hrs.
Archeology II (1-4)

Designed for students who have had previous field school experience at the introductory level. This is an intensive course in advanced field methods in archeology. In addition to the continued pursuit of excavation procedures and techniques, the student will be concerned with some of the theoretical and interpretative aspects of archeological analysis.
Prerequisite: ANT 101 and ANT 250 with grades of C or better and/or consent of instructor.
(NOTE: This course is taught only at an archeological site during the summer.)

ART 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.

ART 105 Introduction to Arts (3-0) 3 hrs.
Introduces 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. IAI F2 900

ART 110 Drawing I (0-6) 3 hrs.
Emphasizes the design elements and principles as applied to visual imagery. IAI ART 904

ART 111 Drawing II (0-6) 3 hrs.
Emphasizes the interaction between design abilities, image and content. IAI ART 905
Prerequisite: ART 110 with a grade of C or better, or consent of instructor.

ART 121 Design I (0-6) 3 hrs.
Emphasizes the use of design elements and principles as applied to concepts of second dimension. IAI ART 907

ART 122 Design II (0-6) 3 hrs.
Emphasizes the use of design elements and principles as applied to concepts of third dimension. IAI ART 908
Prerequisite: ART 121 with a grade of C or better, or consent of instructor.

ART 201 Drawing Studio (0-6) 3 hrs.
Emphasizes drawing as visual idea. May be repeated up to six hours credit.
Prerequisite: ART 111 with a grade of C or better, or consent of instructor.

ART 206 Printmaking Studio (0-6) 3 hrs.
Emphasizes traditional and contemporary methods of graphic reproduction of visual ideas pertaining to the fine arts. May be repeated up to six hours credit. IAI ART 914
Prerequisite: ART 111 and ART 121 with grades of C or better, or consent of instructor.

ART 225 Figure Drawing Studio (0-6) 3 hrs.
Emphasizes 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. IAI ART 906
Prerequisite: ART 111 with a grade of C or better, or consent of instructor.

ART 236 Composition (0-6) 3 hrs.
Emphasizes pictorial composition in line, value, pattern and color. May be repeated up to six hours credit.
Prerequisite: ART 111 and ART 121 with grades of C or better.

ART 240 Computer Graphics 3 hrs.
Studio (0-6)
Presents a computer software-based approach to visual image manipulation and generation. Includes the integration of computer hardware, software and peripheral devices as tools to manufacture, capture and combine traditional and contemporary visual ideas as applied to art and design. IAI ART 919
Prerequisite: ART 111 and ART 121 with grades of C or better, or consent of instructor

ART 261 Painting Studio (0-6) 3 hrs.
Emphasizes the relationship between painting and visual ideas. May be repeated up to six hours credit. IAI ART 911
Prerequisite: ART 111 and ART 121 with a grade of C or better, or consent of instructor.

ART 291 Ceramics Studio (0-6) 3 hrs.
Emphasizes the exploration of ceramic media as related to the expression of visual ideas. May be repeated up to six hours credit. IAI ART 912
Prerequisite: ART 122 with a grade of C or better, or consent of instructor.

ART 296 Sculpture Studio (0-6) 3 hrs.
Emphasizes the exploration of sculptural media as related to visual ideas. May be repeated up to six hours credit. IAI ART 913
Prerequisite: ART 122 with a grade of C or better, or consent of instructor.

AST Astronomy

AST 101 Introductory 4 hrs.
Astronomy (3-2)
Introduces the various topics of astronomy using a non-mathematical approach. Covers the origin of the universe, structure and composition of galaxies, the solar system, historical astronomy, constellations, meteors, comets and the latest from space exploration. Laboratory experience will complement the above. IAI P1 906L

AST 201 Advanced 4 hrs.
Astronomy (3-2)
Extends topics in stellar and galactic astronomy using a mathematical approach. Covers stellar magnitudes, Hertzsprung-Russell Diagram, stellar formation, the interstellar medium, Mass-Luminosity Relationship, element synthesis, active galaxies and quasars. Laboratory experiences will quantitatively address these topics.
Prerequisite: AST 101 and MTH 080 with grades of C or better.

ATE Architectural Technology

ATE 100 Architectural Career 1 hr.
Exploration (.5-10)
Studies an overview of career and employment possibilities in architecture. Includes observation of practices in architecture and attendance at a seminar to discuss related experiences. For Tech Prep students with no prior courses or work experience in the architecture field. (NOTE: Summer semester only.)
Prerequisite: Consent of coordinator.

ATE 101 Introduction to Architectural 4 hrs.
Technology I (1-6)
Introduces fundamentals of architecture and technical procedures. Covers drafting, lettering, orthographic projection, dimensioning, program development, proximities, circulation studies, sketching, orientation, and coding and zoning formats. Design development drawings including schedules are based on a one or two story residence.

ATE 102 Introduction to Architectural 4 hrs.
Technology II (1-6)
Extends technical procedures to include oblique and perspective projections. Covers cross-referencing, indexing, outline specifications, estimating and working drawings. State accessibility code, office and toilet room planning and reflected ceiling plans are addressed. Includes a case study project program of a steel industrial building with offices.

ATE 103 Building Materials 4 hrs.
Technology I (2-4)
Studies masonry and wood construction for one and two story buildings. Residential lot and permit requirements are reviewed; concrete foundation and footing details, wall and building sections are covered.

ATE 104 Building Materials 4 hrs.
Technology II (2-4)
Introduces steel construction for one and two story buildings which covers framing design and detailing using rolled and fabricated sections. Open web steel joists framing, metal panel and window wall construction and roof slopes and details are investigated.

ATE 105 Architectural 3 hrs.
CAD I (2-2)
Introduces computer hardware and state-of-the-art software as applied to applications in architecture, interior design and other parameters for design and drafting technologies; entity creating and editing, printing and plotting, and file/data management. Projects are correlated primarily to architectural design issues.

ATE 106 Architectural 3 hrs.
CAD II (2-2)
Covers advanced CAD techniques and procedures developed in two-dimensional architectural drafting and detailing. Develops a working knowledge and understanding of command structures, detailed data management and manipulation techniques, and software customization procedures. Projects are correlated primarily to detailing issues.
Prerequisite: ATE 105 with a grade of C or better, or consent of instructor.

ATE 107 Architectural Principles 4 hrs.
for the Interior Designer I (1-6)
Introduces fundamentals and procedures of architecture applied to a residential project. Develops drafting and lettering skills, applicable to programming, space and circulation diagrams, dimensioning, schedules, specifying, zoning and building code standards, evaluations and sections, stair details, millwork and cabinetry details. Isometric and one point perspective will be covered.

ATE 108 Architectural Principles 4 hrs.
for the Interior Designer II (1-6)
Extends application of architectural drafting conventions in the development of a commercial office building. Investigates programming, specifications, accessibility standards, project costs, plans, security systems, reflected ceiling elevations and acoustics. Oblique projections and two point perspective will be covered.
Prerequisite: ATE 107 with a grade of C or better.

ATE 109 Chicago's Great 3 hrs.
Architectural Tradition (3-0)
Introduces an historical survey of culture and technology impact on Chicago's architecture. Emphasizes ideas and trends in modern building originating with the balloon frame and continuing through to the skyscraper.

ATE 200 Architectural Internship (1-15) 2 hrs.
Applies appropriate skills to the architectural technology field. (NOTE: Summer semester only.)
Prerequisite: ATE 100 with a grade of C or better and consent of coordinator.

ATE 201 Comprehensive Building 4 hrs.
Project I (0-8)
Covers the designing of a multi-storied steel office building program of 40,000 square feet. Planning of building core includes stairs, elevators, mechanical rooms and toilet rooms. Investigations of building module, prototypical offices, building elevations and enclosure strategies, zoning height and area limitations, and site planning including parking, grading and landscaping.
Prerequisite: ATE 101 with a grade of C or better, or consent of instructor.

ATE 202 Comprehensive Building   4 hrs.
Project II (0-8)

Emphasizes the study of multi-storied concrete residential buildings on a suburban and a city site. Develops apartment and townhouse plans, minimum property standards, permitted zoning uses, orientation, parking and site amenities.
Prerequisite: ATE 101 with a grade of C or better,.or consent of instructor.

ATE 203 Construction Problems I   4 hrs.
(2-4)

Develops construction strategies of a multi-storied steel commercial building. Covers stairs, elevators and toilet room layouts. Reviews fire resistive construction technologies: window walls, lighting, ceiling grids and partition systems.
Prerequisite: ATE 104 with a grade of C or better, or consent of instructor.

ATE 204 Construction Problems II   4 hrs.
(2-4)

Covers multi-storied reinforced concrete construction. Analysis of precast walls: their connections and textural finishes. Covers concrete beam, column, slab, drop panel and flat plate systems.
Prerequisite: ATE 104 with a grade of C or better, or consent of instructor.

ATE 205 Architectural Computer   3 hrs.
Applications I (2-2)

Introduces three-dimensional architectural computer graphic techniques and applications. Covers the transition from two-dimensional to three-dimensional drawings, creation and manipulation of wireframe and solid modeling techniques.
Prerequisite: ATE 106 with a grade of C or better, or consent of instructor.

ATE 206 Architectural Computer   3 hrs.
Applications II (2-2)

Provides in-depth exposure to advanced three-dimensional representations of architectural forms. A variety of post-processing programs introduces advanced three-dimensional representations to include modeling, shades and shadows, texture applications, walk-throughs, and photorealistic rendering. Special problems are investigated.
Prerequisite: ATE 205 with a grade of C or better, or consent of instructor.

ATE 207 Architectural Statics (3-0)   3 hrs.

Introduces architectural statics and covers concepts of force systems in equilibrium: parallel forces, perpendicular forces, analysis of concentrated and distributed loads in live and dead load applications resulting in tension and compression members and members subjected to combined forces.

ATE 208 Architectural Strength   3 hrs.
of Materials (3-0)

Covers strength of materials in critical force systems using loading, shear, moment and deflection diagrams and analysis. Applies principles of design analysis to steel, concrete and wood construction materials in beam, column, foundation and beam configurations.
Prerequisite: ATE 207 with a grade of C or better.

ATE 209 Principles of Building   3 hrs.
Construction (3-0)

Emphasizes survey of building processes. Covers zoning and code requirements, legal description, surveys, foundations, masonry and frame walls, roofing, insulation, interior finishes, mechanical and electrical systems and cost estimating. Useful for those contemplating home design and construction.

ATE 210 Cost Estimating (3-0)   3 hrs.

Introduces development of preliminary estimates. Covers building plan take-offs and unit costs applied to residential and small scale construction projects.

ATE 211 Solar Energy   3 hrs.
Architecture (3-0)

Covers history of solar energy, climactic data, energy conservation, heat loss and solar calculations. Includes passive design analysis, construction methods and building costs.

ATE 212 Architectural Rendering (2-2)   3 hrs.

Introduces media, methods and techniques for various types of architectural presentation graphics. Provides a hands-on approach to architectural design exploration, presentation and color composition.

ATE 213 Construction Management   3 hrs.
Process (3-0)

Includes the study of contracts, preconstruction services, construction services, process liabilities, cost estimating, planning and scheduling, phasing and packaging of work and controlling the projects time and cost.

ATE 214 Architectural Models (1-4)   3 hrs.

Introduces variety of materials, methods and techniques for various types of architectural presentation models: site contour models, building enclosure models and interior space models. Covers scale, selection of landscape materials, colors and details.

BCE Building Codes and Enforcement

BCE 101 Basic Construction for   3 hrs.
Building Codes (3-0)

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.
Techniques (3-0)
Introduces building inspection principles. Includes application of building codes to structures in the inspection process. Covers application of zoning restrictions and regulations, code interpretation using reference documents, components of field inspection and report requirements. Emphasizes plan and specification review, permit processes and issuance, legal ramifications in inspection law.

BCE 104 Basic Mechanical and 3 hrs.
Energy Conservation Codes (3-0)
Introduces the theory and code requirements for mechanical and energy conservation systems. Covers procedures, layouts and safety principles for heating, cooling and ventilation systems; application of HVAC code requirements for residential units (up to six dwelling units) and light commercial buildings. Includes application of energy conservation code requirements to principles of building inspection and identification of components in heating, ventilating and air conditioning systems to discern code violations.

BCE 105 Basic Plumbing 3 hrs.
Codes (3-0)
Introduces basic theory and code requirements for plumbing systems and their installation. Concentrates on procedures, practices and layouts, and codes inspection problems for residential, commercial and industrial installations.

BCE 106 Basic Electrical 3 hrs.
Codes (3-0)
Introduces basic theory and code requirements for electrical systems and their installation. Concentrates on procedures, practices and layouts, and code inspection problems for residential, commercial and industrial installations.

BCE 201 Basic Building 3 hrs.
Codes (3-0)
Covers the latest edition of the BOCA National Building Code. Explains its use, intent, rationale and interpretation. Includes enforcement and administration, liability, plan review and permit process definitions, use groups, types of construction, general building limits, special uses, means of egress, materials and tests, fire resistive construction, mechanical equipment and systems, fire protection systems, electric wiring and equipment, elevators, plumbing systems and use of reference standards.

BFC Financial Services

BFC 101 Principles of Financial 3 hrs.
Institution Operations (3-0)
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 or credit manager to act in accordance with, legal principles pertaining to business and to banking. Topics include contracts, commercial paper, bank deposits and collections, bankruptcy, the Statute of Frauds, insurance law and appropriate articles of the Uniform Commercial Code.

BFC 115 Advanced Principles of 3 hrs.
Financial Institution
Operations (3-0)
Continues the study of financial institution operations by analyzing banking products and services. Topics include checking accounts, N.O.W. accounts, time deposits, money market accounts and the contractual nature of these accounts. Also includes ownership methods, insurance coverage and an introduction to consumer lending.
Recommended **Prerequisite:** BFC 101 with a grade of C or better.

BFC 117 Marketing for Financial 3 hrs.
Institutions (3-0)
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 118 Credit Administration in 3 hrs.
Financial Institutions (3-0)
Emphasizes the identification and examination of factors influencing and determining a financial 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 121 Principles of Property 3 hrs.
and Liability Insurance (3-0)
Presents the basic principles of insurance, provides an introduction to insurance contracts and surveys the nature and operation of the insurance business. Meets the requirements for the Insurance Institute of America's Program in General Insurance INS 21 national examination.

BFC 122 Principles of Personal 3 hrs.
Insurance (3-0)
Analyzes personal loss exposures and personal insurance coverages including homeowners, personal liability, inland marine, auto, life, health and government programs. This course meets the preparation requirements of the Insurance Institute of America's Program in General Insurance INS 22 national examination.
Prerequisite: BFC121 with a grade of C or better.

BFC 123 Principles of Commercial 3 hrs.
Insurance (3-0)

Analyzes commercial coverages including property, business income, inland and ocean marine, crime, boiler-and-machinery, general liability, auto, workers compensation and package policies. Meets the requirements for the Insurance Institute of America's Program in General Insurance INS 23 national examination.
Prerequisite: BFC 121 with a grade of C or better.

BFC 200 Investment 3 hrs.
Management (3-0)

Introduces the student to the fundamentals of equity and fixed income investing. The course will also explore other investment management subjects such as mutual funds, international investing and retirement planning as well as tax-advantaged investments. Basic derivatives such as futures and options will also be discussed. Credit will be given for either BFC 200 or MGT 170, but not both.

BFC 201 Commercial Credit and 3 hrs.
Collection Principles (3-0)

Provides the principles of commercial credit management. Emphasizes analysis and control of funds advanced to customers through sales (accounts receivable management). Topics include credit associations, asset management, credit policies, basic principles of credit analysis and collection principles. Completion of ACC 101 or interview with coordinator prior to enrollment helpful.

BFC 202 Advanced Commercial 3 hrs.
Credit and Collection (3-0)

Continues study of commercial credit management. Emphasis is placed on Accounts Receivable Management. Topics include financial statement analysis, budgeting, bad debts and receivables cash flow and a detailed study of bankruptcy proceedings and international credit transactions.
Prerequisite: BFC 201 with a grade of C or better.

BFC 211 Accounting for Financial 3 hrs.
Institutions (3-0)

Studies 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 and BFC 101 with grades of C or better.

BFC 212 Home Mortgage 3 hrs.
Lending (3-0)

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 with a grade of C or better.

BFC 213 Trust Functions and 3 hrs.
Services (3-0)

Introduces 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 Financial Statements 3 hrs.
Interpretation and
Analysis (3-0)

Explores the characteristics of financial statements and financial statements 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 are studied. Also addressed are cash flow, reported earnings, taxable earnings and interpretation of the financial data by means of ratio analysis.
Prerequisite: ACC 101 with a grade of C or better.

BFC 216 Bank Auditing and 3 hrs.
Internal Control (3-0)

Explores 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. Completion of MGT 111 would be helpful.
Prerequisite: ACC 101 with a grade of C or better.

BFC 217 Uniform Commercial 3 hrs.
Code (3-0)

Explores the Uniform Commercial Code and related uniform acts and their impact upon common documents. Instruments considered include negotiable instruments, nonnegotiable 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.

BFC 219 Consumer and 3 hrs.
Commercial Credit in
Financial Institutions (3-0)

Emphasizes the practical aspects of both consumer and commercial credit management. Techniques of lending such as credit verification, secured and unsecured lending, slow loans and workouts.
Prerequisite: BFC 118 with a grade of C or better.

BFC 220 Human Resource 3 hrs.
Management in Banking (3-0)

Presents the theories and application of human resource management in banking. Surveys the techniques of selecting, motivating and controlling bank employees. Personnel selection, interviewing, training and rewarding employees will be stressed in this course.
Prerequisite: BFC 101 with a grade of C or better.

BFC 225 International Finance (3-0) 3 hrs.
Emphasizes international trade financing. Presents mechanics of importing and exporting, credit and political considerations. Focuses on credit considerations, market product profiles, letters of credit, collection, credit information outside the United States and entry into these markets.
Prerequisite: ACC 101 with a grade of C or better.

BFC 230 Banking Internship (1-15) 2 hrs.
Applies student's appropriate skills to the banking workplace setting. (NOTE: Summer semester only.)
Prerequisite: Consent of coordinator.

BFC 235 Banking Internship (1-15) 3 hrs.
Provides cooperative work experience as a banking trainee. Credit for this course will be given for participation in supervised cooperative work experience. The experience must be provided through an organized training plan in a college-approved training station. One lecture hour per week will be devoted to job analysis and banking issues.
Prerequisite: Consent of coordinator.

BIO Biology

BIO 101 Biology Survey (3-0) 3 hrs.
Surveys the science of biology, emphasizing the human organism. Includes chemical and physical properties, physiological systems of control, growth, differentiation, reproduction, genetics, ecology, evolution and ethical considerations. Also includes a broader overview of the plant and animal kingdoms and humans' place in, and interaction with, those kingdoms. IAI L1 900
(Note: Not science lab credit.)

BIO 103 Man and Environment (3-0) 3 hrs.
Surveys and analyzes 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. IAI L1 905
(Note: Not science lab credit.)

BIO 104 Environmental Laboratory 4 hrs.
Biology (2-4)
Examines and analyzes the parameters of the biosphere as a biological support system and the implications of natural and human caused changes in that support system. An examination of biosphere (natural world) and industriosphere (technological world) interactions is included. IAI L1 905L
(Note: Lab science credit.)

BIO 105 Heredity, Evolution 3 hrs.
and Culture (3-0)
Examines life and the evolutionary record with emphasis on humans and the gene pool. Factors such as social and environmental entities and the problems of the 20th century are considered. IAI L1 906
(Note: Not science lab credit.)

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.
IAI L1 900L IAI BIO 913
Prerequisite: High school biology with a grade of C or better or BIO 101 with a grade of C or better, or consent of instructor.
(Note: Lab science credit.)

BIO 120 General Botany (3-3) 4 hrs.
Surveys the plant kingdom emphasizing ecological relationships, plants and their growth, structure, physiology and reproduction. IAI L1 901L IAI BIO 914
Prerequisite: High school biology with a grade of C or better or BIO 101 with a grade of C or better, or consent of instructor.
(Note: Lab science credit.)

BIO 130 Microbiology (2-4) 4 hrs.
Examines characteristics and importance of microorganisms; emphasis on identification, anatomy and physiology, control, relationship to health and disease and economic importance. IAI L1 903L IAI NUR 905
Prerequisite: High school biology with a grade of C or better or BIO 101 or BIO 110 with a grade of C or better, or consent of instructor. College chemistry or equivalent is desirable.
(Note: Lab science credit.)

BIO 135 Introduction to Human 4 hrs
Anatomy and Physiology (4-0)
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. IAI L1 904
Prerequisite: High school biology with a grade of C or better or BIO 101 with a grade of C or better, or consent of instructor.
(Note: Not science lab credit.)

BIO 136 Introduction to 3 hrs.
Human Disease (3-0)
Surveys the nature of human disease, with emphasis on the functional disturbances within the body systems. Designed to meet the needs of students in certain allied health career programs. IAI L1 904
Prerequisite: High school biology with grade of C or better or better, or consent of instructor.
(Note: Not science lab credit.)

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. IAI L1 902L IAI BIO 915.
Prerequisite: High school biology with grade of C or better or BIO 101 with a grade of C or better, or consent of instructor.
(Note: Lab science credit.)

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. IAI L1 905L
Prerequisite: High school biology with a grade of C or better, and consent of instructor.
(Note: Lab science credit.)

BIO   151   Field Biology   4 hrs.
              Cape Cod (2-4)

Emphasizes field and laboratory work with local, as well as Cape Cod coastal marine soils, flora, fauna, their collection, identification and ecological relationships. Assists students in acquiring basic working knowledge in field work. Weather permitting, field work or field trips will be offered every day including an extended trip to Cape Cod, Massachusetts. IAI L1 905L
Prerequisite: High school biology with a grade of C or better, and consent of instructor.
(Note: Lab science credit.)

BIO   152   Field Biology   4 hrs.
              Isle Royale (2-4)

Emphasizes field and laboratory work with local, as well as Isle Royale soils, flora, fauna, their collection, identification and ecological relationships. Assists students in acquiring basic working knowledge in field work. Weather permitting, field work or field trips will be offered every day including an extended trip to Isle Royale, Michigan. IAI L1 905L
Prerequisite: High school biology with a grade of C or better, and consent of instructor.
(Note: Lab science credit.)

BIO   153   Field Biology   4 hrs.
              Tropical (2-4)

Emphasizes field and laboratory work with local, as well as tropical (Belize) fauna, flora, soils, their collection, identification and ecological relationships. Assists students in acquiring basic working knowledge in field work. Weather permitting, field work or field trips will be offered every day including an extended trip to Belize. IAI L1 905L
Prerequisite: High school biology with a grade of C or better and consent of instructor.
(Note: Lab science credit.)

BIO   154   Field Biology   4 hrs.
              Mountain Ecology (2-4)

Emphasizes field and laboratory work with local, as well as mountain (Smoky Mountains) soils, flora, fauna, their collection, identification and ecological relationships. Assists students in acquiring basic working knowledge in field work. Weather permitting, field work or field trips will be offered every day including an extended field trip to the Smoky Mountains. IAI L1 905L
Prerequisite: High school biology with a grade of C or better and consent of instructor.
(Note: Lab science credit.)

BIO   160   Human Anatomy (3-2)   4 hrs.

Introduces the anatomy of the human body; the following systems studied either regionally or systemically: integumentary, skeletal, articular, muscular, circulatory, lymphatic, nervous, respiratory, digestive, excretory, endocrine and reproductive. Includes some introductory histology. Specially designed for studies in health careers, biology and physical education. IAI L1 904L IAI NUR 903
Prerequisite: High school biology with a C or better or BIO 101 with a grade of C or better, or consent of instructor.
(Note: Lab science credit.)

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. IAI NUR 904
Prerequisite: BIO 160 with a grade of C or better, or consent of instructor.
(Note: Lab science credit.)

BIO   210   Biological Principles (3-3)   4 hrs.

Emphasizes the following topics: the origin and evolution of life, cell structure and functions, transformation of energy, biological chemistry, physical and chemical life processes, regulatory mechanisms, cellular reproduction, inheritance, gene action and development. Primarily for biology major and minor students. IAI L1 900L
Prerequisite: One semester of college chemistry, CHM 121 with a grade of C or better or two years of high school chemistry and physics.
(Note: Lab science credit.)

BIO   220   Botanical Principles (3-3)   4 hrs.

Studies the plant kingdom emphasizing ecological relationships, evolutionary relationships, growth, structure, physiology, energy relationships, life cycles, and reproduction. Primarily for biology major and minor students.
Prerequisite: BIO 210 with a grade of C or better.
(Note: Lab science credit.)

BIO 240 Zoological Principles (3-3) 4 hrs.
Studies the animal kingdom emphasizing evolutionary study from protozoans through vertebrates including organic evolution, morphology, histology, physiology, taxonomy, parasitology, embryology and ecology. Primarily for biology major and minor students.
Prerequisite: BIO 210 with a grade of C or better.
(Note: Lab science credit.)

Cardiac Technology

See: HPI Cardiac Technology

CAS Computer Applications Software

CAS 110 Core Microsoft Office 1 hr.
Specialist Certification: Word (1-0)
Continues development of Word skills and focuses on the review of these skills in preparation for the Microsoft Office Specialist Certification Exam. This course prepares the student for the Microsoft Office Specialist Exam: Core Certification for Microsoft Word.
Prerequisite: CIS 125 or CIS 134 with a grade of C or better, or consent of instructor.

CAS 120 Core Microsoft Office 1 hr.
Specialist Certification: Excel (1-0)
Continues development of Excel skills and focuses on the review of these skills in preparation for the Microsoft Office Specialist Certification Exam. This course prepares the student for the Microsoft Office Specialist Exam: Core Certification for Microsoft Excel.
Prerequisite: CIS 123 or OFC 205 with a grade of C or better, or consent of instructor.

CAS 130 Core Microsoft Office 1 hr.
Specialist Certification: Access (1-0)
Continues development of Access skills and focuses on the review of these skills in preparation for the Microsoft Office Specialist Certification Exam. This course prepares the student for the Microsoft Office Specialist Exam: Core Certification for Microsoft Access.
Prerequisite: CIS 122 or OFC 225 with a grade of C or better, or consent of instructor.

CAS 140 Core Microsoft Office 1 hr.
Specialist Certification:
PowerPoint (1-0)
Continues development of PowerPoint skills and focuses on the review of these skills in preparation for the Microsoft Office Specialist Certification Exam. This course prepares the student for the Microsoft Office Specialist Exam: Core Certification for Microsoft PowerPoint.
Prerequisite: CIS 126 or OFC 202 with a grade of C or better, or consent of instructor.

CAS 150 Core Microsoft Office 1 hr.
Specialist Certification: Outlook (1-0)
Focuses on review of Outlook skills in preparation for the Microsoft Office Specialist Certification Exam. This course prepares the student for the Microsoft Office Specialist Exam: Core Certification for Microsoft Outlook.
Prerequisite: CIS 118 or OFC 107 with a grade of C or better, or consent of instructor.

CAS 210 Expert Microsoft Office 1 hr.
Specialist Certification: Word (1-0)
Concentrates on advanced Word skills and focuses on the review of these skills in preparation for the Microsoft Office Specialist Certification Exam. This course prepares the student for the Microsoft Officer Specialist Exam: Expert Certification for Microsoft Word.
Prerequisite: CIS 125 or OFC 201 with a grade of C or better, or consent of instructor.

CAS 220 Expert Microsoft Office 1 hr.
Specialist Certification: Excel (1-0)
Concentrates on advanced Excel skills and focuses on the review of these skills in preparation for the Microsoft Office Specialist Certification Exam. This course prepares the student for the Microsoft Office Specialist Exam: Expert Certification for Microsoft Excel.
Prerequisite: CIS 124 or OFC 205 with a grade of C or better, or consent of instructor.

CDV Career Development

CDV 110 Career Development (2-0) 2 hrs.
Provides the opportunity to explore career interests, experiences, skills, abilities and work related values. Examines information about the world of work including the nature of various careers, labor market trends, job search strategies, education and training requirements and diversity in the workplace. Information will be integrated so students will be able to develop educational and career goals.

CHM Chemistry

CHM 100 Chemistry for the Health 4 hrs.
Sciences (3-3)
Introduces basic concepts of inorganic and organic chemistry 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. IAI P1 902L

CHM 110 Fundamentals of Chemistry (3-3)   4 hrs.

Introduces concepts of chemistry. Emphasizes the composition of matter, the periodic table, the chemistry of solutions and chemical calculations. The laboratory experiments utilize many common household materials to demonstrate applications of chemical concepts. For students whose preparation does not permit enrollment in CHM 121.
IAI P1 902L
Prerequisite: MTH 080 or MTH 087 with a grade of C or better or concurrent enrollment.

CHM 121 General Chemistry I (4-3)   5 hrs.

Studies principles of atomic and molecular structure, bonding, stoichiometry, states of matter, kinetic molecular theory, and solutions. Corresponding laboratory experiments include volumetric and gravimetric analyses, a qualitative study of reactions, visible spectrophotometry, and problem-based analyses. Intended for all students whose majors require general chemistry, including science majors and pre-professionals. The course also satisfies a general education laboratory science requirement for students with previous chemistry experience.
IAI P1 902L IAI BIO 906 IAI EGR 961 IAI CHM 911 IAI NUR 906
Prerequisite: Two semesters of high school chemistry, or CHM 110 and MTH 080 or MTH 087 with grades of C or better, or consent of instructor.

CHM 122 General Chemistry II (4-3)   5 hrs.

Continues CHM 121 as the second semester of a general chemistry sequence intended for all students whose major requires a full year of general chemistry, including science majors and pre-professionals. Includes the principles of chemical kinetics, equilibrium, acid-base reactions, electrochemistry, and thermodynamics. Also introduces topics in organic, nuclear, transition metal, and descriptive chemistry. Laboratory includes experiments related to lecture material.
IAI BIO 907 IAI EGR 962 IAI CHM 912 IAI NUR 907
Prerequisite: CHM 121 with a grade of C or better, or consent of instructor.

CHM 125 Organic and Biochemistry for the Health Sciences (3-3)   4 hrs.

Introduces principles and health applications of organic chemistry and biochemistry. Studies the structure, nomenclature and reactions of organic compounds. Also studies carbohydrates, lipids, proteins, enzymes, nucleic acids, metabolic pathways and bioenergetics. Includes related laboratory exercises. Intended for students in the allied health sciences but open to all non-physical science majors.
Prerequisite: CHM 110 or CHM 121 with a grade of C or better or placement exam and consent of the chemistry department chairperson.

CHM 201 Basic Organic Chemistry (3-3)   4 hrs.

Surveys topics 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.
IAI NUR 908
Prerequisite: CHM 100, CHM 110, or CHM 121 with a grade of C or better, or consent of instructor.

CHM 204 Organic Chemistry I (3-6)   5 hrs.

Applies modern theories of electronic structures to the study of chemical and physical properties of alkanes, alkenes, alkynes, and alkyl halides. Students also study reaction mechanisms and stereochemistry as they apply to the above classes of organic compounds. Laboratory includes syntheses, qualitative organic analyses, IR and visible spectrophotometry, gas chromatography, thin layer chromatography, HPLC, polarimetry, and refractometry. Intended primarily for science majors and pre-professionals. IAI BIO 908 IAI EGR 963 IAI CHM 913
Prerequisite: CHM 122 with a grade of C or better, or consent of instructor.

CHM 205 Organic Chemistry II (3-6)   5 hrs.

Continues CHM 204.
IAI BIO 909 IAI EGR 964 IAI CHM 914
Prerequisite: CHM 204 with a grade of C or better.

CHM 210 Quantitative Analysis (3-6)   5 hrs.

Introduces theory and applications of sampling and quantitative chemical analysis with a focus on acid-base equilibria, complexation, extraction and chromatography, solubility, precipitation, redox reactions, and activity. Considerable emphasis is placed on extended equilibrium concepts and the fundamentals of spectroscopy. Laboratory experiments are related to lecture topics; they emphasize experimental precision and accuracy and include spreadsheet-based computer calculations.
Prerequisite: CHM 122 or equivalent with a grade of C or better.

CIS Computer Information Systems

CIS 100 Computer Literacy (2-2)   3 hrs.

Provides the student with an understanding of computers and software as they are used in the business environment. Laboratory time will be used to look at a few applications of software packages (like word processing, possibly spreadsheets, data bases and/or graphics) with the intent of helping students become familiar with a microcomputer. This course is not intended for computer information majors and does not include programming.
IAI BUS 902

**CIS   101   Introduction to Computer   3 hrs.
             Information Systems (2-2)**
Introduces a student to the computer through lecture and laboratory assignments. No prior knowledge of computers is necessary. The student will learn the fundamentals of computers and how computers are used in a business environment, including learning how to use a word processor, data base manager, spreadsheet, and other packages. The student will also learn to write simple programs using the BASIC language.
(NOTE: Transfer students should check with the school they will be transferring to regarding the transferability of this course.)
IAI BUS 902

**CIS   102   NetPrep™ Networking   3 hrs.
             Fundamentals (3-0)**
Introduces students to the underlying concepts of data communications, telecommunications, and networking. This course provides a general overview of computer networks and focuses on the terminology and technologies in current networking environments.

**CIS   103   Computer Information   1 hr.
             Systems Career
             Exploration (.5-10)**
Studies an overview of career and employment possibilities in the computer industry. Each student will observe practices in this industry and attend a seminar to discuss her/his experiences. This course is for students with no prior courses or work experience in the computer field. An interview with the coordinator is required before enrollment. (NOTE: Summer semester only.)
Prerequisite: Consent of coordinator.

CIS   104   Multimedia Presentations (1-2)   2 hrs.
Provides an introduction to the theory of presentations and communication using multimedia technology. The course will cover presentation styles, development methodologies and skills. It will also provide in-depth, hands-on experience with multimedia software in order to teach how multimedia can enhance, improve and make presentations more effective.

**CIS   105   Introduction to   3 hrs.
             Multimedia (2-2)**
Introduces terminology, growth, and applications of multimedia. Students will use a currently popular multimedia authoring application to combine graphics, music, video, and text in multimedia projects.
Prerequisite: CIS 100, CIS 101 or CIS 119 with a grade of C or better.

**CIS   106   Computer Logic and   3 hrs.
             Programming Technology (2-2)**
Familiarizes the student with the necessary tools to design efficiently the steps in a business computer program. Introduces object-oriented programming with an appropriate programming language. Requires the students to code and debug their own sample cases. Also teaches documentation, problem analysis, structured programming logic, decision tables and table utilization.
Prerequisite: CIS 101 or current enrollment and MTH 080 or MTH 087 with a grade of C or better.

**CIS   107   NetPrep™   3 hrs.
             Local Area Networks (2-2)**
Covers how LANs are built: what physical cables are used, how those cables are connected together, and how hardware platforms (such as servers and workstations) attach to LANs. The student will also learn about the Network Operating Systems (NOS) software and applications that run on LANs.
Prerequisite: CIS 102 with a grade of C or better, or consent of instructor.

**CIS   115   NetPrep™ Wide Area   3hrs.
             Networks (2-2)**
Covers networking topics related to Wide Area Networks (WANs). These topics include the telecommunications components and concepts used to build WANs, as well as protocols used to transport voice and data over a wide area.
Prerequisite: CIS 107 with a grade of C or better, or consent of instructor.

CIS   117   Introduction to Windows (.5-1)   1 hr.
Introduces the student to the use of a graphical interface for the operating system. Includes the use of graphical interface, and some of the built-in desktop and system accessories.

CIS   118   Introduction to the Internet (.5-1)   1 hr.
Introduces the student to the capabilities of the Internet and the World Wide Web through the use of currently popular software packages. Students must have working knowledge of Microsoft Windows environment prior to registration.

CIS   119   Web Site Development I (2-2)   3 hrs.
Provides the student with a foundation in the fundamentals of Internet technology and Web authoring using currently popular Web-authoring software. Introductory HTML, Web page design, Web site hosting, security, Internet protocols, and e-commerce are among the topics covered in a lecture and lab-based format. Students utilize the skills learned to create a Web site of their choice and design. A working knowledge of Microsoft Windows is recommended.
Prerequisite: CIS 100, CIS 101 or CIS 118 with a grade of C or better.

**CIS 120 Introduction to Business 3 hrs.
Software Packages (2-2)**
Provides an opportunity to become proficient in the use of currently popular software packages on a variety of microcomputers.

**CIS 121 General Accounting 2 hrs.
for Micros Applications (1-2)**
Provides an opportunity to become proficient in the use of a currently popular general accounting package.
Prerequisite: ACC 101 with a grade of C or better, or consent of instructor.

CIS 122 Data Base for Micros (.5-1) 1 hr.
Provides an opportunity to become proficient in the use of a currently popular data base package. May be repeated up to a maximum of three credit hours utilizing different software packages for each unit of credit.

**CIS 123 Spreadsheet/Budgeting 1 hr.
for Micros (.5-1)**
Provides an opportunity to become proficient in the use of a currently popular spreadsheet package. May be repeated up to a maximum of three credit hours utilizing different software packages for each unit of credit.

**CIS 124 Advanced Spreadsheet 1 hr.
for Micros (.5-1)**
Provides an opportunity to become proficient in the use of a currently popular advanced spreadsheet package. May be repeated up to a maximum of three credit hours utilizing different software packages for each unit of credit.
Prerequisite: CIS 123 with a grade of C or better, or consent of instructor.

**CIS 125 Word Processing for 1 hr.
Micros (.5-1)**
Provides an opportunity to become proficient in the use of a currently popular word processing package. Previous typing helpful but not required. May be repeated up to a maximum of three credit hours utilizing different software packages for each unit of credit.

CIS 126 Graphics for Micros (.5-1) 1 hr.
Provides an opportunity to become proficient in the use of a currently popular microcomputer business graphics package. May be repeated up to a maximum of three credit hours utilizing different software packages for each unit of credit.

**CIS 127 Advanced Business 1 hr.
Graphics (.5-1)**
Includes advanced features of a business graphics package, such as chart styling, importing, exporting, maps, templates, macros and drawing.
Prerequisite: CIS 126 with a grade of C or better, or consent of instructor.

CIS 128 DOS Basics for Micros (.5-1) 1 hr.
Provides instruction in the most commonly used DOS commands. Designed as an introduction of applications software such as word processing, spreadsheets or data bases. This course does not include extensive use of batch files, EDLIN or DEBUG.

**CIS 129 Personal Information 1 hr.
Management (.5-1)**
Uses a currently popular personal information management package. Provides techniques to manage time, analyze reports, manage accounts and import data from other sources.

**CIS 130 Visual Basic 4 hrs.
Programming I (3-2)**
Introduces students to Visual Basic programming for developing Windows applications. Students should learn how to develop basic and intermediate level applications with a graphical user interface in an event-driven environment, using basic control structures and structured design principles.
Prerequisite: CIS 101 and CIS 106 and either MTH 080 or MTH 087 with grades of C or better, or consent of instructor.

**CIS 132 Advanced Business 4 hrs.
Software Packages (3-2)**
Provides an opportunity to build an integrated business system using BASIC programming and a currently popular applications suite. Advanced word processing, spreadsheet and database features will be included in the system.
Prerequisite: ACC 101, CIS 106 or CIS 130 and three credit hours chosen from CIS 120, CIS 122, CIS 123 and CIS 125 with grades of C or better, or consent of instructor.

**CIS 133 Personal Computer 4 hrs.
Programming—Assembler
Language (3-2)**
Introduces assembler language programming on a personal computer with emphasis on writing well-formed programs for a variety of business applications.
Prerequisite: CIS 101 and CIS 106 or CIS 130 with grades of C or better, or consent of instructor.

**CIS 134 Command Line 3 hrs.
Scripting (2-2)**
Covers beginning and advanced personal computer DOS commands with a special emphasis on business file management. Some previous personal computer experience is helpful.

CIS   137   Computer Internship I (1-15)   3 hrs.
Provides students with coordinated job experience in an information technology professional position such as computer networking or Web design. This course is repeatable up to a maximum of six credit hours. The one lecture hour per week will involve a seminar regarding technology issues.
Prerequisite: Minimum of six credit hours of CIS courses with a GPA of 2.5 or better. Consent of department coordinator and internship instructor.

CIS   138   Web Site Development II (2-2)   3 hrs.
Builds on Web development skills learned in CIS 119 and emphasizes the development if interactive Web pages using a currently popular client-side scripting language, style sheets, and markup languages. Students utilize the advanced skills learned to create a business-oriented Web site of their choice and design.
Prerequisite: CIS 119 with a grade of C or better, or consent of instructor.

CIS   139   Web Authoring Tools (2-2)   3 hrs.
Builds on Web development skills learned in CIS 119. This course provides an introduction to a currently popular Web authoring tool. Unique features of the authoring tool will be utilized.
Prerequisite: CIS 119 with a grade of C or better.

CIS   141   Advanced Data Base for   1 hr.
Micros (.5-1)
Provides the student with knowledge and practice of utilizing the advanced capabilities of a currently popular database application. Designed for a non-programmer to make better use of the software package to solve common information requirements.
Prerequisite: CIS 122 with a grade of C or better.

CIS   143   Introduction to Database   3 hrs.
Management (2-2)
Provides students with a comprehensive introduction to database concepts. Primary focus is on the relational model of database management and querying databases using Structured Query Language (SQL).
Prerequisite: CIS 106 and either CIS 120 or CIS 122 with grades of C or better, or consent of instructor.

CIS   144   Advanced PC Operating   3 hrs.
Systems (2-2)
Provides students with experience installing, configuring, upgrading, diagnosing, troubleshooting and networking recent and current personal computer operating systems.
Prerequisite: CIS 134 and three credit hours chosen from CIS 101, CIS 120, CIS 122, CIS 123 and CIS 125 with grades of C or better, or consent of instructor.

CIS   145   PC Hardware (2-2)   3 hrs.
Provides students with experience installing, configuring, maintaining, upgrading, diagnosing, troubleshooting, and networking recent and current personal computer hardware.
Prerequisite: CIS 101 and CIS 134 with grades of C or better.

CIS   146   Operating System —   3 hrs.
OS/2 (2-2)
Provides an introduction to the OS/2 operating system. It will cover beginning and advanced commands including device control, redirection, subdirectories, backups and batch files.
Prerequisite: CIS 134 with a grade of C or better, or consent of instructor.

CIS   147   Windows (1-2)   2 hrs.
Introduces a student to the use of a graphical interface for the operating system. The course includes the use of the graphical interface, built-in desktop accessories and built-in system accessories. Special features of application packages when used in a Windows environment, networking considerations and switching between applications will also be covered. .

CIS   148   Personal Computer   2 hrs.
Utilities (1-2)
Provides instruction about a popular utility package. The general functions of such packages are performance enhancement, preventive maintenance, disk repair, data recovery and data security.
Prerequisite: CIS 134 with·a grade of C or better, or consent of instructor.

CIS   149   Personal Computer UNIX (2-2)   3 hrs.
Provides in-depth laboratory-oriented discussion of the UNIX operating system. Applies to a wide variety of problems in business data processing.
Prerequisite: CIS 134 and either CIS 160 or CIS 166 with grades of C or better, or consent of instructor.

CIS   151   Introduction to   3 hrs.
Telecommunications (3-0)
Introduces the basic vocabulary, skills and concepts associated with voice communications networks that are developed and used by the telephone industry. Topics covered will be the history of voice networks, voice and digital coding schemes, regulatory actions and bodies, switch development including their uses and implementations, voice traffic engineering, switching concepts and switch services. The class should not be confused with a basic data communication course. The emphasis of this course is on developing a working vocabulary in communicating with telephone (voice) networking professionals and understanding the telephone industry and voice networks.
Prerequisite: CIS 170 with a grade of C or better.

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CIS   152   Data Base Programming,   3 hrs.
Microcomputers (2-2)

Uses the command language from a currently popular data base package for microcomputers. A set of business-oriented programs will be developed making extensive use of the command language.

Prerequisite: CIS 122 and CIS 130 with grades of C or better.

CIS   153   Expert Systems (2-2)   3 hrs.

Contrasts the types of expert systems available. Uses a currently popular expert system package and develops business applications using the package.

Prerequisite: CIS 120 with a grade of C or better, or consent of instructor.

CIS   154   Desktop Publishing (2-2)   3 hrs.

Introduces the concepts and practices found in microcomputer based desktop publishing. Provides an opportunity to become proficient in the use of a currently popular desktop publishing software package with the associated hardware.

CIS   155   NetPrep™ TCP/IP (2-2)   3 hrs.

Details four networking architectures that are widely used in corporate networks, with the greatest emphasis falling on TCP/IP, the most significant and popular architecture.

Prerequisite: CIS 107 with a grade of C or better, or consent of instructor.

CIS   156   NetPrep™–The Internet (2-2)   3 hrs.

Provides a broad overview of the Internet and teaches effective ways to use the Internet, such as electronic mail, creating World Wide Web (www) pages and electronic commerce. This course also includes a review of TCP/IP, the Internet's networking architecture.

Prerequisite: CIS 155 with a grade of C or better, or consent of instructor.

CIS   157   NetPrep™ Internetworking   3 hrs.
Devices and Concepts (2-2)

Details the interconnection of computer networks, or Internetworking. Topics include the use of Internetworking components such as repeaters, hubs, bridges, switches, routers, and gateways, as well as component selection.

Prerequisite: CIS 155 with a grade of C or better, or consent of instructor.

CIS   158   NetPrep™ Protocol Analysis (2-2) 3 hrs.

Details the networking processes and protocols used today, including the protocols used at the OSI Model's Data Link Layer, Network Layer, Transport Layer, and higher layers. This course also provides many sample trances as reference.

Prerequisite: CIS 155 with grades of C or better, or consent of instructor.

CIS   159   NetPrep™ Network Analysis   3 hrs.
Design (2-2)

Covers topics related to the design of computer networks, including user requirements, considerations in physical media and topology, and choosing Network Operating Systems (NOSs), computing platforms, applications, software, and Internetworking components.

Prerequisite: CIS 157 with grades of C or better, or consent of instructor.

CIS   161   Introduction to   3 hrs.
Perl Programming (2-2)

Introduces and develops programming techniques in the Perl language. A wide range of problems of both a business and non-business nature will be studied, including utilization of Perl's object-oriented approach to write Common Gateway Interface (CGI) programs for W-based applications.

Prerequisite: CIS 106 with a grade of C or better, or consent of instructor.

CIS   162   PC Operating System (2-2)   3 hrs.

Provides students with knowledge and experience in installation, operation, administration and troubleshooting Microsoft's Professional Workstation (PC) Operating System.

Prerequisite: CIS 155 with a grade of C or better, or consent of instructor.

CIS   163   Network Operating System (2-2) 3 hrs.

Provides students with knowledge and experience in installation, operation, administration and troubleshooting Microsoft's Server Operating System.

Prerequisite: CIS 162 with a grade of C or better, or consent of instructor.

CIS   165   Linux Fundamentals (3-0)   3 hrs.

Provides students with knowledge and experience in installation, operation, administration, and troubleshooting of the Linux Operating System.

Prerequisite: CIS 155 with a grade of C or better, or consent of instructor.

CIS   166   C++ Programming I (3-2)   4 hrs.

Introduces and develops programming techniques in the C++ language. A wide range of problems of a business nature will be studied including system programming type problems. Language features unique to C++ will be addressed along with problem-solving techniques. IAI CS 911

Prerequisite: CIS 101 and CIS 106 or CIS 130 with grades of C or better, or consent of instructor.

CIS   168   Java Programming I (3-2)   4 hrs.
Introduces students to the Java programming language and its object-oriented (OO) approach for developing platform independent applications. Students will learn how to develop basic Java applications, including object-oriented programming, event handling, and Graphical User Interface (GUI) using the Java Swing library.
Prerequisite: CIS 106 with a grade of C or better, or consent of instructor.

CIS   170   Introduction to Data   3 hrs.
              Communications (3-0)
Provides an introduction to telecommunications, information analysis, system design, terminal equipment, data modems, common carrier facilities and communications processing equipment.
Prerequisite: CIS 101 with a grade of C or better, or consent of instructor.

CIS   171   Introduction to Local Area   3 hrs.
              Networks (2-2)
Introduces the concept of computer networks and when to use them in the business environment. The advantages and disadvantages of micro to mainframe or mini-computer and micro to micro links will be discussed. Various configurations will be compared.
Prerequisite: CIS 170 and either CIS 128 or CIS 134 with grades of C or better, or consent of instructor. (Concurrent enrollment in CIS 170 is allowable.)

CIS   172   Network Administration (2-2)   3 hrs.
Expands upon CIS 170 and CIS 171 by taking a detailed look at the OSI layered model, TCP/IP, IPX/SPX, ATM and many other standard protocols. The course provides an analysis of network components and applications for LANs and WANs. The course also identifies the major issues surrounding distributed network and communication in a client server networking environment.
Prerequisite: CIS 171 with a grade of C or better.

CIS   173   Cisco Networking Basics (2-2)   3 hrs.
Provides students with a basic understanding of networking terminology, protocols, LANs, WANs, topologies, and communications.

CIS   174   Cisco Routers and   3 hrs.
              Routing Basics (2-2)
Provides students with a basic understanding of routers and routing including router interfaces, components, configurations, IOS, TCP/IC addressing and subnetting, RIP, and IGRP.
Prerequisite: CIS 173 with a grade of C or better, or consent of instructor.

CIS   175   Cisco Switching Basics   3 hrs.
              and Intermediate Routing (2-2)
Provides students with a basic understanding of switching and intermediate routing, including switches, VLANs, Spanning-Tree protocol, routing and routing protocols, access control lists, network documentation, security, and troubleshooting.
Prerequisite: CIS 174 with a grade of C or better, or consent of instructor.

CIS   176   C++ Programming II (3-2)   4 hrs.
Expands on C++ programming skills learned in CIS 166. Emphasis is on using C++ to solve common business programming problems using data structures and algorithms. IAI CS 912
Prerequisite: CIS 166 with a grade of C or better, or consent of instructor.
Recommended **Prerequisite:** CIS 143 with a grade of C or better.

CIS   177   Cisco WAN Technologies (2-2)   3 hrs.
Provides students with an understanding of basic WAN technologies, including WAN devices, encapsulation formats, communication, PPP, ISDN, and frame relay.
Prerequisite: CIS 175 with a grade of C or better, or consent of instructor.

CIS   178   Java Programming II (3-2)   4 hrs.
Expands upon CIS 168 by introducing students to Java input/output, threads, collections, networking, advanced Swing, Remote Method Invocation, Java Database Connectivity, and JAR files. Students will develop advanced Java applications that interact with files, the TCP/IP network, remote objects, SQL database, and GUI users.
Prerequisite: CIS 168 with a grade of C or better, or consent of instructor.
Recommended **Prerequisite:** CIS 143 with a grade of C or better.

CIS   186   C Programming for   4 hrs.
              Graphical User Interfaces (3-2)
Introduces and develops programming techniques necessary to write graphical user interfaces for interactive application programs. Emphasis is on the use of business software tools (C function libraries) provided in currently popular software for development of windowing environments on microcomputers.
Prerequisite: CIS 176 and CIS 266 with grades of C or better, or consent of instructor.

CIS   189   Extensible Markup   3 hrs.
              Language (2-2)
Provides an introduction to Extensible Markup Language (XML). The key capabilities, limitations, and differences between XML-based markup languages will be discussed. Students will use XM technologies to transform and exchange data.
Prerequisite: CIS 119 with a grade of C or better.

CIS   196   Advanced C Programming for   4 hrs.
Graphical User Interfaces (3-2)

Teaches concepts which complement those learned in CIS 186. Introduces advanced topics in developing applications with graphical user interfaces with enhanced graphical content deploying vector and raster graphics, dynamics data exchange and dynamic link libraries. Emphasis is placed on the use of software development tools and paradigms currently popular in the microcomputer software industry.
Prerequisite: CIS 186 with a grade of C or better, or consent of instructor.

CIS   202   Programming Systems (3-0)   3 hrs.

Indicates purpose and function of various programming systems such as program compilers, operating systems, utility program, sòrtmerges and job control language.
Prerequisite: CIS 110 with a grade of C or better.

CIS   203   Systems Analysis and   3 hrs.
Design I (3-0)

Introduces students to the role of the systems analyst and the functions and techniques of business systems analysis and design using the Systems Development Life Cycle (SDLC). Included are problem definition, requirements analysis and definition, system prototyping, user interface design, and system design documentation. Stresses methods and tools used in business systems analysis and design and communications with users to design systems that meet the user's needs.
Prerequisite: CIS 106 and CIS 143 with grades of C or better,or consent of instructor.with a grade of C or better, or consent of instructor.

CIS   204   Systems Analysis   3 hrs.
and Design II (3-0)

Expands on CIS 203 by continuing through the SDLC phases of development and implementation. Included are software engineering and quality assurance, project management basics, and system implementation. Case studies may be used to demonstrate concepts. Students will carry a project through all SDLC phases.
Prerequisite: CIS 203 with a grade of C or better and either CIS 130, CIS 166 or CIS 168 with a grade of C or better, or consent of instructor.

CIS   205   Multimedia Development (2-2)   3 hrs

Expands on the topics in CIS 105. Students will create more complex presentations and tutorials. Students will use advanced scripting, shared scripts, and include video, pictures, music and text in multimedia projects. In addition, design considerations will be covered for various formats including creating projects for the Web, and packaging the final project in order to distribute it. Completion of CIS 106 is highly recommended for those students who completed CIS 105 with a grade less than B.
Prerequisite: CIS 105 with a grade of C or better.

CIS   218   E-Commerce Development (2-2)   3 hrs.

Provides the student with a foundation in the fundamentals of electronic commerce development. Software, hardware, security, payment systems, promotion and support strategies, electronic data interchange, Web auctions, international issues, legal implications, ethical issues, taxation, and the use of a popular Web authoring tool are among topics covered in a lecture and lab-based format. Student must have working knowledge of Microsoft Windows environment and the Internet prior to registration.

CIS   219   Web-Site Management (2-2)   3 hrs.

Provides an understanding of the technical skills needed to set up and maintain a Web site. Students develop a Web site while addressing topics integral to Web site management including: Web servers, establishing a presence on the Web, Web server configuration, server-side scripts, firewalls, server configuration, scripts, general maintenance considerations, data communications and applications integration, managing the Web server, intranet and training issues. Project management issues and system development life cycle methodologies are discussed and practiced.
Prerequisite: CIS 138 with a grade of C or better, or consent of instructor.

CIS   220   Topics in Computer   1-6 hrs.
Information Systems (1-0 to 6-0)

Studies selected problems, computer software or computer languages. The exact content and instructional methodology will vary semester to semester depending on the material to be studied. A syllabus or course outline containing additional information with preregistration materials will be available each time the course is offered. This course may be repeated up to a maximum of six credit hours.
Prerequisite: Consent of instructor.

CIS   223   Spreadsheet Graphics (.5-1)   1 hr.

Uses currently popular software designed to enhance spreadsheet graphics with original drawings, catalogued symbols and text.
Prerequisite: CIS 123 with a grade of C or better, or consent of instructor.

CIS   224   Spreadsheet Macros   1 hr.
and Other Advanced Topics (.5-1)

Provides an opportunity to become proficient in the use of spreadsheet macros and other advanced topics used with a currently popular spreadsheet package. May be repeated up to a maximum of three credit hours utilizing different software packages for each unit of credit.
Prerequisite: CIS 124 with a grade of C or better, or consent of instructor.

CIS   230   Computer Programmer   3 hrs.
Internship (1-15)

Applies computer skills in practical situations and also involves a field project in local computer installation. Open only to computer degree candidates. Fourth semester standing with an overall GPA of 3.0 and a 3.5 GPA in computer courses.
Prerequisite: Consent of coordinator.

CIS   231   Visual Basic   4 hrs.
Programming II (3-2)

Presents the basic principles for the design, use and understanding of computer graphical user interfaces in business. Other advanced topics include designing menu-driven interactive software, custom controls, and data file management. Emphasis is on building various software in Visual Basic to solve common business programming problems using relevant controls, data structures, and algorithms.
Prerequisite: CIS 130 with a grade of C or better, or consent of instructor.
Recommended **Prerequisite:** CIS 143 with a grade of C or better.

CIS   239   Web Site Development III (2-2)   3 hrs.

Provides an introduction to Web data access while building on knowledge and experience gained in CIS 138. Database concepts in the context of a Web application are studied. Students use a popular Web authoring tool, server-side scripting, and XML to enable Web database access.
Prerequisite: CIS 106, CIS 122 and CIS 138 with grades of C or better.

CIS   250   Network Security   3 hrs.
Fundamentals (2-2)

Provides students with a comprehensive hands-on overview of network security, including authentication, encryption, digital certificates, perimeter topologies, remote access, cryptography and operational security.
Prerequisite: CIS 155 or CIS 177 with a grade of C or better, or consent of instructor.

CIS   259   Network Troubleshooting (1-4)   3 hrs.

Provides students with network troubleshooting skills. Based upon real-life conditions, the network will be configured in various states of dysfunction providing opportunity for the student to identify the problem(s) and provide proper corrections/adjustments to make the network function properly again.
Prerequisite: CIS 159 with a grade of C or better, or consent of instructor.

CIS   260   Network Infrastructure   3 hrs.
Administration (2-2)

Provides students the knowledge and skills to administer, upgrade, and maintain a Microsoft-based network.
Prerequisite: CIS 163 with a grade of C or better, or consent of instructor.

CIS   261   Directory Services   3 hrs.
Administration (2-2)

Provides students the knowledge and skills to administer, upgrade, and maintain the Directory Services in a Microsoft-based network.
Prerequisite: CIS 163 with a grade of C or better, or consent of instructor.

CIS   262   Designing a Network   3 hrs.
Infrastructure (2-2)

Provides students the knowledge and skills to analyze the business and technical requirements of an organization and then create an appropriate Microsoft Windows-based networking services design.
Prerequisite: CIS 260 and CIS 261 with grades of C or better, or consent of instructor.

CIS   263   Designing for Network   3 hrs.
Security (2-2)

Provides students the knowledge and skills to administer, upgrade, and maintain Network Security in a Microsoft-based network.
Prerequisite: CIS 261 with a grade of C or better.

CIS   264   Designing Directory   3 hrs.
Services (2-2)

Provides students the knowledge and skills to design and implement the Directory Services in a Microsoft-based network.
Prerequisite: CIS 261 with a grade of C or better.

CIS   265   Exchange Server   3 hrs.
Administration (2-2)

Provides students, through lecturers, discussions, exercises, and projects, the knowledge and skills to install, manage and troubleshoot the Microsoft Exchange Server.
Prerequisite: CIS 261 with a grade of C or better.

CIS   266   C++ Programming III (3-2)   4 hrs.

Presents advanced object-oriented programming topics using C++ in enterprise business applications.
Prerequisite: CIS 176 with a grade of C or better, or consent of instructor.

CIS   275   Linux System   3 hrs.
Administration (3-0)

Provides students with knowledge and experience in installation, operation, administration, and troubleshooting of the Linux network operating system.
Prerequisite: CIS 165 with a grade of C or better, or consent of instructor.

CIS   276   Linux Networking and   3 hrs.
Security Administration (3-0)

Provides students with knowledge and experience in administration, fine-tuning and disaster prevention in Linux networking systems.
Prerequisite: CIS 275 with a grade of C or better, or consent of instructor.

CIS 277 Linux Shell Scripting 3 hrs.
and Server Services (3-0)
Provides students with knowledge and experience in instal-
lation, operation, administration, and troubleshooting of the
Linux platform services: Apache Web Server, IBM
Websphere Server, DB2 Database.
Prerequisite: CIS 276 with a grade of C or better, or consent
of instructor.

CIS 277 Linux Shell Scripting 3 hrs.
and Server Services (3-0)
Provides students with knowledge and experience in instal-
lation, operation, administration, and troubleshooting of the
Linux platform services: Apache Web Server, IBM
Websphere Server, DB2 Database.
Prerequisite: CIS 276 with a grade of C or better, or consent
of instructor.

CIS 278 Java Programming II (3-2) 4 hrs.
Expands upon CIS 178 by introducing students to printing,
the JTable class, applets, servlets, XML, JavaBeans, and
use of an Integrated Development Environment (IDE).
Students will develop advanced client/server and three-tier
applications in Java.
Prerequisite: CIS 178 with a grade of C or better, or consent
of instructor.

CIS 280 Visual Basic 4 hrs.
Programming II (3-2)
Allows the student to learn to utilize Visual Basic's many
tools for accessing multiple types of databases, including
writing and utilizing SQL to access SQL. Server and other
databases through use of database object models and
other Visual Basic tools. Introduces Web site scripting as a
way to publish reports electronically to one or more users.
Provides hands-on experience with the client-server model.
Prerequisite: CIS 152 and CIS 231 with grades of C or bet-
ter, or consent of instructor.

CNA Certified Nursing Assistant

CNA 101 Nursing Assistant 7 hrs.
Training (4.5-5)
Provides theory and training in the basic skills essential to
the practice of health care workers who will assist the nurse
in the care of patients in a variety of health care settings.
Includes simulated practice and opportunity for clinical
application. This course is approved by the Illinois
Department of Public Health, Office of Health Regulations
and successful completion is required for application for the
Nurse Aide Competency exam.

CRJ Criminal Justice

CRJ 101 Introduction to 3 hrs.
Criminal Justice (3-0)
Studies the history, role, development, and constitutional
aspects of law enforcement and public safety. Review of
agencies and functions involved in processes of adminis-
tration of criminal justice. IAI CRJ 901

CRJ 104 Introduction to 3 hrs.
Corrections (3-0)
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 institu-
tional community-based programs plus parole programs.
IAI CRJ 911

CRJ 105 Criminal Courts 3 hrs.
of the U.S. (3-0)
Provides the student with a broad body of knowledge con-
cerning the court structures of the United States. The
course will examine the historical development of the judi-
cial branch of government, the role of the courts in the crim-
inal justice system, levels of courts and roles of persons
employed in this unit of the Criminal Justice program.

CRJ 116 Introduction to 3 hrs.
Forensics (3-0)
Introduces student to the use of scientific disciplines in
crime investigation. Identifies the variety of sources of evi-
dence 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 (3-0) 3 hrs.
Examines local, state and federal criminal law. Topics
include a definition of the crimes, their elements, and atten-
dant circumstances and related defenses. IAI CRJ 913

CRJ 202 Criminal Procedures (3-0) 3 hrs.
Examines and analyzes federal and state law relating to
arrest, search and seizure, First Amendment activities,
interrogation, civil liability of police, and trial procedures.

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 back-
ground 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 Justice (3-0) 3 hrs.
Examines 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. IAI CRJ 914

CRJ 207 Vice and Drug Control (3-0) 3 hrs.
Studies historical and sociological development 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 210 Introduction to 3 hrs.
Criminology (3-0)**
Examines the nature and extent of crime in American society, theories of crime causation and control of criminal behavior. IAI CRJ 912

CRJ 214 Community Policing (3-0) 3 hrs.
Examines issues in community policing with emphasis on the concept of public and community relations as well as police involvement in community problems. Stresses the role of the police in maintaining public order and safety as a member of the community and in partnership with other community constituencies.

**CRJ 215 Alternatives to 3 hrs.
Confinement (3-0)**
Studies 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.

CRJ 216 Investigative Process (3-0) 3 hrs.
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.

CRJ 220 Police Administration (3-0) 3 hrs.
Introduces basic principles of police administration and management as applied to the police function. Emphasis is on organization structure and management processes, identifying the police role in staff functions.

CRJ 222 Police Operations (3-0) 3 hrs.
Examines police operations, including patrol, investigation, traffic, juvenile and special operations. Manpower distribution, analysis of operations and enforcement policy will be stressed.

CRJ 224 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 with a grade of C or better, or consent of coordinator.

CRJ 226 Case Management (3-0) 3 hrs.
Studies the investigative process from a supervisory and managerial perspective. Emphasizes means of assessing case priorities, resource allocation, performance evaluation and the investigator's relationships with others, influencing the successful completion and prosecution of criminal investigation.

CRJ 235 Street Procedures (3-2) 4 hrs.
Introduces techniques and procedures used by police and security personnel in job-related activities. Includes discussion and practice in areas such as vehicle stops, initiating investigations, responding to calls, building checks, emergency situations, crowd control and report preparation.
Prerequisite: Sophomore standing.

CRJ 238 Defensive Techniques (2-2) 3 hrs.
Introduces principles of self-defense and weaponless control for police and security personnel. Includes psychology, physical and mental preparation, practice in defense and control techniques.
Prerequisite: Sophomore standing and consent of instructor.

**CRJ 250 Industrial Security 3 hrs.
Administration (3-0)**
Studies the 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.

**CRJ 252 Industrial Fire Protection 3 hrs.
Disaster and Control (3-0)**
Studies the 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.

CRJ 253 Safety Management (3-0) 3 hrs.
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.

CRJ 299 Criminal Justice Practicum (1-10)   **3 hrs.**

Provides students with a broad educational experience through appropriate observation and directed experience in operating segments of the criminal justice agency in addition to participation in a seminar.

Prerequisite: Sophomore standing and consent of coordinator.

CSC Computer Science

CSC 121 Computer Science I (3-2)   **4 hrs.**

Introduces a disciplined approach to problem solving and algorithm development. Introduces procedural approach; data abstraction; selection, repetition and sequence control structures; arrays, records and files; and an introduction to recursion. Emphasizes program design, testing and documentation using good programming style in a block-structured, high-level programming language. Designed as the first of a sequence of courses (CSC 121, CSC 122, CSC 216 and CSC 217) for students majoring in Computer Science. IAI CS 911

Prerequisite: MTH 103 and MTH 104 with grades of C or better, or consent of instructor.

CSC 122 Computer Science II (3-2)   **4 hrs.**

Introduces the design and implementation of large scale problems. Introduces data structures: files, sets, pointers, lists, stacks, queues, trees and graphs. Introduces program verification and complexity. Builds previous knowledge of recursion, text processing, and searching and sorting algorithms. Designed as the second of a sequence of courses (CSC 121, CSC 122, CSC 216, CSC 217) for students majoring in Computer Science. IAI CS 912

Prerequisite: CSC 121 and MTH 200 with grades of C or better, or consent of instructor.

CSC 208 Problem Solving for Science and Engineering Using FORTRAN (3-2)   **4 hrs.**

Emphasizes problems analysis and problem solving. Includes problem formulation, data storage and retrieval techniques, algorithm analysis and development, flow chart or pseudocode construction. Introduces the student to numerical methods and simulations. Develops working knowledge of current version of FORTRAN. Designed to use the computer in the study of problems in engineering, mathematics, science, computer science or engineering student. IAI EGR 921 IAI MTH 922

Prerequisite: MTH 200 with a grade of C or better, or consent of instructor.

CSC 211 Introduction to C Programming and UNIX (3-2)   **4 hrs.**

Develops working knowledge in the use of the computer in the C programming language. Includes problem formulation, data storage and retrieval, algorithms, flowcharts or pseudocode, numerical analysis and structured programming, lexical analysis and string manipulation. Introduces student to a UNIX-like operating system environment. Intended for the computer science or engineering student.

Prerequisite: CSC 121 or CSC 208 with a grade of C or better, or consent of instructor.

CSC 214 Introduction to Java Programming (3-2)   **4 hrs.**

Introduces the Java language in a UNIX environment. Topics including: algorithms, problem formulation, structured programming, variables, data types, input/output repetition, selection, arrays, functions, classes/objects, and recursion. Applications emphasize math, science, engineering, and computer science. This course will build on topics covered in CSC 121 (only in a new language).

Prerequisite: CSC 121 with a grade of C or better, or consent of instructor.

CSC 216 Data Structures and Algorithm Analysis (2-2)   **3 hrs.**

Provides exposure to techniques for storing and manipulating data. Includes discussion of addition, deletion and insertion algorithms for stacks, queues, deques, linked lists and trees. Emphasizes algorithm analysis as it builds on topics from previous course, CSC 122. Designed as the third of a sequence of courses (CSC 121, CSC 122, CSC 216 and CSC 217). IAI CS 921

Prerequisite: CSC 122 with a grade of C or better, or consent of instructor.

CSC 217 Assembler Programming and Machine Organization (3-2)   **4 hrs.**

Emphasizes machine-level programming, instruction sets, data representation, subroutines, I/O hardware and software, linking and loading related to higher level languages. Designed as the fourth in a sequence of courses (CSC 121, CSC 122, CSC 216 and CSC 217) for students majoring in Computer Science. IAI CS 922

Prerequisite: CSC 216 with a grade of C or better, or consent of instructor.

CWE Cooperative Work Experience

CWE 220 Cooperative Education I   2-5 hrs.

Provides cooperative work experience integrating classroom theory with on-the-job training. The College will assist in securing employment related to the student's major field of study and/or career interest. A training plan is developed by the student, employer and Cooperative Faculty Advisor. One hour per week is required for a seminar devoted to issues dealing with job preparation and success. This course is not a substitute for a required internship, externship or practicum and will not be applicable to certain career programs.

Two Credits: A minimum of 120 training hours is required.
Three Credits: A minimum of 240 training hours is required.
Four Credits: A minimum of 400 training hours is required.
Five Credits: A minimum of 560 training hours is required.
Prerequisite: Approval of the program coordinator/department chair and Cooperative Education office. See program enrollment guidelines for major field of study or career programs.

CWE 221 Cooperative Education II   2-5 hrs.

Continues CWE 220. A student can continue employment with current employer or select a different area of concentration related to major field of study or career interest. Work experience must go beyond what was learned in CWE 220 or consist of an entirely different learning experience. A training plan is developed by the student, employer and Cooperative Faculty Advisor. One hour per week is required for a seminar devoted to issues dealing with job success.

Two Credits: A minimum of 120 training hours is required.
Three Credits: A minimum of 240 training hours is required.
Four Credits: A minimum of 400 training hours is required.
Five Credits: A minimum of 560 training hours is required.
Prerequisite: CWE 220 and approval of the program coordinator/department chair and Cooperative Education office. See program enrollment guidelines for major field of study or career programs.

DHY Dental Hygiene

DHY 100 Pre-Clinic (3-6)   5 hrs.

Introduces the student to clinical dental hygiene with emphasis on the role of the dental hygienist in the control and prevention of dental disease.
Prerequisite: Consent of coordinator.

DHY 101 Clinical Dental   5 hrs.
Hygiene I (2-9)

Applies theoretical concepts in a clinical setting and introduces periodontology. Refines clinical skills and emphasizes the preventive aspects of dentistry. The student performs traditional dental hygiene clinical functions.
Prerequisite: Consent of coordinator.

DHY 111 Dental Radiology (2-3)   3 hrs.

Provides theory in radiation physics, safety and the biological effects of ionizing radiation. Intraoral exposure techniques, darkroom procedures and film interpretation are emphasized in the laboratory. Practical experience provided on manikins and selected patients.
Prerequisite: Consent of coordinator.

DHY 119 Oral Health Management   2 hrs.
of Special Needs Populations (2-0)

Introduces characteristics and oral health management needs of geriatrics, special populations and the medically compromised with diabetes and cardiovascular disease. Physical, psycho/social and oral characteristics associated with special needs populations are discussed. Modifications of comprehensive dental hygiene care will be emphasized. The caregiver team concept will be incorporated.
Prerequisite: DHY 100 and DHY 101 with grades of C or better, or consent of coordinator.

DHY 151 Clinical Dental   2 hrs.
Hygiene II (0-6)

Provides clinical practice in oral prophylaxis on adult patients, including preventive techniques, exposing radiographs and patient management.
Prerequisite: DHY 100 and DHY 101 with grades of C or better, or consent of coordinator.

DHY 159 Head and Neck   3 hrs.
Anatomy (3-0)

Introduces anatomy of the head and neck regions with special emphasis on the human dentition. Skeletal, muscular, glandular, circulatory, nervous and epithelial structures are considered in detail. Also includes introductory material on human histology and orofacial embryology.
Prerequisite: Consent of coordinator.

DHY 161 Dental Anatomy (1-2)   2 hrs.

Introduces the student to terms and anatomic structures of the oral cavity including a detailed study of crown and root morphology of both primary and permanent dentitions.
Prerequisite: Consent of coordinator.

DHY 190 General and Oral   2 hrs.
Pathology (2-0)

Studies fundamentals of microscopic and gross pathology and general pathological processes. Specifically emphasizes diseases of dental and periodontal tissues and of the supporting oral structures. Correlates clinical manifestations of disease with dental hygiene practice.
Prerequisite: Consent of coordinator.

DHY 200 Periodontology (1-2)   2 hrs.

Reviews etiological and histological components of periodontal disease emphasizing current theoretical concepts in treatment and management of periodontally involved patients. Provides laboratory experience to refine non-surgical techniques.
Prerequisite: DHY 100 and DHY 101 with grades of C or better, or consent of coordinator.

**DHY 201 Ethics, Jurisprudence 2 hrs.
and Practice Management (2-0)**
Studies the development of dental office and clinic practice management procedures and professional interrelationships. Considers the role of the dental hygienist in the various dental specialties and various employment modalities.
Prerequisite: Consent of coordinator.

DHY 202 Radiology I (0-2) 1 hr.
Continues practice in the techniques of exposing, processing, mounting and evaluating dental radiographs.
Prerequisite: DHY 111 with a grade of C or better and DHY 151 with a grade of P or consent of coordinator.

DHY 203 Radiology II (0-2) 1 hr.
Continues DHY 202.
Prerequisite: DHY 202 with a grade of C or better, or consent of coordinator.

DHY 220 Community Dental Health I (1-2) 2 hrs.
Introduces the principles of dental public health and its application to dental hygiene, including: epidemiology, disease prevention, assessment methods, program planning and resource identification. Reviews and interprets dental scientific literature and introduces the utilization of research tools and statistical analysis.
Prerequisite: DHY 119 with a grade of C or better and sophomore standing, or consent of coordinator.

DHY 221 Community Dental Health II (1-2) 2 hrs.
Emphasizes the direct application of preventive dentistry services in the community and the design of treatment plans to meet identified community needs. Community fluoridation, school-based services, tobacco cessation, and consumer education and health promotion will be included. Students will be required to participate in group activities to share service learning experiences.
Prerequisite: DHY 119 and DHY 220 with grades of C or better and sophomore standing, or consent of coordinator.

DHY 240 Dental Pharmacology (2-0) 2 hrs.
Examines the principles of drug actions and characteristics of major drug groups. Emphasis is placed on drugs used in dentistry and the management of dental patients who receive drug treatment for medical problems.
Prerequisite: Consent of coordinator.

**DHY 250 Clinical Dental 5 hrs.
Hygiene III (1-12)**
Continues clinical practice of dental hygiene with emphasis on the comprehensive treatment of periodontally involved patients.
Prerequisite: DHY 151 with a grade of P or consent of coordinator.

**DHY 251 Clinical Dental 5 hrs.
Hygiene IV (1-12)**
Continues DHY 250.
Prerequisite: DHY 250 with a grade of C or better, or consent of coordinator.

**DHY 269 Science of Dental 1 hr.
Materials (1-0)**
Studies the characteristics, properties, composition and function of materials used in dentistry. Includes familiarization with techniques and procedures used in the dental profession.
Prerequisite: Consent of coordinator.

**DHY 270 Dental Materials Laboratory 1 hr.
Techniques (0-2)**
Introduces the student to the use and manipulation of materials used in dentistry, with an emphasis on the clinical application of materials that relate directly to the functions of the dental hygienist.
Prerequisite: Consent of coordinator.

DIT Dietetic Technician

DIT 100 Introduction to Dietetics (2-0) 2 hrs.
Introduces the profession of dietetics, career opportunities, relationship to other health care professions and the nutritional care planning process with emphasis on the role of the dietetic technician.

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.
Prerequisite: DIT 101 with a grade of C or better.

**DIT 110 Principles of Food 3 hrs.
Preparation (2-2)**
Introduces the scientific principles of food preparation; retail labeling, supermarket shopping; and menu planning for individuals and families of different socioeconomic backgrounds. Laboratory practice includes preparation of foods, sensory evaluation, adjusting recipes for modified diets, along with demonstration and use of equipment.
Prerequisite: Prior or concurrent enrollment in DIT 101 and FSM 114 with grades of C or better, or consent of instructor.

**DIT 150 Dietetic Clinical 3 hrs.
Laboratory I (1-6)**
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 and making nutrient analyses.
Prerequisite: BIO 135 and DIT 100 with grades of C or better and prior or concurrent enrollment in BIO 136 and DIT 102 with grades of C or better.

**DiT   200   Dietetic Clinical   5 hrs.
Laboratory II (1-12)**

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 HSC 112 with grades of C or better and prior or concurrent enrollment in DIT 201 with a grade of C or better, or consent of instructor.

**DIT   201   Nutritional Services in   3 hrs.
Institutions (3-0)**

Surveys institutions, agencies and organizations that assist the community in meeting nutritional needs of its people. Emphasis will be placed on developing appropriate educational techniques for individuals and groups of various backgrounds.
Prerequisite: DIT 150 with a grade of C or better, or consent of instructor.

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 with a grade of C or better.

**DiT   203   Dietetic Technician   1 hr.
Seminar (1-0)**

Covers current topics related to the dietetic technician in the workplace.
Prerequisite: DIT 201 with a grade of C or better.
Concurrent enrollment in DIT 250 is strongly recommended.

**DIT   220   Food Systems   3 hrs.
Administration (3-0)**

Introduces the principles of administering food systems, with emphasis on menu planning, procurement of quantity foods, quantity foods equipment, staffing and financial controls. Includes an introduction to computer use within food systems.
Prerequisite: Prior or concurrent enrollment in DIT 110 or consent of instructor.

**DiT   250   Dietetic Clinical   5 hrs.
Laboratory III (1-12)**

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: DIT 200 with a grade of C or better, or consent of instructor.

DIV Diversity

**DIV   101   Exploring Diversity   3 hrs.
In the U.S. (2-2)**

Focuses on culture and other diversity issues and topics utilizing an interactive personal development format. Students will discuss dimensions of their own culture and cultures of others within the United States. They will have the opportunity to examine discrimination and prejudice between groups and analyze the impact of these power differences on peoples' lives. The experiential nature of this course will give students the opportunity to develop skills necessary to interact effectively in a diverse society.

ECE Early Childhood Education

**ECE   101   Introduction to Early   3 hrs.
Childhood Education (3-0)**

Provides an overview of early childhood care and education, including the basic values, structure, organization and programming. Examination of the student's personal qualities in relationship to expectations of the field. Directed observation in a variety of programs and settings. 10 hours of observation required. (NOTE: The program's health requirements must be completed prior to observation.)
IAI ECE 911

ECE   102   Child Development I (3-0)   3 hrs.

Provides basic theories and principles of development, prenatal through early adolescence with emphasis on the young child. In-depth study of physical, social/emotional, cognitive, language and aesthetic development. Examines theories of Erikson, Piaget, Skinner, Vygotsky and others. Explores child development in the context of gender, family, culture and society. Emphasis on the implication for early childhood professional practice. IAI ECE 912 IAI EED 902

ECE   103   Child Development II (3-0)   3 hrs.

Presents research, theory and practical application related to development from adolescence through maturity. Discusses social, emotional, physical and cognitive growth within age-related stages. Stresses relevance of developmental theory in working with children and adults in an early childhood program.
Prerequisite: ECE 102 with a grade of C or better, or consent of instructor.

ECE   111   Infant/Toddler Programs (3-0)   3 hrs.

Examines the theories and research (including early intervention) related to infants and toddlers with a focus on methods of care given in home-based and school-based infant programs. Observation of infants/toddlers and related programs.

ECE   112   Play and Assessment   3 hrs.
of the Young Child (3-0)

Develops observational skills to assess and record a child's level of development during play. Identification of types, goals and appropriate materials for play, strategies for communicating and working with parents and team members. **Prerequisite:** ECE 102 and ECE 111 with grades of C or better.

ECE   115   Principles of Early   3 hrs.
Childhood Curriculum (3-0)

Provides an overview of principles involved in planning, implementing and evaluating developmentally appropriate curriculum. Includes lesson plans, emerging curriculum, scheduling, room arrangement, materials and equipment; individual, small and large group activities; short and long term goals; and teacher's roles and responsibilities in curriculum development.

ECE   120   Introduction to Special   3 hrs.
Education for
Paraprofessionals (3-0)

Examines characteristics of children with special needs and the methods used in special education. The role of the special education teacher's aide will be studied with a focus on implementing educational plans, family issues, legal rights and responsibilities.

ECE   121   Behavioral Management in   3 hrs.
Special Education Setting (3-0)

Studies the role of behavioral management within the special education population and provides understanding of rationale, terminology and methods used when working with special needs children and their families.

ECE   140   Family Child Care   1 hr.
Management (1-0)

Provides guidelines and responsibilities in providing home day care for infants and young children.

ECE   143   Safety for the Young   1 hr.
Child (1-0)

Focuses on safety for the young child in group settings.

ECE   144   Nutrition for the Young   1 hr.
Child (1-0)

Focuses on nutrition for the young child in group settings.

ECE   146   Programming for School   1 hr.
Age Care (1-0)

Relates theory and practice of school age programming. Emphasizes daily program planning, implication and assessment.

ECE   149   Topics in Early   1-3 hrs.
Childhood Education (1-0 to 3-0)

Studies selected problems or topics in early childhood. The exact content and instructional methodology will vary semester to semester depending on the material to be studied. This course may be repeated up to a maximum of three credit hours.

ECE   151   Communicating with Parents   1 hr.
and Children (1-0)

Establishes parent relationships through effective listening, speaking, writing. Develops communication skills in relation to children and co-workers.

ECE   152   Principles of Child Growth   1 hr.
and Development, Birth-5 (1-0)

Discusses principles of child growth and development from birth through age five. Emphasis on developmental milestones and cultural influences.

ECE   153   Guiding Children and   1 hr.
Managing the Classroom (1-0)

Provides methods of guiding children's behavior, encouraging prosocial behavior and dealing with common problems. Emphasis on principles and skills in classroom management.

ECE   154   Activities and Resources   1 hr.
for Young Children I (1-0)

Aids in planning the learning environment, which includes the schedule, themes and activities incorporating art, motor, music and movement, health and safety, and nutrition.

ECE   155   Activities and Resources   1 hr.
for Young Children II (1-0)

Aids in planning the learning environment to incorporate appropriate themes and activities in math, science, social studies, language, literature, dramatic play and group time.

ECE   156   Effective Teaching (1-0)   1 hr.

Provides methods for maintaining and increasing effective teaching behaviors. Also includes relations with parents and co-workers, teacher behaviors, burnout and professional growth.

ECE   209   Language Development and   3 hrs.
Activities for the Young
Child (3-0)

Provides an in-depth knowledge and understanding of language development, the stages involved, the role that adults play and the relationship of language to other aspects of development. Introduces the student to a wide variety of language activities appropriate for young children and develops skills in preparing, presenting and evaluating language activities.

ECE   210   Creative Activities for   3 hrs.
Young Children (2-2)

Examines the theoretical framework for art, creativity, music and movement. Acquaints the student with a variety of creative art materials and methods appropriate for use in programs for young children. Includes firsthand experience with materials and planning an arts program. Stresses the relationship of creative experiences within the curriculum and the role of creative experiences within the early childhood program.

COURSE DESCRIPTIONS

ECE 219 Psychology of Exceptional Children (3-0) 3 hrs.

Presents an overview of children with exceptional cognitive, physical, social and emotional characteristics. Analysis of development and educational needs imposed by exceptionality. Identification, intervention strategies, methods, and programs designed to meet their needs, including, but not limited to, children identified as learning disabled. Study of applicable federal and state laws and requirements: Individuals with Disabilities Education Act, Americans with Disabilities Act, Individualized Family Service Plan, Individualized Education Plan and inclusive programs. Fulfills requirements of School Code, Article 21-2a. IAI ECE 913

ECE 221 Math and Science for the Young Child (3-0) 3 hrs.

Introduces the theory and practice related to math and science for young children. Emphasis will be placed on the development and evaluation of developmentally appropriate activities and instructional materials.

ECE 223 Exceptional Child in Early Childhood Programs (3-0) 3 hrs.

Examines the characteristics of the young child with special needs and provides programming considerations for integrating the child with special needs into early childhood programs. Practical issues include adapting classroom environments, equipment and providing developmentally appropriate educational experiences. Presents guidelines for working with educators, young children, families and community resources. Identifies the legal and program compliance requirements for early childhood programs.

ECE 226 Observation and Guidance of the Young Child (3-0) 3 hrs.

Studies of guidance practices which support the development of the young child. Emphasizes theories and practices that support the caregiver's analysis of child behavior as well as the development of guidance skills. Students will develop and understand the relationship between careful observation, communication and effective interaction with children.
Prerequisite: ECE 101, ECE 102 and ECE 115 with grades of C or better.

ECE 230 Movement and Rhythms for the Young Child (3-0) 3 hrs.

Presents research, theory and practical application as it relates to teaching music and movement; illustrates appropriate methods, materials and equipment for use in classroom programming.

ECE 235 Principles of School Age Care (3-0) 3 hrs.

Relates theory and practice of school age programming. Emphasizes program planning, implementation and assessment, use of materials, principles of growth and development, role of teacher and techniques of classroom management. Students will observe and participate in school age child care.

ECE 250 Health, Nutrition and Safety (3-0) 3 hrs.

Focuses on personal health of the individual, including nutrition and health and safety issues, with emphasis on meeting health needs for children in group settings. A healthy lifestyle, preventive health and community health are examined. IAI ECE 902

ECE 252 Child-Family-Community (3-0) 3 hrs.

Concentrates on teacher's role in working with children within the context of family and community. Stresses effective communication, diversity, professionalism and social policy. Includes an in-depth study of community resources.

ECE 253 Administration of Early Childhood Programs (3-0) 3 hrs.

Provides guidelines for the establishment and operation of a child development center. Emphasizes the director's role in programming, school policies, budgeting, record keeping, licensing, municipal codes, insurance, staff development, evaluation procedures, parent communication and community resources.
Prerequisite: Completion of 15 credit hours including ECE 101, ECE 102 and ECE 115 with grades of C or better, or consent of coordinator.

ECE 254 Interpersonal Relationships in Early Childhood Education (1-0) 1 hr.

Explores personal experiences within the work environment, impact of sex-roles, organizational policies and professional standards. Emphasizes team building and the development of effective interpersonal communication skills.
Prerequisite: Completion of 18 hours in ECE prefix courses with grades of C or better, or consent of coordinator.

ECE 291 Early Childhood Practicum I (1-10) 3 hrs.

Emphasizes the practical application of principles and theories in early childhood education within a supervised setting, while working with young children. The student will be supervised by a qualified professional and meet weekly for a seminar. (NOTE: The program's health requirements and CPR Basic Rescuer certification must be completed prior to placement in practicum.) IAI ECE 914
Prerequisite: ENG 101, ECE 101, ECE 102, ECE 115, ECE 226 and six additional credit hours in ECE prefix courses with grades of C or better, or consent of instructor.

ECE   292   Early Childhood   3 hrs.
**   Practicum II (1-10)**

Emphasizes the practical application of early childhood education principles and theories in a supervised setting, while working with young children. The student will be supervised by a qualified professional and meet weekly for a seminar. (NOTE: The program's health requirements and CPR Basic Rescuer certification must be completed prior to placement in practicum.)
Prerequisite: ECE 291 with a grade of C or better, or consent of instructor.

ECE   293   Early Childhood Director   3 hrs.
**   Practicum (1-10)**

Emphasizes the practical application of early childhood education principles and theories in a supervisory capacity, while working with a director, staff, parents, and young children. The student will be supervised by a qualified director and meet weekly for a seminar.
Prerequisite: Consent of coordinator.

ECG Electrocardiograph Technician

ECG   101   Practical   2 hrs.
**   Electrocardiography (1-2)**

Presents a basic understanding of electrocardiography (ECG) principles and techniques. Includes review of the cardiovascular system, monitoring equipment, and rhythm interpretation as well as information about the source of the arrhythmia, the location of myocardial ischemia, injury and infaction. Course emphasizes demonstration and practice of laboratory skills. NOTE: Possession of a current Cardiopulmonary Resuscitation (CPR) card is required.)
Prerequisite: BIO 135 with a grade of C or better.
Corequisite: HSC 112.

ECG   102   Electrocardiograph (ECG)   2 hrs.
**   Internship (1-2)**

Provides supervised clinical experiences in a health care setting to enhance the student's technical skills in electrocardiography. Weekly seminar devoted to the ECG internship experience and current health care issues are discussed.
Prerequisite: ECG 10 1 with a grade of C or better, or consent of instructor.

ECO Economics

ECO   115   Consumer Economics (3-0)   3 hrs.

Introduces the concepts of personal financial planning within the current economic environment. Emphasizes topics such as basic macroeconomic theory, obtaining credit, purchasing insurance, investment alternatives, basic real estate finance and tax planning.

ECO   200   Introduction to   3 hrs.
**   Economics (3-0)**

Covers descriptive rather than a quantitative approach to the study of economics. Major topics cover economic history, the elements of macroeconomics, microeconomics and a comparative look at other economic systems. Specifically designed for students in career-vocational curricula. IAI S3 900

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 212 with a grade of C or better.

ECO   211   Microeconomics (3-0)   3 hrs.

Covers economic problems faced by the individual and the firm. Examination of market structures, price and output determination. The microeconomic approach. IAI S3 902

ECO   212   Macroeconomics (3-0)   3 hrs.

Covers economic problems faced by our society. Examination of resource allocation, national income and economic development, from a macroeconomic approach. IAI S3 901

EDU Education

EDU   201   Introduction to Education (3-0)   3 hrs.

Provides an overview of the American education system. Social, historical and philosophical foundations give perspective to an examination of current issues, policies and trends in the field of education, including cultural diversity. Includes organizational structure, government responsibilities, finance and curriculum.
IAI EED 901 IAI SED 901 IAI SPE 911

EDU   202   Pre-Student Teaching   1 hr.
**   Clinical Experience (0-2)**

Provides an in-depth study of classroom practices in the subject and age category that each student is training to teach. Students will observe classrooms in their area of interest and will attend a seminar once weekly to discuss their experience.
IAI EED 904 IAI SED 905 IAI SPE 914

EDU 211 Educational Psychology (3-0) 3 hrs.

Applies psychology principles to education. Special emphasis on understanding human growth and development, and the process of learning upon motivation, intelligence, evaluation, measurement, creativity, culture and gender. IAI SED 902
Prerequisite: PSY 101 or consent of instructor.

EDU 250 Technology in the 3 hrs.
Classroom (2-2)

Introduces tools and practices for integrating educational technology into the teaching and learning process. The influence of learning theories on technology use, an overview of instructional integration models, uses for instructional software and the Internet, and issues related to the teacher in the selecting, planning and implementation process will be examined. Through class discussion, demonstrations and laboratory activities, students will explore ways to use and create computer-based learning activities, materials, projects and reports.

EDU 290 Topics in Education .5-3 hrs.
(.5-0 to 3-0)

Studies selected problems or topics in education. The exact content and instructional method will vary from semester to semester. A syllabus or course outline containing additional information will be available with pre-registration materials each time that the course is offered. This course maybe repeated to a maximum of three credit hours.

EGR Engineering

EGR 100 Introduction to 1 hr.
Engineering (1-1)

Introduces engineering techniques, methods and history. Explores career options and requirements for various engineering fields. Covers interrelationships within and between engineering, technology and science to allow differentiation between various career choices.

EGR 120 Engineering 4 hrs.
Graphics I (CAD) (2-5)

Introduces engineering design utilizing engineering graphics. Topics include freehand sketching, theory of orthographic projection and analysis and synthesis of problems using descriptive geometry techniques. Also includes dimensioning, tolerancing and pictorial projections. Laboratory is CAD-based. IAI EGR 941
Prerequisite: MET 101 with a grade of C or better.

EGR 121 Engineering 3 hrs.
Graphics II (CAD) (1-5)

Covers the analysis of common geometric entities including points, lines, planes and surfaces. Includes cutting planes, auxiliary views, intersections and developments. Analysis is supported by 3-dimensional CAD utilizing solid modeling techniques.
Prerequisite: EGR 120 with a grade of C or better, or consent of instructor.

EGR 205 Analytical Mechanics 5 hrs.
(Statics & Dynamics) (5-0)

Covers resultants of force systems using vectors. Emphasizes analysis of these systems acting on members of trusses, frames and machines. Includes forces due to friction, centroids and moments of inertia. Covers displacement, velocity and acceleration of particles; relation between forces acting on rigid bodies and changes in motion produced; translation, rotation, planar motion; solutions using principles of force, mass and acceleration; work energy and impulse momentum solutions. IAI EGR 944
Prerequisite: PHY 201 with a grade of C or better, or consent of instructor.

EGR 212 Mechanics of Deformable 3 hrs.
Bodies (3-0)

Covers elastic and inelastic relationships between external forces (loads) acting on deformable bodies. Explores stresses and deformations produced, tension and compression members, members subjected to torsion and to bending, buckling (columns), combined stresses, repeated loads (fatigue), energy methods, impact and influence of properties of materials. IAI EGR 945
Prerequisite: EGR 205 with a grade of C or better.

EGR 260 Introduction to Circuit 4 hrs.
Analysis (4-0)

Introduces electric circuits, electrical components, network theorems, phasor representation of signals and steady state response. Covers power, transformers and network topology. Includes computer analysis techniques. For engineering transfer students. IAI EGR 931L
Prerequisite: PHY 202 with a grade of C or better.
Corequisite: MTH 212.

EGR 262 Electrical Circuits 2 hrs.
Laboratory (1-2)

Introduces standard electrical instruments and measurement techniques. Includes practical applications to topics of EGR 260. Covers circuit response, elementary filter response and resonance measurements. Includes basis measurements of transistors and operational amplifiers. IAI EGR 931L
Prerequisite: EGR 260 with a grade of C or better or concurrent enrollment.

EGR   270   Introduction to Digital   4 hrs.
Systems (3-2)

Introduces binary arithmetic and codes, logic gates, Boolean functions and minimization. Covers analysis and synthesis of combinatorial gates and sequential circuits using integrated circuit components. Introduces computer organization and microprocessors. For engineering transfer students. IAI EGR 932L
Prerequisite: PHY 202 with a grade of C or better.

ELT Electronics

ELT   101   DC Network Analysis (3-3)   4 hrs.
Studies direct current (DC) resistive networks. Definitions, symbols and notations for electrical quantities are taught. Circuit properties and their applications to significant circuit configurations are examined.
Prerequisite: High school algebra or consent of instructor.

ELT   102   AC Network Analysis (3-3)   4 hrs.
Examines steady state alternating current (AC), resistor-capacitor (RC) and resistor-inductor (RL) circuits. Also examines RC and RL single time constant circuits. Single phase and polyphase AC networks are also studied.
Prerequisite: ELT 101 and MTH 103 with grades of C or better, or consent of instructor.

ELT   103   RF Network Analysis (3-3)   4 hrs.
Examines basic radio frequency (RF) networks, series and parallel resonance, filters, selectivity and bandwidth, and impedance matching.
Prerequisite: ELT 102 with a grade of C or better, or consent of instructor.

ELT   105   Electronic Product   3 hrs.
Documentation (2-2)

Introduces documentation fundamentals and electronic design and packaging methodology. The course focus is the design and construction of an individual project.

ELT   110   Introductory   4 hrs.
Electronics (2-4)

Introduces basic electricity and electronics, laboratory instrumentation and basic measurement techniques, and electronic components and circuits.

ELT   111   Semiconductor Devices   2 hrs.
and Circuits (1-2)

Examines basic semiconductor component families and characteristics. Fundamentals of proper circuit operation and typical applications are further examined.
Prerequisite: ELT 110 with a grade of C or better, or consent of instructor.

ELT   125   Fiber Optics (1-2)   2 hrs.
Investigates optics for the purpose of working with communications, control and measurement systems. Principles of physical and geometric optics are presented. (Formerly AUT 125.)

ELT   130   Fluid Power (1-4)   3 hrs.
Considers the properties of hydraulic and pneumatic fluid power as a medium to provide control and do work. Studies the individual components and circuits found in typical fluid power systems and applications. (Formerly AUT 130).

ELT   135   Optics and Sensors (1-2)   2 hrs.
Investigates sensor operation and application for a variety of functions: tactile, photo, fiber-optic, magnetic, thermal, sonic, pressure and vision systems. (Formerly AUT 135.)

ELT   140   Programmable Logic   2 hrs.
Controllers (1-2)

Examines the procedures and mechanisms by which programmable logic controller functions are used. Programming in ladder logic and controller code focuses on the direct application of a variety of input and output devices. Hardware, programming, peripherals and accessories are emphasized. (Formerly AUT 140.)

ELT   142   Electrical Wiring (1-2)   2 hrs.
Introduces students to basic electrical terminology and principles along with working knowledge of tools and techniques used in the installation, maintenance of residential/commercial electrical service and distribution. Select portions of the National Electrical Code are selected.

ELT   161   Industrial Control   3 hrs.
Applications (2-2)

Emphasizes an application with a project focus as the goal. This course is self-paced. The student is responsible for planning, organizing and assembling a project that integrates many of the following: computer, pneumatics, hydraulics, programmable logic controllers (PLCs), sensors, motion, and data acquisition. (Formerly AUT 161.)

ELT   203   Digital Electronics (3-3)   4 hrs.
Examines the building blocks of digital circuits. These elements are then blended into topics and applications. Topics include Boolean algebra, Karnaugh mapping, counters and microprocessors.
Prerequisite: ELT 110 with a grade of C or better.

ELT   204   Analog Electronics (3-3)   4 hrs.
Examines electronic circuits using diodes, transistors and operational amplifiers. Applies linear equivalent circuits as an analysis tool. Studies amplifiers, feedback principles and operational amplifier configurations as practical applications of the linear analysis techniques.
Prerequisite: ELT 111 with a grade of C or better, or consent of instructor.

ELT   207   Communications Systems (3-3)   4 hrs.
Emphasizes communications systems applications, operation and analysis.
Prerequisite: ELT 110 with a grade of C or better, or consent of instructor.

ELT   215   Industrial Control Systems (3-3)   4 hrs.
Examines industrial pneumatic and hydraulic controls. Also introduces fractional horsepower motors and programmable logic controllers (PLCs). Industrial control applications and systems are introduced.
Prerequisite: ELT 110 with a grade of C or better, or consent of instructor.

ELT   218   Microprocessors and   4 hrs.
             Microcomputers (3-3)
Examines basic microprocessor and microcomputer applications, operation and analysis.
Prerequisite: ELT 203 with a grade of C or better, or consent of instructor.

EMS Emergency Medical Services

EMS   110   Emergency Medical   7 hrs.
             Technician Training (4-6)
Provides entry-level emergency medical care knowledge and skills associated with the delivery of Basic Life Support (BLS) as defined by the State of Illinois EMS Act and the EMS Rules. Meets all requirements of the Federal Department of Transportation EMT-B training curriculum and has been approved by the Illinois Department of Public Health (IDPH) Division of EMS and Highway Safety. (NOTE: This course has special admission requirements. Contact the Admissions Office for details. This course is offered at Northwest Community Hospital.) (Formerly HSC 110.)

EMS   210   Paramedic I–Preparatory (5-2)   6 hrs.
Provides classroom training to enable students to become state-certified paramedics. Examines the role and responsibility of the paramedic in the health care delivery system, review of medical terminology, and medical, legal, ethical and regulatory issues. Includes an overview of the human body systems, in-depth study of the respiratory system, principles of physiology, pathophysiology and pharmacology. Concludes with techniques for performing comprehensive physical examinations.
Prerequisite: EMS 110 with a grade of C or better, and admission to the program.

EMS   211   Paramedic II–Medical   6 hrs.
             Emergencies I (5-2)
Provides an in-depth study of the pulmonary and cardiac anatomy and physiology with an emphasis on the structure, function and electrical conduction system of the heart, pathophysiology, and emergency management of acute cardiac syndromes. Mastery of 3-lead electrocardiography (ECG) interpretation and drugs and interventions used during emergency cardiac care including transcutaneous pacing, cardioversion, and defibrillation. An introduction of 12-lead ECG monitoring and interpretation is presented.
Prerequisite: EMS 210 with a grade of C or better, and program coordinator approval.

EMS   212   Paramedic II–Medical   6 hrs.
             Emergencies II (5-8)
Presents acute and chronic disorders of the endocrine, gastrointestinal, genitourinary, neurological, and hernatopoietic systems and their emergency management. Covers the anatomy and physiology of the female reproductive system, gynecological emergencies, sexual assaults, and emergency childbirth, complications of pregnancy and delivery, and care/resuscitation of the neonates. Includes pediatric medical and traumatic emergencies with emphasis on the variations in pediatric presentations of the same disorders studied in adults. Also included are toxicology and substance abuse, environmental emergencies, and infectious and communicable diseases.
Prerequisite: EMS 211 with a grade of C or better, and program coordinator approval.

EMS   213   Paramedic III–Trauma   3 hrs.
             Emergencies and Special
             Clients (2-11)
Introduces students to the forces that produce injury on each body system and to related assessment of Basic Life Support (BLS) techniques. Establishes the identification and management techniques of various medical emergencies including pediatric and neonatal transport, special patient populations, extrication-rescue techniques, and transport techniques used in various settings including Advanced Life Support (ALS) response to home care patients. Introduces students to behavioral and psychiatric emergencies. Demonstrates concepts related to medical incident command and disaster management for mass casualty incidents and crime scene responses.
Prerequisite: EMS 212 with a grade of C or better, and program coordinator approval.

EMS   214   Paramedic–Hospital   2 hrs.
             Internship (0-13)
Provides a minimum of 232 hospital clinical rotation hours with a variety of experiences and situations that challenge and encourage the student to achieve a safe, entry-level mastery of EMS skills in a controlled environment and under the direct supervision of a hospital assigned preceptor. Rotations include the following areas: emergency room, critical care units, labor and delivery rooms, operating rooms, pediatric units, psychiatric units/mental health unit, IV therapy, and respiratory therapy.
Prerequisite: EMS 213 with a grade of C or better and program coordinator approval.

EMS 215 Paramedic–Field Internship (0-20) 3 hrs.

Integrates the contextual, integrative and adaptive theoretical concepts and practical skills using critical judgment skills acquired during the didactic and hospital clinical rotation. The 384 hours of actual ambulance service is under the direct supervision of a certified paramedic, and is divided into two phases of ascending mastery and accountability with each phase having a minimum number of patient care contacts and competencies.

Prerequisite: EMS 214 with a grade of C or better, and program coordinator approval.

Corequisite: EMS 216.

EMS 216 Paramedic Seminar (3-0) 3 hrs.

Explores current issues in emergency medical technology and the emergency medical system. Weekly seminars allow the provisional paramedic to integrate and apply all didactic concepts to actual studies; to exchange experiences with other provisional paramedics; and to gain insight into the actual responsibilities of working on a paramedic ambulance. Prepares students to challenge the final written and practical examinations as well as the State of Illinois Licensure examination for paramedics.

Prerequisite: EMS 214 with a grade of C or better, and program

Corequisite: EMS 215.

ENG English

ENG 098 Composition (3-0) 3 hrs.

Provides instruction in developing basic writing skills essential for effective written discourse by giving students the conceptual tools necessary for developing a basic framework for writing. Prepares students for entry into ENG 100. Carries no transfer credit.

Prerequisite: English placement exam.

Recommended **Corequisite:** RDG 090.

ENG 100 Composition (3-0) 3 hrs.

Develops skills in reading comprehension and in writing standard effective English through the study of language, grammar, sentence structure, and the paragraph and essay form. Activities include the analytical reading of paragraphs and short essays, the writing of paragraphs and essays, and practice with usage, diction, semantics, basic mechanics and sentencing. This course does not meet the General Education requirements for the A.A. and A.S. degree.

Prerequisite: Satisfactory score in English placement test or grade of C or better in ENG 098.

ENG 101 Composition (3-0) 3 hrs.

Emphasizes the writing of expository prose. Introduction to the critical reading of nonfiction prose. IAI C1 900

Prerequisite: Satisfactory score on the writing placement test, an ACT English score of 19 or more and an ACT reading score of 20 or more, or ENG 100 with a grade of C or better. ESL students who have achieved a grade of B or better in ESL 073 and a grade of B or better in ESL 074 or ESL 099 will be admitted.

ENG 102 Composition (3-0) 3 hrs.

Continues ENG 101. Reading literature and writing of various types of prose. Introduces methods used in writing investigative papers. IAI C1 901R

Prerequisite: ENG 101 with a grade of C or better, or consent of instructor or department chair.

ENG 103 Technical and Report 3 hrs.
Writing (3-0)

Introduces the various types of writing and communication used in business and technology. Includes instructions, procedures, abstracts, proposals, visuals and reports.

Prerequisite: ENG 101 with a grade of C or better, or consent of instructor or department chair.

ENG 130 Business Writing (3-0) 3 hrs.

Teaches formal and psychological aspects of business correspondence. Introduction to various kinds of business letters, memoranda and reports. Improvement of grammar, spelling and word usage.

Prerequisite: Satisfactory score on English placement test or ENG 100 with a grade of C or better.

ENG 200 Professional Writing: Grammar 3 hrs.
and Style (3-0)

Investigates the elements of English grammar, usage, and style important for effective academic and public writing, such as letters, essays, reports, and proposals.

Prerequisite: ENG 101 with a grade of C or better, or consent of instructor or department chair.

ENG 201 Advanced Composition (3-0) 3 hrs.

Teaches additional skills in critical reading and thinking, the forms of public expository and argumentative writing and the elements of an effective public writing style.

Prerequisite: ENG 102 with a grade of C or better, or consent of instructor.

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.

Prerequisite: ENG 102 with a grade of C or better, or consent of instructor.
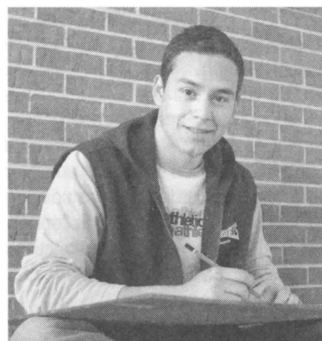
ESL English as a Second Language

ESL 005 Topics in English as a .5-4 hrs.
Second Language/Low
Intermediate (.5-0 to 4-0)

Focuses on academically oriented topics in English as a Second Language (ESL) at the low intermediate level. The exact content and instructional methodology will vary semester to semester depending on the material to be studied. A syllabus or course outline containing additional information will be available with registration materials each time that the course is offered. This course may be repeated up to a maximum of four credit hours. Carries no transfer credit. **Prerequisite:** Placement test or ESL 020 or ESL 026 with a grade of C or better.

ESL 007 Topics in English as a .5-4 hrs.
Second Language/High
Intermediate (.5-0 to 4-0)

Focuses on academically oriented topics in English as a Second Language (ESL) at the high intermediate level. The exact content and instructional methodology will vary semester to semester depending on the material to be studied. A syllabus or course outline containing additional information will be available with registration materials each time that the course is offered. This course may be repeated up to a maximum of four credit hours. Carries no transfer credit. **Prerequisite:** Placement test or ESL 040 or ESL 046 with a grade of C or better.

ESL 010 ESL: Core Language 1-6 hrs.
Skills I (1-0 to 6-0)

Focuses on grammatical structures and patterns of English for high beginning English as a Second Language students. Emphasizes communicative activities. Includes listening, speaking, reading and writing skills. Carries no transfer credit.
Prerequisite: Native language literacy, placement test.

ESL 015 ESL: Listening and 1 hr.
Speaking I (1-0)

Focuses on listening and speaking skills for high beginning English as a Second Language students who read and write proficiently in their native languages. Includes pronunciation skills. Carries no transfer credit.
Prerequisite: Placement test.

ESL 018 ESL: Conversation I (2-0) 2 hrs.

Focuses on the development of conversation skills for high-beginning English as a Second Language students who read and write proficiently in their native languages. Concentrates on areas necessary for successful communication in a variety of American settings. Carries no transfer credit.
Prerequisite: Placement test.

ESL 020 ESL: Core Language 1-6 hrs.
Skills II (1-0 to 6-0)

Continues grammatical structures and patterns of English for high beginning English as a Second Language students. Emphasizes communicative activities. Includes listening, speaking, reading and writing skills. Carries no transfer credit.
Prerequisite: Placement tests or ESL 010 or ESL 016 with a grade of C or better.

ESL 024 ESL: Reading and 4 hrs.
Writing I (4-0)

Develops reading and writing skills for high beginning English as a Second Language students who read and write proficiently in their native languages. Includes sentence patterns and paragraph structure. Introduces multi-paragraph compositions. Carries no transfer credit.
Prerequisite: Placement test.

ESL 025 ESL: Listening and 1 hr.
Speaking II (1-0)

Continues listening and speaking skills for high beginning English as a Second Language students who read and write proficiently in their native languages. Includes pronunciation skills. Carries no transfer credit.
Prerequisite: Placement test or ESL 010 or ESL 015 with a grade of C or better.

ESL 026 ESL: Grammar I (4-0) 4 hrs.

Focuses on grammatical structures and patterns of English for high beginning English as a Second Language students who read and write proficiently in their native languages. Includes practice of patterns presented previously. Emphasizes listening comprehension and speaking ability. Carries no transfer credit.
Prerequisite: Placement test.

ESL 028 ESL: Conversation II (2-0) 2 hrs.

Continues the development of conversation skills for high-beginning English as a Second Language students who read and write proficiently in their native languages. Concentrates on areas necessary for successful communication in a variety of American settings. Carries no transfer credit.
Prerequisite: Placement test or ESL 010 or ESL 018 with a grade of C or better.

ESL 030 ESL: Core Language 1-6 hrs.
Skills III (1-0 to 6-0)

Focuses on increasingly complex grammatical structures and patterns of English for intermediate English as a Second Language students. Emphasizes communicative activities. Includes listening, speaking, reading and writing skills. Carries no transfer credit.
Prerequisite: ESL 020 or ESL 026 with a grade of C or better.

ESL 034 ESL: Reading II (4-0) 4 hrs.

Develops reading skills for low-intermediate English as a Second Language students. Focuses on the reading of narratives. Carries no transfer credit.

Prerequisite: Placement test or ESL 024 with a grade of C or better.

ESL 035 ESL: Listening and 1 hr.
Speaking III (1-0)

Develops listening and speaking skills for low-intermediate English as a Second Language students. Includes pronunciation skills. Carries no transfer credit.

Prerequisite: Placement test or ESL 020 or ESL 025 with a grade of C or better.

ESL 038 ESL: Conversation III (2-0) 2 hrs.

Focuses on the development of conversation skills for low-intermediate English as a Second Language students who read and write proficiently in their native languages. Concentrates on areas necessary for successful communication in a variety of American settings. Carries no transfer credit.

Prerequisite: Placement test or ESL 026 with a grade of C or better.

ESL 039 ESL: Conversation IV (2-0) 2 hrs.

Continues the development of conversation skills for low-intermediate English as a Second Language students who read and write proficiently in their native languages. Concentrates on areas necessary for successful communication in a variety of American settings. Carries no transfer credit.

Prerequisite: Placement test or ESL 030 or ESL 038 with a grade of C or better.

ESL 040 ESL: Core Language 1-6 hrs.
Skills IV (1-0 to 6-0)

Continues increasingly complex grammatical structures and patterns of English for intermediate English as a Second Language students. Emphasizes communicative activities. Includes listening, speaking, reading and writing skills. Carries no transfer credit.

Prerequisite: Placement test or ESL 030 or ESL 036 with a grade of C or better.

ESL 043 ESL: Writing I (2-0) 2 hrs.

Focuses on the writing of paragraphs and short compositions for low-intermediate English as a Second Language students. Continues study of sentence patterns and introduces editing skills. Carries no transfer credit.

Prerequisite: Placement test or ESL 024 or ESL 030 with a grade of C or better.

ESL 044 ESL Writing II (2-0) 2 hrs.

Focuses on the writing of short compositions with simple, compound, and complex sentences for low-intermediate English as a Second Language students. Continues the development of editing skills. Carries no transfer credit.

Prerequisite: Placement test or ESL 043 or ESL 024 with a grade of C or better.

ESL 045 ESL: Listening and 1 hr.
and Speaking IV (1-0)

Continues the development of listening and speaking skills for low-intermediate English as a Second Language students. Includes pronunciation skills. Carries no transfer credit.

Prerequisite: Placement test or ESL 025 or ESL 030 or ESL 035 with a grade of C or better.

ESL 046 ESL: Grammar II (4-0) 4 hrs.

Focuses on grammatical structures and patterns of English for low-intermediate English as a Second Language students. Includes practice of patterns introduced previously. Emphasizes the recognition and production of grammatical structures and how these structures affect meaning in both spoken and written English. Carries no transfer credit.

Prerequisite: Placement test or ESL 026 with a grade of C or better.

ESL 048 ESL: American Culture I (2-0) 2 hrs.

Explores contemporary American culture for intermediate English as a Second Language students. Focuses on areas necessary for successful communication, classroom practices and work values. Emphasizes and enhances listening comprehension and speaking skills. Carries no transfer credit.

Prerequisite: Placement test or ESL 040 or ESL 046 with a grade of C or better.

ESL 050 ESL: Core Languages 1-6 hrs.
Skills V (1-0 to 6-0)

Focuses on complex grammatical structures and patterns of English for high intermediate English as a Second Language students. Emphasizes communicative activities. Includes listening, speaking, reading and writing skills. Carries no transfer credit.

Prerequisite: Placement test or ESL 040 or ESL 046 with a grade of C or better.

ESL 053 ESL: Reading III (4-0) 4 hrs.

Develops reading techniques for intermediate English as a Second Language students. Focuses on the reading of a variety of materials. Promotes independent reading in English. Carries no transfer credit.

Prerequisite: Placement test or ESL 034 or ESL 040 and ESL 044 with a grade of C or better.

ESL 055 ESL: Listening and 1 hr.
Speaking V (1-0)

Develops listening and speaking skills for intermediate English as a Second Language students. Includes pronunciation skills. Carries no transfer credit.

Prerequisite: Placement test or ESL 040 or ESL 045 with a grade of C or better.

ESL 056 ESL: Grammar III (4-0)   4 hrs.

Focuses on the study of grammatical structures and patterns of English for intermediate English as a Second Language students. Includes practice of patterns introduced previously. Emphasizes the recognition and production of grammatical structures and how these affect meaning in both spoken and written English. Carries no transfer credit.

Prerequisite: Placement test or ESL 046 with a grade of C or better.

ESL 057 ESL: Reading IV (4-0)   4 hrs.

Develops reading techniques for high intermediate English as a Second Language students. Focuses on the reading of a variety of materials in their original form. Promotes independent reading in English. Carries no transfer credit.

Prerequisite: Placement test or ESL 053 and ESL 044 with grades of C or better.

**ESL 058 ESL: Spelling   2 hrs.
Strategies (2-0)**

Focuses on the spelling system of American English for intermediate to advanced students of English as a Second Language who are having difficulty with American English spelling. Includes memory techniques, dictionary use, study of word parts and spelling aids in word processing programs. Carries no transfer credit.

Prerequisite: Placement test or ESL 040 or ESL 044 with a grade of C or better.

ESL 059 ESL: Conversation V (2-0)   2 hrs.

Focuses on development of conversation skills for intermediate English as a Second Language students. Concentrates on areas necessary for successful communication in a variety of American settings. Carries no transfer credit.

Prerequisite: Placement test or ESL 039 or ESL 040 with a grade of C or better.

**ESL 060 ESL: Core Language   1-6 hrs.
Skills VI (1-0 to 6-0)**

Continues complex grammatical structures and patterns of English for high intermediate English as a Second Language students. Emphasizes communicative activities. Includes listening, speaking, reading and writing skills. Carries no transfer credit.

Prerequisite: Placement test or ESL 050 or ESL 056 with a grade of C or better.

ESL 063 ESL: Writing III (4-0)   4 hrs.

Develops academic writing for intermediate English as a Second Language students. Emphasizes expository paragraphs and introduces essays. Carries no transfer credit.

Prerequisite: Placement test or ESL 044 with a grade of C or better.

**ESL 065 ESL: Listening and   1 hr.
Speaking VI (1-0)**

Develops listening and speaking skills for high-intermediate English as a Second Language students. Includes pronunciation skills. Carries no transfer credit.

Prerequisite: Placement test or ESL 050 or ESL 055 with a grade of C or better..

ESL 067 ESL: Writing IV (4-0)   4 hrs.

Develops academic writing for high-intermediate English as a Second Language students. Emphasizes expository essays. Carries no transfer credit.

Prerequisite: Placement test or ESL 063 with a grade of C or better.

ESL 073 ESL: Reading IV (4-0)   4 hrs.

Develops reading techniques for advanced English as a Second Language students. Focuses on the reading of college textbooks and academic discussions of literature. Carries no transfer credit.

Prerequisite: Placement test or ESL 057 and ESL 063 with grades of C or better.

ESL 074 ESL: Writing V (4-0)   4 hrs.

Focuses on academic writing for advanced English as a Second Language students. Emphasizes expository essays. Carries no transfer credit.

Prerequisite: Placement test or ESL 067 with a grade of C or better.

ESL 075 ESL: Conversation VI (2-0)   2 hrs.

Focuses on the development of conversation skills for high intermediate English as a Second Language students. Concentrates on areas necessary for successful communication in a variety of American settings.
Carries no transfer credit.

Prerequisite: Placement test or ESL 050 or ESL 059 with a grade of C or better.

ESL 076 ESL: Grammar IV (4-0)   4 hrs.

Focuses on grammatical structures and patterns of English for high-intermediate English as a Second Language students. Includes practice of patterns introduced previously. Emphasizes the recognition and production of grammatical structures and how they affect meaning in both spoken and written English. Carries no transfer credit.

Prerequisite: Placement test or ESL 056 with a grade of C or better.

**ESL 077 ESL: Advanced   2 hrs.
Vocabulary I (2-0)**

Focuses on the vocabulary of formal American English speech and writing for advanced English as a Second Language students. Emphasizes words and expressions associated with academic style and register. Carries no transfer credit.

Prerequisite: Placement test or ESL 060 or ESL 066 with a grade of C or better.

ESL 078 ESL: American Culture II (2-0) 2 hrs.

Explores contemporary American culture for advanced English as a Second Language students. Focuses on areas necessary for successful communication in American society including basic American values and the roles of government and the family. Emphasizes and enhances listening comprehension and speaking skills. Carries no transfer credit.

Prerequisite: Placement test or ESL 060 or ESL 066 with a grade of C or better.

ESL 079 ESL: Preparation for the 1 hr. TOEFL (0-2)

Focuses on the English listening and reading comprehension skills, grammar and vocabulary needed for the TOEFL (Test of English as a Foreign Language). Includes test-taking skills. Carries no transfer credit.

Prerequisite: Placement test or ESL 050 or ESL 056 with a grade of C or better.

ESL 085 ESL: Listening and 4 hrs. Speaking VII— Pronunciation Skills (4-0)

Focuses on improvement of pronunciation skills for advanced English as a Second Language students. Emphasizes connected speech, including such features as sounds, stress, intonation, timing and juncture. Carries no transfer credit.

Prerequisite: Placement test or ESL 060 or ESL 065 or ESL 066 with a grade of C or better.

ESL 086 ESL: Editing Skills (2-0) 2 hrs.

Provides intensive writing practice with a focus on editing skills for advanced English as a Second Language students. Reviews essay development, mechanics and the features of American English grammatical structure that are most difficult for ESL students. Carries no transfer credit.

Prerequisite: ESL 076 and ESL 074 or ESL 099 with grades of C or better.

ESL 087 ESL: Advanced Vocabulary II (2-0) 2 hrs.

Focuses on the vocabulary of informal American English speech and writing for advanced English as a Second Language students. Emphasizes the high-frequency idiomatic expressions that are most troublesome for advanced ESL students. Carries no transfer credit.

Prerequisite: Placement test or ESL 060 or ESL 066 with a grade of C or better.

ESL 096 Grammar V (4-0) 4 hrs.

Focuses on grammatical structures and patterns of English for advanced English as a Second Language students. Includes practice of patterns introduced previously. Emphasizes sentence patterns of formal written English. Carries no transfer credit.

Prerequisite: Placement test or ESL 076 with a grade of C or better.

ESL 098 ESL: Listening and 2 hrs. Speaking VIII (2-0)

Focuses on listening and speaking skills specific to the American college classroom for advanced English as a Second Language students. Includes note taking skills, class discussion practice and formal speaking. Carries no transfer credit.

Prerequisite: Placement test or ESL 060 or ESL 066 or ESL 085 with a grade of C or better.

ESL 099 ESL: Writing-- 2 hrs. Research Paper (2-0)

Focuses on research skills and preparation of the American research paper for advanced English as a Second Language students. Reviews essay development. Carries no transfer credit.

Prerequisite: Placement test or ESL 074 with a grade of C or better.

FAS Fashion Design

FAS 101 Flat Pattern Design 3 hrs. and Draping I (1-4)

Introduces basic industrial techniques of pattern making and draping. Variety of slopers (bodices, skirts, sleeves, etc.) developed. Accuracy and professional standards stressed. Patterns tested in muslin for fit.

Corequisite: FAS 103 or consent of instructor.

FAS 102 Flat Pattern Design 4 hrs. and Draping II (2-4)

Develops further basic sloper set. Patterns tested in muslin for fit.

Prerequisite: FAS 101 with a grade of C or better.
Corequisite: FAS 104.

FAS 103 Apparel Design and 3 hrs. Construction I (1-4)

Introduces basic principles of using master basic sloper set to develop patterns for original designs. Professional design room techniques.

Corequisite: FAS 101 or consent of instructor.

FAS 104 Apparel Design and 4 hrs. Construction II (2-4)

Develops patterns from basic sloper set. Actual construction of finished garments. Emphasis on styling, fit and professional finishing.

Prerequisite: FAS 103 with a grade of C or better.
Corequisite: FAS 102.

FAS 105 Fashion Design and 1 hr. Illustration I (0-2)

Introduces basic fashion sketching — front, back and side views. Relationship of figure and garment. Sketching of original design.

FAS 106 Fashion Design and 1 hr.
Illustration II (0-2)

Focuses on advanced fashion sketching and fabric rendering. Emphasis on development of individual style. Basic layout and presentation.
Prerequisite: FAS 105 with a grade of C or better.

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.

FAS 108 Textiles II (1-2) 2 hrs.

Continues FAS 107. Contemporary fabrics analyzed and studied.
Prerequisite: FAS 107 with a grade of C or better.
Corequisite: FAS 109.

FAS 109 Fashion Arts and 2 hrs.
Design (2-0)

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.
Corequisite: FAS 108.

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 of social, political and economic forces on these periods.

FAS 111 Twentieth Century 3 hrs.
Costume and Trends (3-0)

Presents an overview of fashion history and current trends in the 20th century. Includes fashion design, merchandising and factors which influence fashion from the merchandiser's point of view such as arts, technology and socioeconomic aspects. Students participate in video production.

FAS 112 Fashion Basics (3-0) 3 hrs.

Presents fashion merchandise through evaluation of fashion products. Develops awareness of construction, as well as workmanship and design elements, such as fabric, color silhouette and taste.

FAS 114 Fashion Modeling (0-2) 1 hr.

Introduces the art of modeling for career or personal enrichment. Provides practice to achieve grace, assurance, poise and polish. Studies the mood of showing clothes and fashion shows.

FAS 116 Fashion Industries 3 hrs.
Career Practicum and
Seminar (1-10)

Studies an overview of career and employment possibilities in the fashion businesses and industries. Places emphasis on individual career path selections through interest testing and career counseling.

FAS 201 Advanced Flat Pattern 4 hrs.
Design and Draping I (2-4)

Continues 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 with a grade of C or better.
Corequisite: FAS 203.

FAS 202 Advanced Flat Pattern 4 hrs.
Design and Draping II (2-4)

Continues FAS 201. Studies advanced techniques of pattern making and draping, such as trend jacket and coat. Actual construction of jacket and coat will be involved.
Prerequisite: FAS 201 with a grade of C or better.
Corequisite: FAS 204.

FAS 203 Advanced Diversified 4 hrs.
Apparel Design I (2-4)

Develops patterns for the translation of original designs into completed garments. Includes visits to manufacturers and speakers from industry.
Prerequisite: FAS 103 and FAS 104 with grades of C or better.
Corequisite: FAS 201.

FAS 204 Advanced Diversified 4 hrs.
Apparel Design II (2-4)

Continues FAS 203. Works on collection of individual design and actual construction of coordinated garments.
Prerequisite: FAS 203 with a grade of C or better.
Corequisite: FAS 202.

FAS 205 Tailoring Techniques I (0-4) 2 hrs.

Introduces professional assembling procedures, details and finishes. Particular emphasis on coats and suits.

FAS 206 Tailoring Techniques II (0-4) 2 hrs.

Continues FAS 205. Tailoring of original garments.
Prerequisite: FAS 205 with a grade of C or better.

FAS 209 Advanced Fashion 1 hr.
Illustration I (0-2)

Emphasizes work on a professional studio level. Focuses on work sketches as well as finished art. Fashion illustration as advertising, publicity, promotion and display.
Prerequisite: FAS 106 with a grade of C or better, or consent of coordinator.

FAS 210 Advanced Fashion 1 hr.
Illustration II (0-2)

Continues FAS 209. Preparation of professional portfolio.
Prerequisite: FAS 209 with a grade of C or better.

FAS   212   Visual Fashion   2 hrs.
              Merchandising (2-0)

Studies the communications 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 with a grade of C or better.

FAS   229   Promotion of Fashion (3-0)   3 hrs.

Introduces various techniques and media for methods to sell fashion. Emphasis on advertising: newspapers, magazines, direct mail, catalogs, radio and television. Includes sales promotion in window displays, interior displays, shops; special events, fashion shows and publicity. Analysis of practical creative assignments developed by the students.

FAS   230   Contemporary Living (3-0)   3 hrs.

Focuses on the social, economic, political and psychological forces that influence fashion. The shifting patterns and population profiles will be examined. 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 lifestyles of today will also be analyzed.

FAS   240   Fashion Projects (3-0)   3 hrs.

Studies the use of oral and written communication in a fashion career with special emphasis on preparing for and staging fashion shows. Also, practice in effective speaking in small groups or to individuals; effect of grooming and etiquette on communication; style and technique in getting a job; and performing effectively in the fashion industry.

FIS Fire Science

FIS   100   Introduction to Fire   3 hrs.
             Science (3-0)

Provides an overview of the fire protection profession. Includes career opportunities in fire protection and related fields; philosophy and history of fire protection/service; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local governmental; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; fire protection systems; and fire strategy and tactics.

FIS   102   Fire Management I (3-0)   3 hrs.

Introduces the student to the role of the company officer. Provides an introduction to basic management theories, practices and functions with an emphasis on fire service leadership from the perspective of the company officer. Provides an introduction to the organization and management of a fire department and the relationship of government agencies to the fire service.
Prerequisite: FIS 100 and FIS 121 with grades of C or better, or consent of coordinator.

FIS   103   Fire Fighting Tactics I (3-0) 3 hrs.

Examines the fire ground situation and the tactical deployment of manpower and equipment. Studies the leadership styles and techniques dictated by differing conditions.
Prerequisite: FIS 100 with a grade of C or better.

FIS   105   Fire Science Career   1 hr.
             Exploration (.5-10)

Studies career and employment possibilities in the fire science industry. Includes observation of practices in fire science and attendance at a seminar to discuss related experiences. For Tech Prep students with no prior courses or work experience in the fire science field. (NOTE: Summer semester only.)
Prerequisite: Consent of coordinator.

FIS   121   Principles of   3 hrs.
             Combustion (3-0)

Explores the theories and principles of how and why fires start, spread, and are brought under control. Students will be able to relate the principles by which fires spread with the appropriate methods of control.

FIS   122   Fire Prevention   3 hrs.
             Principles I (3-0)

Examines the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards. Includes the relationships of fire prevention with built-in fire protection.

FIS   123   Fire Prevention   3 hrs.
             Principles II (3-0)

Continues FIS 122 with emphasis on the various techniques of fire prevention that can be utilized to prevent the occurrence of or reduce the impact from a fire. Examines plan reviews, code interpretation, and built-in fire protection systems.
Prerequisite: FIS 122 with a grade of C or better.

FIS   132   Hazardous Materials I (3-0)   3 hrs.

Reviews basic chemistry, storage, handling, laws, standards and fire fighting practices pertaining to hazardous materials.

COURSE DESCRIPTIONS

FIS   133   Hazardous Materials II (3-0)   3 hrs.
Continues FIS 132. Second semester course in hazardous materials covering storage, handling, laws, standards and fire fighting practices with emphasis on fire fighting and control at the company officer level.
Prerequisite: FIS 132 with a grade of C or better.

FIS   145   Fire Instructor I (3-0)   3 hrs.
Introduces the student to the principles of training practices for those who wish to provide instruction to other individuals in the fire and emergency services. Provides basic fundamentals in human relations in the teacher-student learning environment, methods of instruction, and proper methods of writing lesson plans.

FIS   200   Fire Science   2 hrs.
                Internship (1-15)
Applies appropriate skills to the fire science technology field. (NOTE: Summer semester only.)
Prerequisite: FIS 105 with a grade of C or better and consent of coordinator.

FIS   201   Municipal Fire   3 hrs.
                Administration II (3-0)
Examines and defines management topics that involve fiscal budgeting, personnel management and labor relations, measuring and evaluating productivity. Also examines resource management such as fire station locations and design, fire apparatus, communication and data collection and processing systems.
Prerequisite: FIS 101 with a grade of C or better.

FIS   202   Fire Management II (3-0)   3 hrs.
Examines and discusses supervisory and various forms of communications that occur in the work setting. Examines work group dynamics and assists the fire officer to understand and function within the work group. Introduces health and safety within the work setting.
Prerequisite: FIS 102 with a grade of C or better.

FIS   203   Fire Fighting   3 hrs.
                Tactics II (3-0)
Examines the tactical deployment of manpower and equipment for extra alarm fires, high-rise fires and often extraordinary incidents. Studies manpower and equipment necessary for large-scale fire ground operations.
Prerequisite: FIS 103 with a grade of C or better.

FIS   212   Fire Alarm and   3 hrs.
                Suppression Systems (3-0)
Studies the function, classification and operating principles of fixed extinguishing systems, detection systems, alarm systems, signaling systems and portable extinguishing equipment installed for fire protection purposes.
Prerequisite: One year of practical experience in a fire protection career field or equivalent academic experience.

FIS   220   Fire Instructor II (3-0)   3 hrs.
Introduces advanced instructional skills necessary in a vocational setting. Familiarizes the student with behavioral objectives, cognitive and psychomotor skills and different teaching methods and their applications in training sessions. Includes lesson plans, lesson development and production of instructional aids. Stresses use of reference materials and research for lesson plan development. Familiarizes the student with training records and reports and in the development and administration of test instruments.

FIS   222   Fire Prevention   3 hrs.
                Principles III (3-0)
Considers advanced fire prevention, inspection and investigation practices and procedures. Emphasizes laws, codes and standards which dictate recognized fire prevention practices.
Prerequisite: FIS 123 with a grade of C or better.

FIS   223   Fire Prevention   3 hrs.
                Principles IV (3-0)
Emphasizes advanced fire protection, inspection, and investigation principles, procedures and techniques. Emphasizes practices which work toward a reduction in fire incidents.
Prerequisite: FIS 222 with a grade of C or better.

FIS   224   Fire Prevention   3 hrs.
                Principles V (3-0)
Concentrates on advanced training in installed extinguishing systems, alarm systems, detection devices and portable fire extinguishers. Examines certain hazards requiring installed systems, and covers specific inspection techniques.
Prerequisite: FIS 222 with a grade of C or better.

FIS   242   Fire Hydraulics (3-0)   3 hrs.
Reviews basic mathematics, hydraulic laws and formulas as applied to the fire service, application of formulas and metal calculation to hydraulic problems, water supply problems, underwriter's requirements for pumps.

FIS   252   Fire Sprinkler Design   3 hrs.
                and Layout I (2-3)
Familiarizes the student with the various types of automatic sprinkler systems and how to select the most appropriate system based upon the occupancy and hazard classification. The course considers hydraulic calculations, design and installation requirements, and the production, use and interpretation of sprinkler drawings.
Prerequisite: FIS 224 and MET 101 with grades of C or better, or consent of instructor.

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FIS 253 Fire Sprinkler Design 3 hrs.
and Layout II (2-3)

Familiarizes the student with special fire protection systems and devices used with automatic sprinkler systems. These specialized water storage devices include fire pumps, standpipe systems, water storage tanks, and alarm signaling devices. High pile, rack storage and exposure protection systems are considered.

Prerequisite: Prior or concurrent enrollment in FIS 252 with a grade of C or better.

FIS 262 Water Supply Analysis (3-0) 3 hrs.

Studies municipal water supply requirements, system design and flow measurements for fire protection.

FNA Fine Arts

FNA 111 History of Art I (3-0) 3 hrs.

Covers the 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. IAI ART 901 IAI F2 901

Recommended for art majors as a sequential course after ART 105.

FNA 112 History of Art II (3-0) 3 hrs.

Covers the 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. IAI ART 902 IAI F2 902

Recommended **Prerequisite:** FNA 111 with a grade of C or better.

FNA 113 History of Art III (3-0) 3 hrs.

Covers the 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. IAI ART 903 IAI F2 902

Recommended **Prerequisite:** FNA 112 with a grade of C or better.

FNA 114 Introduction to 3 hrs.
Film (2-2)

Examines different ways of looking at film to improve understanding and appreciation of the medium as an art form and social phenomenon as well as entertainment. Includes lecture/discussion and critical analysis of different directors, stars, film genres, historical trends, aesthetics and the technique and process of filmmaking. Approximately ten feature films will be screened each semester. IAI F2 905

FRN French

FRN 101 Elementary French I (4-0) 4 hrs.

Introduces 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 with a grade of C or better, one year of high school French or consent of instructor.

FRN 201 Intermediate French (4-0) 4 hrs.

Continues FRN 102. Conversation with emphasis on pronunciation, intonation, stress and rhythm. Introduction to composition, reading of short stories and grammar review.

Prerequisite: FRN 102 with a grade of C or better, two years of high school French or consent of instructor.

FRN 202 Intermediate French (4-0) 4 hrs.

Continues FRN 201. Increases knowledge of the language and focuses on the culture of the French speaking countries. Continues grammar study. IAI H1 900

Prerequisite: FRN 201 with a grade of C or better, 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 with a grade of C or better or equivalent or consent of instructor.

FRN 210 Introduction to Modern 3 hrs.
French Literature (3-0)

Reading of selected 20th century masterpieces. Introduction to poetry and "analyse de texte." Oral readings stressing pronunciation and diction. Speaking based on discussion works read. Writing based on readings and class discussions. Designed to help students bridge the gap between the intermediate and advanced levels. IAI H3 917

Prerequisite: FRN 202 or equivalent with a grade of C or better, or consent of instructor.

FSM Hospitality Management

**FSM   107   Basic Quantity Bread   4 hrs.
and Pastry Arts (2-5)**

Introduces basic quantity baking of breads and pastries. Students will learn the fundamentals of baking science, terminology, ingredients, weights and measures, formula conversion, and storage. Sanitation and hygienic work habits conforming to health regulations are emphasized.
Prerequisite: Consent of coordinator or instructor.

**FSM   108   Advanced Quantity Bread   4 hrs.
and Pastry Arts (2-5)**

Continues instruction in the finer arts of breads and pastry preparation, including emphasis on pastry arts work, pastries and breads as used in exclusive establishments and ornamental skills for culinary exhibits.
Prerequisite: FSM 107 with a grade of C or better.

**FSM   109   Introduction to Food   4 hrs.
Prep/Production (2-5)**

Introduces basic cooking skills that can be developed to produce quality food products. Students will learn fundamentals of cooking and baking through daily assignments and production. All aspects of the industry will be covered including proper handling and storage, heating and holding, weights and measures, safety, sanitation, and personal hygiene.
Prerequisite: FSM 114 with a grade of C or better, or consent of instructor or coordinator.

**FSM   110   Advanced Quantity   4 hrs.
Culinary Arts (2-5)**

Continues FSM 109 with special emphasis in the dining experiences. Students will prepare meals for the College dining room, banquets, catered functions and special culinary arts events. Students will discuss theory as well as procedures in the "back of the house."
Prerequisite: FSM 109 with a grade of C or better.

**FSM   111   Introduction to the   3 hrs.
Hospitality Industry (3-0)**

Orients students to the hospitality industry, its organizational structure and integration of the modern industry components. Operational considerations are discussed. Career opportunities are explored.

FSM   113   Dining Room Operations (1-5)   3 hrs.

Introduces theory and practice of quantity food serving including practical experience in dining rooms and catering services. Involves set-up, tableside preparation and presentation of food and beverage. Examines various roles of dining room personnel.

**FSM   114   Food Standards and   2 hrs.
Sanitation (2-0)**

Introduces safe food handling practices and discusses the standardized procedures involved in the procurement, storage, preparation, holding, and service of safe food. Prepares students for the State of Illinois-approved Food Service Sanitation Manager's Certification test.

FSM   115   Menu Planning (3-0)   3 hrs.

Studies menu planning theory and principles for various types of food service operations. Examines the relationship of menu planning to the functional areas within food facilities. Menu planning and its importance as a determination of food cost, selling price, and profitability is also emphasized.

FSM   120   Front Office Operations (3-0)   3 hrs.

Establishes a systematic approach to front office operations detailing the flow of business through the hotel from reservations to checkout. Front office management is placed within the context of the overall operation of the hotel. Methods of handling guest folios, reservation systems, property management systems, and cash controls are discussed.

FSM   162   Classical Cuisines (2-5)   4 hrs.

Introduces comprehensive integration of previous culinary production course work or work experience and provides food production for the department's special events, culinary competitions, and the College dining room. Demonstrations, food labs, and lectures are used to present the material.
Prerequisite: FSM 109 and FSM 110 with grades of C or better.

FSM   163   Garde Manger (1-3)   2 hrs.

Provides students with skills and knowledge in the preparation of cold hors d'oeuvres, sandwiches, salads, garnishes, pates, terrines, mousses, vegetable carving, chaud froid sauce, tallow and ice carving.
Prerequisite: FSM 109 with a grade of C or better.

FSM   172   Classical Baking (1-3)   2 hrs.

Concentrates on methods and procedures for producing high quality specialty tortes and buffet items for bakeries and fine dining clubs, hotels and restaurants. Pulled sugar, pastillage, nougat, marzipan, chocolate, ice cream, candies and desserts are included. Emphasis is on individual skill development through practice.
Prerequisite: FSM 108 with a grade of C or better.

FSM   173   Cake Decoration (1-3)   2 hrs.

Presents methods and procedures for producing high quality wedding and specialty cakes for bakeries and fine dining clubs, hotels and restaurants. Emphasis is on individual skill development through practice.

FSM   210   Hospitality Facility   3 hrs.
Maintenance (3-0)
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   3 hrs.
Storage (3-0)
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   Hospitality Supervision (3-0)   3 hrs.
Studies the theory and techniques of supervision as related to the hospitality industry.

FSM   213   Seminar and Internship (1-15)   3 hrs.
Furnishes participation in a supervised cooperative work experience program in a College approved hospitality operation. Enrollment is restricted to sophomores in the Hospitality Management program.
Prerequisite: FSM 212 with a grade of C or better.

FSM   214   Hospitality Operations   3 hrs.
Analysis (3-0)
Provides practical application of operational analysis used by food, lodging and travel-related fields. Use of ledgers, automated information systems and basic financial statements are discussed.

FSM   215   Restaurant Layout and   3 hrs.
Equipment (3-0)
Maximizing employee productivity through various types of food equipment and proper equipment arrangement. Effects of use of convenience foods on equipment planning.

FSM   216   Introduction to Wines, Spirits   3 hrs.
and Beverage Management (3-0)
Studies alcoholic beverage classifications, alcoholic beverage laws, wine regions, purchasing and control, promotion and service. Beverage management principles and theories are presented which support and reinforce the practical aspects.
Prerequisite: Minimum age of 21.

FSM   220   Hospitality Promotions (3-0)   3 hrs.
Provides Hospitality Management majors with a solid background in hospitality promotions. Focuses on promoting highly perishable, people-intensive intangibles in a highly competitive environment.

FSM   230   Hospitality Law   3 hrs.
and Risk Management (3-0)
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, worker's compensation and employee liability and their effect on various types of facilities.

FSM   299   Topics in Hospitality   .5-3 hrs.
Management (.5-0 to 3-0)
Studies selected issues or topics in hospitality management. The exact content and instructional methodology will vary semester to semester depending on the material to be studied. A syllabus or course outline containing additional information will be available with preregistration materials each time that the course is offered. This course may be repeated two times to a maximum of three credit hours.

GEG Geography

GEG   101   World/Regional   3 hrs.
Geography (3-0)
Analyzes the geography of the nations divided into regions of the world emphasizing their physical environments and their economic, political and social organization.
IAI S4 900N

GEG   103   The Developing World (3-0)   3 hrs.
Surveys the technologically less developed regions of the World, including East Asia, South Asia, Middle and South America, Southwest Asia and North Africa, and Subsaharan Africa. Emphasis is placed on the spatial arrangement of resources, population, human institutions, economic activities, political patterns, religion, and cultural and physical landscapes. Each cultural realm is analyzed in respect to the larger international community with special attention to current events and issues. IAI S4 902N

GEG   104   The Developed World (3-0)   3 hrs.
Surveys the technologically more developed regions of the world, including Europe, the United States and Canada, the former Soviet Union, Japan and Australia and New Zealand. Emphasis is placed on the spatial arrangement of resources, population, human institutions, economic activities, political patterns, religion, and cultural and physical landscapes. Each cultural realm is analyzed in respect to the larger international community with special attention given to current events and issues. IAI S4 901

GEG   108   Cultural Geography (3-0)   3 hrs.
Provides a comprehensive overview of the relationship of land to life, emphasizing man's dependence on, and his manipulation of land for his survival. The subject of agriculture and other types of food production throughout the world will be of central importance. IAI S4 900N

GEG   111   Physical Geography (3-0)   3 hrs.
Examines the spatial distribution of elements of Earth's four physical spheres: the atmosphere, the hydrosphere, the lithosphere, and the biosphere including landforms, climates, weather, vegetation, and soils. Consideration is given to the causes of these distributions and to their effects on human populations. IAI P1 909

**GEG   112   Physical Geography   1 hr.
                        Laboratory (0-2)**
Applies the scientific method of observation, hypothesis formation, and experimentation to Earth's four physical spheres: the atmosphere, the hydrosphere, the lithosphere, and the biosphere. IAI P1 909L
Prerequisite: Prior or concurrent enrollment in GEG 111.

GEG   210   Economic Geography   3 hrs.
Studies the spatial distribution and interaction of economic activities. Emphasis is on land use patterns, population movement, the principles governing the location of agricultural, manufacturing and commercial centers and the impact of economic activity on the environment.
IAI S4 903N

GEO Geology

GEO   101   Physical Geology (3-2)   4 hrs.
Materials, structure and sculpture of the earth's surface. One-day field trip required. IAI P1 907L

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 with a grade of C or better, 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 and CHM 121 with grades of C or better, 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 with grades of C or better, or consent of instructor.

GER German

GER   101   Elementary German I (4-0)   4 hrs.
Introduces 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 with a grade of C or better, one year of high school German or consent of instructor.

GER   201   Intermediate German (4-0)   4 hrs.
Continues GER 102. Conversation with emphasis on pronunciation, intonation, stress and rhythm. Introduction to composition, reading of short stories and grammar review.
Prerequisite: GER 102 with a grade of C or better, two years of high school German or consent of instructor.

GER   202   Intermediate German (4-0)   4 hrs.
Continues GER 201. Provides a crucial bridge between the basic grammar and language structure that is taught in the first three semesters and the more in-depth study of history, geography, literature and culture that is taught in the advanced German courses. Integrates students' basic German language skills and applies them to everyday living situations. Begins the study of German literature, focusing on the modern history and culture of the German-speaking people. IAI H1 900
Prerequisite: GER 201 with a grade of C or better, 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 in 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 with a grade of C or better, or equivalent or consent of instructor.

**GER   210   Introduction to Modern   3 hrs.
                        German Literature (3-0)**
Readings of selected 20th century masterpieces. Introduction to poetry. Oral readings stressing pronunciation and diction. Speaking based on discussion of works read. Writing based on readings and class discussions. Designed to help students bridge the gap between the intermediate and advanced levels. IAI H3 917
Prerequisite: GER 202 with a grade of C or better, or equivalent or consent of instructor.

Heating, Ventilation and Air Conditioning (HVAC)

See: RAC Heating, Ventilation and Air Conditioning (HVAC)

HHA Home Health Aide

HHA 101 Home Health Aide (3-2) 4 hrs.
Provides an opportunity for the certified nursing assistant to acquire skills required for the provision of care in the home care setting. Course content includes techniques for provision of personal care as well as activities of daily living; communication skills, collection and analysis of biological specimens, and review of special, restorative or emergency care. Learning takes place in the classroom, lab and home care settings. Proof of Certification is to be presented on the first day of class.
Prerequisite: Certification as a Nurse Assistant by the State of Illinois.

HPI Cardiac Technology

HPI 100 Introduction to the Cardiac 1 hr.
Technology Program (1-0)
Defines areas of specialization within the Cardiac Technology program. Identifies major organizations in the cardiac technology field and examines their potential benefits to the technologist. Explains the role of the technologist in various health and fitness settings. Exposes the student to laboratory procedures and cardiac instrumentation. Provides students the opportunity to visit a host of health centers to get a better appreciation of the day-to-day responsibilities of the cardiac technologist.

HPI 101 Fundamentals of 3 hrs.
Exercise Testing (2-2)
Provides a fundamental understanding of the physiological parameters measured to assess physical fitness, the importance of each measurement and the significance of abnormal findings. In addition, considerable laboratory experience is offered in the operation of sophisticated diagnostic physiological instrumentation.

HPI 103 Prevention and Treatment 3 hrs.
of Cardiac Emergencies (2-2)
Trains and certifies students in basic cardiopulmonary resuscitation. Provides practice in the recognition of cardiac arrhythmias, familiarizes students with the primary cardiac medications, defines the exercise technician's role in emergency procedures and in the use of emergency equipment, and identifies the legal responsibilities and guidelines under which the exercise technician must function.
Prerequisite: HPI 105 and HPI 116 with grades of C or better.

HPI 105 Electrocardiography (3-2) 4 hrs.
Provides instruction and practice in the performance of both resting and exercise diagnostic electrocardiograms, develops skills in basic arrhythmia detection and ST segment analysis and examines the role of the cardiac exercise specialist in cardiovascular preventive/rehabilitative exercise programs.
Prerequisite: ~~HPI 101 and~~ BIO 160 with grades of C or better. HSC 112 & BIO 135 or 160

HPI 106 Cardiovascular Physiology 3 hrs.
and Pathology (3-0)
Provides an in-depth understanding of the anatomy and physiology of the cardiovascular system, discusses the risk factors associated with the development and progression of coronary artery disease, examines the effects of coronary artery disease on heart pump function and evaluates the roles of exercise and pharmacotherapeutics in enhancing cardiovascular efficiency.
Prerequisite: BIO 160 and HPI 116 grades of C or better.

HPI 107 Cardiac Technology 4 hrs.
Internship (0-20)
Provides students with practical experience in performing cardiac diagnostic procedures (exercise stress tests, echocardiograms, holter scans) in a clinical setting, develops skill in devising exercise prescriptions for patients with cardiovascular disease or limitations, and involves students in all phases of cardiac rehabilitation.
Prerequisite: All HPI courses with grades of C or better and/or consent of Cardiac Technology program director.

HPI 109 Diagnostics I (2-2) 3 hrs.
Introduces the fundamentals of the application of ultrasound to obtain anatomical and hemo-dynamic data of the heart and great vessels in adult subjects. Emphasis will be placed on the normal and normal variant M-Mode, two-dimensional and Doppler data acquisition.
Prerequisite: BIO 160, HPI 105 and HPI 113 with grades of C or better.

HPI 110 Diagnostics II (2-2) 3 hrs.
Introduces the application of ultrasound to obtain anatomical and hemodynamic data in adult patients with anomalies of the heart and great vessels.
Prerequisite: HPI 109 and HPI 106 with grades of C or better.

HPI 113 Ultrasound Physics (2-0) 2 hrs.
Introduces the basic principles of ultrasound physics and the application to M-Mode, two-dimensional and Doppler echocardiographic instrumentation.
Prerequisite: MTH 060 with a grade of C or better.

HPI   115   Clinical Laboratory Skills (1-4)   3 hrs.

Provides the student with skill in blending information and skills taught in a series of classes into complete clinical studies. Exposes students to the state-of-the-art diagnostic imaging instrumentation that they will encounter during their internship program. Discusses important issues related to professionalism, medical ethics, infection control and advanced diagnostic procedures.
Prerequisite: BIO 160, HPI 100, HPI 103, HPI 106, HPI 109, HPI 117 with grades of C or better.

HPI   116   Cardiac Anatomy and   4 hrs.
and Physiology (4-0)

Provides an extensive review of the anatomy of the heart. Examines the cardiovascular, muscular and respiratory systems. Discuss the major principles of cardiac hemodynamics from the perspective of the cardiac technologist.
Prerequisite: BIO 160 with a grade of C or better.

HPI   117   Laboratory Techniques I (1-2)   2 hrs.

Prepares the student to perform a basic cardiac echocardiograph examination on an adult patient. Instructs the student in making fine adjustments to the image controls and fine manipulations of the transducer in order to acquire and record diagnostic information for the physician. Discusses the issue of professionalism as it relates to a cardiac technologist.
Prerequisite: HPI 105, HPI 113, and HPI 116 with grades of C or better.

HPI   118   Laboratory Techniques II (1-2)   2 hrs.

Prepares the student to perform a full cardiac echocardiograph examination with Doppler on an adult patient. Introduces the concepts of two dimensional imaging, M-Mode display, pulsed and continuous wave Doppler and color flow.
Prerequisite: HPI 106, HPI 109, and HPI 117 with grades of C or better.

HSC Human Services

HSC   100   Computer Usage in   1 hr.
Health Services (0-2)

Offers a generalized basic orientation to the computer and Microsoft Word processing application software by typing various medical-related reports and documents pertaining to the health care field. (NOTE: Some keyboarding skills and previous personal computer experience is recommended.)

HSC   105   Introduction to the   2 hrs.
Health Care Field (2-0)

Surveys many careers and career skills within the health care team. Emphasizes the health care professional's responsibilities to the community, health care trends and professionalism.

HSC   106   Health Occupations   1 hr.
Career Observation (.5-1)

Provides students an opportunity to observe selected occupations within a health care setting. The student will attend 16 two-hour sessions and 16 30-minute post conference sessions under the supervision of the instructor and departmental specific mentors.
Prerequisite: HSC 105 with a grade of C or better.

HSC   112   Medical Terminology (2-2)   3 hrs.

Emphasizes the basic structure of medical words, including prefixes, suffixes, word roots, combining forms and plurals. Offers pronunciation, spelling, and definition of medical terms. Emphasis on rendering a professional vocabulary required for work in the health care field, including computer-assisted instruction.

HSC   151   Math Applications in   1 hr.
Health Care (1-0)

Develops skill necessary to calculate medication dosages and solutions. A basic math ability, including decimals, fractions and percentages, is necessary to be successful in this course. Use of calculators emphasized with health care-related applications.

HSC   213   Health Care Law and   3 hrs.
Ethics (3-0)

Acquaints the student with the legal and ethical responsibilities of the physician, patient and allied health personnel in the health care team. Emphasis given to professional attitudes and behavior.
Prerequisite: HSC 112 and a minimum of 10 hours of HSC and/or MOA course work with grades of C or better.

HST History

HST   105   Great Ideas of World   3 hrs.
Civilizations (3-0)

Introduces students to a selection of formative historical and contemporary texts in a variety of disciplines, including philosophy, the social sciences, literature, gender/multi-cultural studies, and the history of science. (Also listed as HUM 105. Credit will be given for either HST 105 or HUM 105, but not both). IAI H9 900

HST   111   The American Experience   3 hrs.
to 1877 (3-0)

Surveys 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. IAI S2 900 IAI HST 911

**HST 112 The American Experience 3 hrs.
Since 1877 (3-0)**

Surveys the 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. IAI S2 901 IAI HST 912

**HST 121 History of Latin 3 hrs.
America (3-0)**

Surveys the political and constitutional history of the principal Latin American nations. The course will cover movements leading to independence and social and economic events which are pertinent to relationships with the United States. IAI S2 910N

**HST 141 History of Western 4 hrs.
Civilization to 1650 (4-0)**

Stresses political, social, cultural, economic and technological developments from prehistoric times and concludes with the last manifestation of essentially medieval ideology; i.e., the Protestant Reformation. IAI 52 901 IAI HST 913

**HST 142 History of Western 4 hrs.
Civilization Since 1650 (4-0)**

Continues HST 141. Commences with the emergence of modern times, i.e., the development of royal absolutism and the beginnings of the modern nation state and concludes with the 20th century and the modern world. IAI 52 902 IAI HST 914

**HST 151 History of England 3 hrs.
Norman Conquest
to 1600 (3-0)**

Surveys the social, cultural, economic, political and religious history of England from the Norman Conquest through the age of Elizabeth I.

**HST 152 History of England 3 hrs.
1600 to Present (3-0)**

Surveys the social, cultural, imperial, economic and political history of England from the Stuart Dynasty through the present era.

**HST 153 British Culture and 3 hrs.
Society (3-0)**

Surveys the culture and society of England from the Norman Conquest to the present.

HST 202 Topics in History (1-0 to 3-0) 1-3 hrs.

Examines selected eras or topics in the various fields of history. The exact content and instructional methodology will vary from semester to semester depending on the material to be studied. A syllabus and/or course outline containing additional information will be available with other preregistration materials each time the course is offered. Experience or interest in history is recommended, but not required. This course may be taken from one to three credit hours.

**HST 210 Women: The American 3 hrs.
Experience (3-0)**

Studies 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 212 Recent American 3 hrs.
History 1945-1980 (3-0)**

Provides students with a comprehensive analysis of the critical period 1945-1980 in American history. Incorporates politics and culture of the Cold War, the revival of liberalism, the Civil Rights movement, the rise of the New Left in the '60's, the social and political history of the Vietnam War, the counterculture, Watergate, the personalization of political activism in the '70's, the women's movement, and the resurgence of conservatism. Emphasizes social history and cultural trends as well as political and economic history.

**HST 214 African-American 3 hrs.
History (3-0)**

Studies African-Americans from African slave trade through slavery, reconstruction, years of neglect and civil rights revolution in the United States and their contributions to American culture.

HST 219 Illinois and Local History (3-0) 3 hrs.

Focuses upon Illinois from its prehistory to the present with special attention to the local setting. Explores the impact of the state's geography upon its history and investigates the contributions of different group–African, American, European, Native American, male and female–in the economic, social, political and literary development of Illinois. Considers the ways in which the history of this state illustrates, amplifies and explains the larger history of the United States. (Formerly HST 218.)

**HST 231 History of the Middle 3 hrs.
East to 1453 (3-0)**

Surveys the Ancient Near East and Middle East from its origins in Ancient Sumer up to 1453. Emphasis will be placed on social, political, economic, religious and military institutions. The process of change and broad continuities will be examined in relationship to the historical evolution and growth of the region. IAI S2 918N

**HST 232 History of the Middle East 3 hrs.
From 1453 to the Present (3-0)**

Surveys the history of the Middle East from 1453 to the present. Emphasis is placed on social, political, economic, religious and military institutions that shape the region. The establishment of colonial rule is highlighted along with the struggle for independence, modernization and development. IAI S2 919N

**HST 241 History of China: Earliest Time 3 hrs.
Through Ming Dynasty (3-0)**

Surveys the history of China from prehistory to the end of the Ming Dynasty. Major emphasis is placed on the evolution and growth of the Imperial system and forces that shaped its continuation and growth. IAI S2 914N

HST   242   History of China: From the Ching   3 hrs.
Dynasty to the Present (3-0)
Surveys the history of China from 1644, the Ching Dynasty, to the present. The content will stress the evolution of China from a period of strength and unity to one of disunity and change during the revolutionary times of 1911-1949. Special emphasis will be placed on the establishment of the Communist government in 1949 to the present. Economic modernization, role of foreigners and cultural advancements will also be highlighted. IAI S2 915N

HST   243   The Far East in the   3 hrs.
Modern World (3-0)
Studies history of East Asia since 1800. The traditional cultures of China and Japan, the Western impact and the Asian response will be covered. IAI S2 909N

HST   245   The World Since 1945 (3-0)   3 hrs.
Surveys the history of the world from 1945 to the present with major emphasis on historical issues and events that have global impact. IAI S2 913N

HUM Humanities

HUM   101   Introduction to Western   3 hrs.
Culture I (3-0)
Surveys the humanities: architecture, art, history, literature, music, philosophy and theatre of Western culture from the beginnings to the Renaissance. IAI HF 902

HUM   102   Introduction to Western   3 hrs.
Culture II (3-0)
Surveys the humanities: architecture, art, dance, film, history, literature, music, philosophy and theatre of Western culture from the Renaissance to the present. IAI HF 903

HUM   103   Asia and African Humanities (3-0) 3 hrs.
Examines the arts and worldviews of Asian and African cultures from ancient times to the present. Studies examples of the visual arts, music, dance and literature from selected civilizations in South Asia, East Asia, Southeast Asia, and Africa. IAI HF 904N

HUM   105   Great Ideas of   3 hrs.
World Civilizations (3-0)
Introduces students to a selection of formative historical and contemporary texts in a variety of disciplines, including philosophy, the social sciences, literature, gender/multicultural studies and the history of science. (Also listed as HST 105, Credit will be given for either HUM 105 or HST 105, but not both.) IAI H9 900

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.
IAI HF 907D

HUM   115   International and Regional   1-4 hrs.
Studies in Humanities (1-0 to 4-0)
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 onsite 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 one-two weeks of travel and write a research paper of at least eight typewritten pages, plus bibliography and footnotes.

Three Credits: Students must attend all classes and field trips, submit a log covering three weeks of travel and write a research paper of at least 10 typewritten pages, plus bibliography and footnotes.

Four Credits: Students must attend all classes and field trips, submit a log covering four weeks of travel and write a research paper of at least 12 typewritten pages, plus bibliography and footnotes.

HUM   120   Classical Mythology (3-0)   3 hrs.
Studies the myths of Greece and Rome. Focuses on the stories of gods and heroes in classical literature and art. Considers the influence of classical mythology on later Western culture. IAI H9 901

IDS Independent Study

IDS   290   Independent Study (1-0 to 4-0)   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 four credit hours.
Prerequisite: Sophomore standing, C average or consent of instructor.

IND Interior Design

IND   100   Interior Design Theory (1-1)   1 hr.
Introduces theories pertaining to design elements and principles, concepts of home, human environment, proxemics, and behavior. Provides an overview of the profession of interior design and job options available. Explores current legislative issues and trends in the field of interior design. Recommended **Corequisite:** IND 101.

**IND 101 Basic Interior   3 hrs.
Design I (2-2)**

Studies interior design room arrangement and furniture selection. Investigates the elements and principles of design as they relate to interiors. Studies aesthetic aspects of interior design. Develops interior projects using space planning, furniture selection, the development of furniture elevations, and presentation techniques.
Prerequisite: Prior or concurrent enrollment in IND 100.

**IND 102 Basic Interior   3 hrs.
Design II (2-2)**

Continues the study of interior space planning and furniture selection as it relates to a functional and aesthetic interior. Investigates the use of fabric, finishes, color, and texture to complement the interior. Explores aesthetic application of color in interior design.
Prerequisite: IND 100, IND 101 and IND 106 with grades of C or better, or consent of instructor.
Recommended **Corequisite:** IND 103.

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. Examines the basis for determining the taste level and quality of reproductions and adaptations to the market today.

IND 106 Materials and Sources (3-0)   3 hrs.

Studies the construction and finishing of materials other than those of a structural nature, including limitations, quality control, application, uses, installation methods, and quantity calculations. Examines sources available to the designer.

**IND 107 Interior Perspective and   3 hrs.
Rendering (2-2)**

Studies drawing and sketching methods of furniture and interior spaces. Develops drawing techniques for interior perspective views of buildings. Explores the use of axonometric drawing and the use of various media to present the three-dimensional delineation of interior design. Examines balance and proportions of interior items within a three-dimensional space. Uses drawing techniques and color to define light and shadow, textures, and material characteristics.
Prerequisite: ART 121, IND 100 and IND 101 with grades of C or better, or consent of coordinator.

**IND 108 Color for Interior   3 hrs.
Design/CAD (2-2)**

Introduces color theories, analysis and visualization techniques for interior design. Emphasizes visualization through studio methods and computer aided design. Develops awareness of spatial planes and relationships of color for interiors. Introduces lighting and its effect on interior colors.
Prerequisite: ART 121, IND 100 and IND 101 with grades of C or better, or consent of coordinator.

**IND 109 Design and Color Elements   3 hrs.
for Interiors (2-2)**

Provides basic background in the decoration of interiors for the home marketing field. Investigates the elements and principles of design as they relate to mixing interior furnishings. Develops awareness of spatial planes and the use of color, patterns and scale. Introduces the effects of various lighting sources on colors, textures and patterns.

**IND 114 Codes for Interior   1 hr.
Designers (1-1)**

Examines how interior building codes, governmental standards and federal regulations affect and are applied to interior design. References BOCA, CABO and various accessibility requirements including the Americans with Disabilities Act.
Prerequisite: IND 101 with a grade of C or better, or consent of coordinator.

**IND 116 Interior Detailing and   3 hrs.
Construction Drawing (2-2)**

Studies the methods and materials of interior construction and the graphic methods of communicating this information. Practices fundamental drafting conventions and develops drawing skills necessary for the production of working drawings such as floor plans, elevations, sections, finish schedules, reflected ceiling plans, and details. Discusses methods of electrical, plumbing, and HVAC distribution.
Prerequisite: IND 100 and IND 101 with grades of C or better, or consent of coordinator.

IND 203 3-D Design for Interiors (2-2)   3 hrs.

Studies advanced problems in three-dimensional interior design which concentrate on the development of relationships of interior furnishings, walls, floors and ceilings into a unified design. Applies principles and elements of design theory within a three-dimensional volume of space.
Prerequisite: IND 102, IND 107, IND 108, IND 114 and IND 116 with grades of C or better, or consent of coordinator.

**IND 205 Interior Design Historic   3 hrs.
Styles (2-2)**

Reviews furniture history. Students recreate historic interior designs. Explores creation of interior design through the mixing and stylizing of furniture and finishes.
Prerequisite: IND 102, IND 103, IND 106 and IND 108 with grades of C or better.

**IND 206 Lighting for Interior   3 hrs.
Design (3-1)**

Examines artificial and natural lighting in interior design. Considers environmental comfort, effects on colors and information required for selection of lamps and fixtures. Acquaints students with the basic calculation methods as they relate to the lighting design process.
Prerequisite: IND 102, IND 114 and IND 116 with grades of C or better, or consent of coordinator.

IND 207 Interior Design 3 hrs.
Internship (1-10)

Provides an opportunity for selected students who meet the prerequisite requirements to work with professionals in approved residential and contract design firms, retail stores, wholesale stores and showrooms specializing in interior design and related products. Students are exposed to various aspects of the interior design field and present a report about their experience.
Prerequisite: Consent of coordinator, plus Interior Design GPA of 3.5, Harper GPA of 3.0. IND 116, IND 205, IND 206 with grades of B or better. Meets or exceeds the Harper testing placement requirement for ENG 101.

IND 208 Advanced Residential 3 hrs.
Interiors (2-2)

Applies interior design skills to residential interior projects, including floor plans, elevations or perspectives, budgets, cabinet drawings, lighting plans, mixing and stylizing of furnishing and finishes.
Prerequisite: IND 116, IND 205, IND 206 and IND 216 with grades of C or better, or consent of coordinator.

IND 209 Contract Interior Design (2-2) 3 hrs.

Applies interior design skills and disabled access to contract interior projects, including floor plans, elevations or perspectives, cabinet drawings, lighting plans, selection of contract furnishings and finishes. Projects may include office spaces, restaurants and other public buildings.
Prerequisite: IND 116, IND 203, IND 205, and IND 206 with grades of C or better, or consent of coordinator.

IND 211 Professional Practices for 3 hrs.
Interior Design (3-0)

Examines the business principles required for a successful interior design practice, including establishing an interior design practice, design project business issues, billing, writing client contracts, interviewing and job opportunities.
Prerequisite: IND 203 or IND 205 with a grade of C or better, or consent of coordinator.

IND 215 Topics In Interior .5-3 hrs.
Design (.5-0 to 3-0)

Studies selected problems or topics in interior design. The exact content and instructional methodology will vary semester to semester depending on the material to be studied. A syllabus or course outline containing additional information will be available with preregistration materials each time that the course is offered. This course may be repeated two times to a maximum of three credit hours.

IND 216 Kitchen & Bath Design 3 hrs.
and Interior Construction (2-2)

Examines the technical aspects and accessibility issues of designing kitchens and baths. Practices fundamental drafting conventions including lettering, line work, dimensioning, and symbol usage. Develops drawing for the kitchen and bath including floor plans, electrical and lighting plans, elevations, and cabinet sections.
Prerequisite: IND 102, IND 114, and IND 116 with grades of C or better, or consent of coordinator.

IND 217 Advanced Sketching and 2 hrs.
Perspective Drawing (1-2)

Reviews the development of two-point mechanical perspective drawing. Studies freehand drawing and sketching methods of interior and exterior spaces. Develops drawing techniques for interior perspective views of buildings. Explores the use of various media to define light, shadows, textures, and material characteristics.
Prerequisite: ART 121 and IND 107 with grades of C or better, or consent of coordinator.

INS Insurance

See: BFC (Financial Services)

ITP Sign Language Interpreting

ITP 101 Introduction to Interpreting (3-0) 3 hrs.

Provides an overview of the field of interpreting and discusses the historical development of the profession. Students are introduced to terminology, theoretical models of interpreting and current practices in the field. The Registry of Interpreters for the Deaf Code of Ethics is examined in light of personal and professional standards. The roles and responsibilities of the interpreter are also discussed.
Prerequisite: SGN 202 with a grade of C or better, or consent of coordinator.
Corequisite: SGN 205 or consent of coordinator.

ITP 110 Consecutive Interpreting: 3 hrs.
English to ASL (3-0)

Focuses on the development of consecutive expressive interpreting skills with rehearsed and spontaneous texts. Students interpret from English into American Sign Language with time allotted between delivery of the source language message and the interpretation. Text analysis and development of pre-interpreting skills (cloze, short-term memory, chunking, shadowing, paraphrasing and dual task training) are emphasized prior to the consecutive interpreting task.
Prerequisite: ITP 101 and SGN 205 with grades of B or better, or consent of coordinator.

ITP   111   Consecutive Interpreting: 3 hrs.
ASL to English (3-0)

Focuses on the development of consecutive interpreting skills with rehearsed and spontaneous texts. Students interpret from American Sign Language into English with time allotted between delivery of the source language message and the interpretation. Message comprehension and composition skills are emphasized. Text Analysis and pre-interpreting skills (prediction, visualization, short-term memory, and paraphrasing) are introduced prior to the consecutive interpreting task.
Prerequisite: ITP 101 and SGN 205 with grades of B or better, or consent or coordinator.

ITP   120   Simultaneous Interpreting: 3 hr.
English to ASL (3-0)

Introduces the student to simultaneous interpreting and moves the student from consecutive interpreting to simultaneous interpreting with minimal time provided between delivery of source language text and interpretation into the target language. Development of simultaneous skills with both rehearsed and spontaneous text is emphasized. Students continue to develop skills in source and target language text analysis.
Prerequisite: ITP 110 with a grade of C or better, or consent of coordinator.

ITP   121   Simultaneous Interpreting: 3 hrs.
ASL to English I (3-0)

Introduces the student to simultaneous ASL to English interpreting and moves the student from consecutive interpreting to simultaneous interpreting with minimal time provided between delivery of source language text and interpretation into the target language. Students work on prediction strategies, message comprehension, composition and demeanor. Students are introduced to partnering techniques and register variation.
Prerequisite: ITP 111 with a grade of C or better, or consent of coordinator.

ITP   200   Transliteration and Educational   3 hrs.
Interpreting (3-0)

Focuses on the development of transliteration skills in simultaneous monologic and dialogic texts. Students work with both rehearsed and spontaneous spoken to signed English and signed to spoken English texts. Students develop skills in assignment preparation, transliteration performance and analysis, as well as practice of specific transliteration principles. Special emphasis will be put on the use of transliteration in educational settings.
Prerequisite: ITP 110 and ITP 111 with grades of C or better, or consent of coordinator.

ITP   201   Topics In Interpreting   1-4 hrs.
(1-0 to 4-0)

Presents selected topics in interpreting. The exact content and instructional methodology will vary from semester to semester depending upon the material and topics to be studied. A syllabus or course outline containing additional information will be available with preregistration materials each time that the course is offered. This course may be taken from one to four credit hours.
Prerequisite: Consent of coordinator.

ITP   211   Simultaneous Interpreting: 3 hrs.
ASL to English II (3-0)

Focuses on the development of simultaneous interpreting skills in increasingly complex rehearsed and unrehearsed texts. Preparation, team interpreting. process management, and analysis of message of equivalency is stressed. Text material includes both teacher-directed and student directed selections.
Prerequisite: ITP 121 with a grade of C or better, or consent of coordinator.

ITP   215   Interpreting: 4 hrs.
Dialogic Discourse (3-2)

Provides instruction and practice in the development of dialogic interpreting and transliterating skills in live, unrehearsed situations covering a variety of settings. Students also gain experience in process management, application of professional ethics and behavior, and articulation of role and responsibilities. Students analyze their work using a variety of strategies, including back-translation, to determine success of message equivalency. Students learn setting-specific logistics and protocol.
Prerequisite: ITP 120, ITP 121, and ITP 200 with grades of C or better, or consent of coordinator.

ITP   216   Interpreting: 3 hrs.
Monologic Discourse (3-0)

Focuses on the development of interpreting and transliterating skills in unrehearsed monologic interpreting presentations. This course addresses assignment preparation, public speaking techniques, process management, peer critiquing skills, and analysis of message equivalency. Techniques for interpreting using consultative and formal registers will be covered and practiced.
Prerequisite: ITP 215 and ITP 200 with grades of C or better, or consent of coordinator.
Corequisite: ITP 220.

ITP   220   Sign Language (3-10)   5 hrs.
Interpreting Practicum

Provides opportunities for students to apply their knowledge and skills in a variety of interpreting settings which may include business, education, performing arts, religious and community service. Classroom sessions allow for discussion of ethical issues and business practices. Students will also begin their preparation for state and national credentialing examinations.

Prerequisite: ITP 211 and ITP 215 with grades of C or better, or consent of coordinator.
Corequisite: ITP 216.

JNM Journalism

JNM   130   Fundamentals of   3 hrs.
Journalism (3-0)

Introduces basics of writing for the media focusing on print journalism. Develops basic reporting and writing skills using traditional and Internet research. Emphasizes accuracy, conciseness, grammar, and spelling skills. Explores variety of writing opportunities in the media. Uses Macintosh computers with current word processing programs.

JNM   131   News Reporting and   3 hrs.
Writing (3-0)

Presents theory and techniques for gathering and writing news in political, police, social and civic coverage. Develops advanced reportorial and writing skills. Uses industry standard computer hardware and software.
IAI MC 919
Prerequisite: JNM 130 with a grade of C or better.

JNM   133   Feature Writing (3-0)   3 hrs.

Focuses on writing and selling non-fiction articles. Develops the techniques to analyze markets, develop story ideas, prepare the query and submit the article. Stresses the importance of interviewing and researching, descriptive language and writing with clarity. Uses Macintosh computers with current word processing programs.

JNM   136   Broadcast Writing (3-0)   3 hrs.

Develops skills needed to write for the broadcast media including television, radio and film. Focuses on the oral style. Emphasizes gathering of information, interviewing, writing and editing scripts and writing for continuity for video or film. Examines the legal, ethical and social implications of broadcast writing and programming.
IAI MC 917

JNM   137   Media Writing (3-0)   3 hrs.

Provides an overview of the various formats and structures used in writing for the media. Includes writing for newspapers, radio and television stations, advertising and public relations agencies, business and industrial communications and new media technology. Focuses on information gathering, the elements of good writing, and matching message and audience.

JNM   140   Writing, Editing, and   3 hrs.
Design for the Internet (2-2)

Explores writing for the World Wide Web by examining differences in writing styles and approaches to information-gathering using new-media technology. Topics include research techniques, writing basics, style, planning and building a Web site, ethics, trends, limitations, and the future of the Web as it relates to the publishing industry. Upon completion of this course, students are strongly encouraged to select CIS 119 to further their knowledge of Internet technology and Web-authoring tools.
Prerequisite: CIS 118 and JNM 130 with grades of C or better.

JNM   230   Graphic Design   3 hrs.
Communications (3-0)

Introduces students to contemporary design, photo manipulation, Web page design, animation, audio techniques, and page layout necessary for producing a variety of journalistic publications.

JNM   232   Advertising, Copywriting   3 hrs.
and Design (3-0)

Explores the theory and practice of the advertising industry. Introduces students to the business and creative aspects of advertising. Students prepare original advertising campaigns from market and product research to evaluation. Familiarizes the student with desktop publishing on Macintosh computers using various software programs. Computer design experience is strongly recommended.
IAI MC 912

JNM   233   Public Relations Writing   3 hrs.
and Design (3-0)

Explores the theory and practice of public relations—its functions, roles and applications. Introduces students to the business and creative aspects of public relations. Students will prepare original public relations campaigns from research to evaluation. Familiarizes the student with desktop publishing on Macintosh computers using various software programs. IAI MC 913
Prerequisite: JNM 130 or JNM 137 with a grade of C or better.
Recommended **Prerequisite**: JNM 230 with a grade of C or better, or computer design experience.

JNM   234   Mass Communications (3-0)   3 hrs.

Examines the different forms of mass communication vehicles and their uses and functions. Analyzes the impact and effects of the media on society including individuals and groups of both genders and all races. Focuses on current issues in the media including violence, racism and sexism.
IAI MC 911

JNM 235 Magazine Editing 3 hrs.
and Design (3-0)

Introduces advanced writing, rewriting, and editing practices. Teaches students how to produce various publications using computer applications. Focuses on preparation and production of magazines, flyers, brochures, newsletters, and annual reports. Incorporates writing, copy editing, photography and illustrations, typography, page design and printing. Students produce a publication as a class project.
Recommended **Prerequisite:** JNM 230 with a grade of C or better, or computer design experience.

JNM 240 Topics In 1-6 hrs.
Journalism (1-0 to 6-0)

Studies selected problems or topics in Journalism. The exact content and instructional methodology will vary semester to semester depending on the material to be studied. A syllabus or course outline containing additional information with preregistration materials will be available each time the course is offered. This course may be repeated up to a maximum of six credit hours.

JNM 241 Online Magazine 3 hrs.
Journalism (2-2)

Explores online magazine publishing for new media writers and designers. Focuses on the preparation and publication of an online magazine through writing, page design, and Web site usage.
Prerequisite: JNM 140 with a grade of C or better.

JNM 242 Using the Internet as a 2 hrs.
Communications Tool (2-0)

Explores the theory and practice of using the world wide Web for communication. Introduces students to the journalistic and creative aspects of using the Web for training, advertising, marketing, and research.
Prerequisite: CIS 118 with a grade of C or better, or consent of instructor.

JNM 243 Communication Web Site 3 hrs.
Applications (2-2)

Applies writing and design skills to create a communications Web site for businesses from start to finish, including background information and links to related sites.
Prerequisite: JNM 241 with a grade of C or better.

JPN Japanese

JPN 101 Elementary 4 hrs.
Japanese I (4-0)

Introduces the language skills of pronunciation and useful expressions, listening, speech patterns, syllabary reading and writing, basic vocabulary and grammar. Cultural and sociolinguistic orientation.

JPN 102 Elementary 4 hrs.
Japanese II (4-0)

Continues JPN 101. Skill developments in simple, everyday conversation and contemporary and idiomatic expressions; continued mastery of beginning grammar, reading and writing, and more vocabulary. Orientation in verbal and non-verbal skills and simple composition.
Prerequisite: JPN 101 with a grade of C or better, or consent of instructor.

JPN 201 Intermediate 4 hrs.
Japanese I (4-0)

Continues JPN 102. Emphasis on more complex conversation and advanced grammatical components; continued reading and writing. Emphasis on advanced composition.
Prerequisite: JPN 102 with a grade of C or better, or consent of instructor.

JPN 202 Intermediate 4 hrs.
Japanese II (4-0)

Continues JPN 201. Accuracy and ease in more complex conversation; advanced study of reading and writing. Study of more complex syntax and composition. IAI H1 900
Prerequisite: JPN 201 with a grade of C or better, or consent of instructor.

LIT Literature

LIT 105 Poetry (3-0) 3 hrs.

Facilitates the understanding, appreciation and enjoyment of poetry. Presents poetry of American, European and other literary philosophies and movements. Challenges students to develop skills in responding personally to poetry and in developing literary analyses. Reveals the link between the whole poem and particular literary qualities such as imagery, figurative language, allusion, connotation and the music of poetry—sound and rhythm. Offers a forum for exchanging ideas about poetry in guided conversation and writing. IAI H3 903 IAI EGL 915

LIT 110 Drama (3-0) 3 hrs.

Presents a survey of drama from various countries and eras. The course will include representative selections from such modes as tragedy, comedy, melodrama, romance, satire and social commentary as well as absurdist drama. The selections would include such authors as Ibsen, Miller, Moliere and Shakespeare. (See SPE 111 for theatrical study of drama.) IAI H3 902 IAI EGL 916

LIT 112 Literature and Film (3-0) 3 hrs.

Introduces methods of reading, interpreting and analyzing literary works as well as examining methods used in translating those works to the medium of film. Presents the short story, novel and the drama in conjunction with their cinematic counterparts. Relates the development of film to such schools as German expressionism, film verite, etc. Focuses on analysis of each form both on its own and in relation to the others through reading, viewing and writing. IAI F2 905

LIT   115   Fiction (3-0)   3 hrs.

Presents short stories and novels of high interest level. The selections typify authors and styles representative of major American and European literary movements and philosophies. Challenges the student to develop skills in literary analysis. Students will study characterization, narration, dialogue, plot and various other techniques of fiction. Individual sections may concentrate on particular periods, authors or topics. IAI H3 901 IAI EGL 917

LIT   206   World Literature   3 hrs.
**   to 1800 (3-0)**

Presents selected works of universal significance contributed by people and civilizations from ancient times to 1800. IAI H3 906

LIT   207   World Literature   3 hrs.
**   Since 1800 (3-0)**

Continues LIT 206. Selected works of universal significance contributed by people and civilizations from 1800 to the present. IAI H3 907

LIT   208   Non-Western Literature (3-0)   3 hrs.

Studies selected works from non-western civilizations, such as Africa, China, India, Japan and the Middle East. Fiction, poetry and drama will be included.
IAI H3 908N IAI EGL 919

LIT   210   Introduction to   3 hrs.
**   Shakespeare (3-0)**

Introduces Shakespeare's acting company, theater and audience. Discusses his techniques in building scenes, developing characters, handling dialogue. Readings and interpretations will consist of representative comedies, tragedies, histories and problem plays. IAI H3 905

LIT   216   Science Fiction (3-0)   3 hrs.

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   3 hrs.
**   Fiction (3-0)**

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   219   Children's   3 hrs.
**   Literature (3-0)**

Introduces the various types of children's literature. Includes the history of children's literature, as well as the classic and current authors and illustrators. Covers such areas as picture and concept books, myths, poetry, fantasy and realism.

LIT   221   American Literature—   3 hrs.
**   Colonial Days to Civil War (3-0)**

Presents American literature as an expression of American life through early social and political documents, novels, short stories and poems. IAI H3 914 IAI EGL 911

LIT   222   American Literature—   3 hrs.
**   the Civil War to Present (3-0)**

Explores American prose, drama and poetry, Civil War to present, including minority literature, regional literature, literary journalism, criticism, and social and historical novels in their historical, social and cultural context to reflect current controversies and social changes.
IAI H3 915 IAI EGL 912

LIT   223   Minority Literature   3 hrs.
**   in America (3-0)**

Investigates what it means to be a minority in the United States. Examines the ways in which minority writers, through fiction, nonfiction, poetry and drama, question the quality of American life and the authenticity of American democracy, thus helping students appreciate more fully the range of American cultures and subcultures. May include such writers as Olaudah Equiano, Frederick Douglass, Amiri Baraka, Rudolfo Anaya, Leslie Marmom Silko, Toni Morrison, Rita Dove, Leslea Newman, Li-Young Lee, Vassar Miller, Vivienne Finch. IAI H3 910D IAI EGL 918

LIT   224   Women in Literature (3-0)   3 hrs.

Examines the evolving portrayal of women—the · many images, impressions and stereotypes—in literature. Includes literature written about women by women. Selections reflect a diversity of cultures, eras, authors and genres. The student will read selections from such authors as Bronte, Chekhov, Chopin, Hardy, Morrison and Woolf.
IAI H3 911D

LIT   231   English Literature   3 hrs.
**   to 1800 (3-0)**

Surveys English writers from beginning English literature to 1800. Reading and interpretation of writers such as Boswell, Chaucer, Congreve, Donne, Dryden, Johnson, Jonson, Malory, Milton, Pope and Swift.
IAI H3 912 IAI EGL 913

LIT   232   English Literature   3 hrs.
**   1800-1914 (3-0)**

Surveys 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. IAI H3 913 IAI EGL 914

LIT   241   20th Century British and   3 hrs.
**   American Literature (3-0)**

Surveys important writers and writings in British and American literature since World War I.

LNG Linguistics

**LNG   105   Introduction to Language   3 hrs.
               and Linguistics (3-0)**
Explores language - its origins, properties, use, structure, and meaning. Studies sound systems, word-information systems, syntactic systems, and derivations of meaning from spoken and written forms. Includes first and second language acquisition and properties of visual languages.

LNG   205   Language and Culture (3-0)   3 hrs.
Explores the relationship between language and culture. Includes the language socialization of children, gender differences in language, standard varieties and dialects of language and the effect of language on thought. Examines the nature of language in power relationships.

MAM Mammography

**MAM   201   Principles of   3 hrs.
               Mammography (3-0)**
Provides a detailed overview of the history, equipment and radiographic principles and their application to mammography. Course focuses on breast anatomy and physiology, mammographic techniques, positioning shells, critical equipment features, image receptor characteristics, and image quality management. Presented as an eight-week course.
Prerequisite: Admission into the Mammography program.

**MAM   202   Procedures in   4 hrs.
               Mammography (2-4)**
Focuses on communication skills, positioning and image techniques, mammographic interpretation, principles, interventional diagnostic procedures, dose considerations, film processing, as well as special studies and situations. Presented as an eight-week course.
Corequisite: MAM 201.

**MAM 203   Mammography Clinical   2 hrs.
             Education I (1-8)**
Provides students the necessary required skills needed to perform quality breast imaging mammograms in a health care setting under the direct supervision of a qualified practitioner. Emphasis on principles and procedures of mammography. Pass/Fail grading option. Presented as an eight-week course.
Prerequisite: Admission into the Mammography program, MAM 201 and MAM 202 with grades of C or better.

**MAM   204   Current Trends in   1 hr.
               Mammography (1-0)**
Addresses current trends and initiatives dealing with professional, regulatory and legislative agencies in the field of mammography.
Prerequisite: Admission into the Mammography program, or consent of instructor. *MAM 206*
Add MAM 207

**MAM 205   Mammography Clinical   2 hrs.
             Education II (1-8)**
Demonstrates current mammographic positioning techniques under the supervision of a qualified registered ARRT (American Registry of Radiologic Technologist) technologist in mammography. Emphasis on advanced clinical experience practice in special mammographic procedures including stereo tactic core biopsy, fine needle-aspiration and ultrasound guided biopsy. Includes a weekly seminar. Pass/Fail grading option.
Prerequisite: MAM 203 with a grade of "pass."

MAT Supply Chain Management

**MAT 101   Supply Chain   3 hrs.
            Management (3-0)**
Provides an introduction and overview of the field of supply chain management. Topics covered include objectives, benefits, relationships with other functions, organization, planning, inventory control, production control, purchasing, just-in-time, receiving and stores, material handling, physical distribution, automation, implementation and pitfalls, measurement and control, and finance.

**MAT 120   Production Control   3 hrs.
            Concepts (3-0)**
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   3 hrs.
            Distribution (3-0)**
Movements of goods from production to delivery to distribution of 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 (3-0)   3 hrs.
Provides an 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   3 hrs.
              Transportation (3-0)**

Provides an 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.
Prerequisite: MAT 101 or consent of coordinator.

**MAT   124   Material Handling and   3 hrs.
              Packaging (3-0)**

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 mere protection of a product.
Prerequisite: MAT 101 or consent of coordinator.

MAT   125   Purchasing (3-0)   3 hrs.

Covers the 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   226   Material Requirements   3 hrs.
              Planning (MRP) (3-0)**

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   227   Just-In-Time (JIT) (3-0)   3 hrs.

Provides a comprehensive study of the JIT philosophy/technique for improving manufacturing practices. Results in improved material flow systems, low inventories, improved manufacturing activities, increased capital turnover and maximized profits.

**MAT   230   International Supply Chain   3 hrs.
              Management (3-0)**

Provides a comprehensive study of the supply chain management function related to the international environment: business/cultural customs, legal considerations, purchasing strategies, financial aspects, international distribution and counter-trade.
Prerequisite: MAT 101 or consent of instructor.

**MAT   259   Advanced   3 hrs.
              Purchasing (3-0)**

Continues MAT 125. Emphasis to be given to managerial aspects of purchasing, contract negotiation and administration and speculative purchasing.
Prerequisite: MAT 125.

**MAT   281   Topics in Supply Chain   1-3 hrs.
              Management (1-0 to 3-0)**

Studies selected problems or topics in supply chain management. The exact content and instructional methodology will vary semester to semester depending on the material to be studied. A syllabus or course outline containing additional information will be available with preregistration materials each time that the course is offered. This course may be repeated to a maximum of three credit hours. Students who have 12 semester hours in MAT course work or who have the consent of the coordinator are eligible to enroll.

MGT Management

**MGT   111   Introduction to Business   3 hrs.
              Organization (3-0)**

Introduces the 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. IAI BUS 911

**MGT   115   Introduction to   3 hrs.
              International Business (3-0)**

Provides introductory concepts, principles and practice of the international business environment. The issues include the nature of international business; international organizations and monetary systems; the various foreign forces such as labor, legal, political, and cultural; and the impact on the U.S. economy and business.

MGT   150   Business Math (3-0)   3 hrs.

Introduces 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. Students must score satisfactorily on a mathematics placement test prior to registering for this course.

**MGT   154   Small Business   3 hrs.
              Management (3-0)**

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.

**MGT   160   Principles of   3 hrs.
              Supervision (3-0)**

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 165 International Management (3-0) — 3 hrs.

Analyzes the problems and practices in international business management activities. The issues include American management techniques in foreign settings, comparative management among different countries and the complexity introduced by the course focuses on international organizational functioning to help the student gain a diversity of views.
Prerequisite: MGT 111.

MGT 168 OSHA Standards and Compliance Procedures (3-0) — 3 hrs.

Develops 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 the student to the fundamentals of equity and fixed income investing. The course will also explore other investment management subjects such as mutual funds, international investing and retirement planning as well as tax-advantaged investments. Basic derivatives such as futures and options will also be discussed. Credit will be given for either MGT 170 or BFC 200, but not both.

MGT 204 Training and Development (3-0) — 3 hrs.

Introduces the student to the principles of training practices with emphasis on the concerns of human learning: acquisition, retention and transfer of skills. Includes supervisory and management skills, designing performance goals, MBO (Management by Objectives) forming lesson plans, mechanics of training, experiential instruction, role playing, case studies and technologies available.

MGT 205 Leadership Foundations (1-0) — 1 hr.

Introduces the concept of leadership and the impact a leader has on an organization. Emphasis is on the values of leadership traits, motives of recognized leaders and their styles and ethical behavior.

MGT 206 Leadership Skills (1-0) — 1 hr.

Explores skill areas necessary for the successful leader in any organization. Emphasis is on problem-solving, motivation, conflict and negotiations, organizational vision and cultural diversity.

MGT 207 Leadership Trends (1-0) — 1 hr.

Examines the impact of the future on leadership development today. Connects the need to understand one's self with internal and external influences on an organization in order to better prepare the leader for the 21st century.

MGT 211 Internship in Small Business (1-15) — 3 hrs.

Provides cooperative work experience working in a small business. Credit is given for participation in a supervised work experience. The work must take place in a College-approved work station.
Prerequisite: MGT 154.

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 (4-0) — 4 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. Computer applications are included. (Credit will not be granted for both MGT 225 and MTH 165) IAI BUS 901 IAI M1 902
Prerequisite: MTH 103 or MTH 134 with a grade of C or better. *Fall 04: MTH 080*

MGT 230 Topics in Business (.5-0 to 3-0) — .5-3 hrs.

Studies selected problems or topics in business. The exact contents and instructional method will vary from semester to semester. A syllabus or course outline containing additional information will be available with preregistration materials each time that the course is offered. This course may be repeated two times to a maximum of three credit hours.

MGT 254 Small Business Formation (3-0) — 3 hrs.

Examines the problems in starting, expanding, and diversifying a small business. Includes forms of ownership; evaluation of risk in various types of businesses; performance measurement and market research; site location and layout; growth and trend analysis. It is recommended that MGT 154 be taken prior to enrollment.

MGT 265 Human Resources Management (3-0) — 3 hrs.

Addresses personnel problems and labor relations. Employment techniques, wages and hours, job evaluation, training, rating, collective bargaining, pensions, and fringe benefits will be examined.
Prerequisite: MGT 111.

MGT 266 Wage Analysis and Administration (3-0) — 3 hrs.

Studies the compensation process: wage, salaries, wage theory and legal considerations. Examines various fringe benefits, profit sharing, job analysis and its evaluations.
Prerequisite: MGT 265.

**MGT   270   Principles of   3 hrs.
                   Management (3-0)**

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.

MGT   274   Operations Management (3-0)   3 hrs.

Introduces the student to operations 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 111.

**MGT   275   Labor-Management   3 hrs.
                   Relations (3-0)**

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 265.

MGT   276   Collective Bargaining (3-0)   3 hrs.

Studies the collective bargaining method preparations and patterns; strategies and tactics of negotiations; and the use of mediators and arbitrators.
Prerequisite: MGT 265.

**MGT   280   Human Relations in   3 hrs.
                   Business (3-0)**

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 111.

**MGT   291   Problems in Management   3 hrs.
                   and Supervision (3-0)**

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.

MKT Marketing

MKT   105   Sports Marketing (3-0)   3 hrs.

Focuses on the strategic marketing process as it is applied to the sports industry. Topics to be investigated include sponsorships, understanding spectators as consumers, and the application of the marketing mix in a sports environment.

MKT   106   Retail Merchandising (3-0)   3 hrs.

Focuses upon the merchandising activities related to hardlines, apparel and other softline merchandise. Examines 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 coordinator of merchandising functions and processes.

**MKT   110   Retail Store Layout   2 hrs.
                   and Imaging (2-0)**

Examines the importance and relationship of store layout, image projection, interior merchandise presentation and site location to store success. This course is designed to allow the learner to understand the relationship of image and product positioning to sales and profit. Emphasis is placed on layout, space allocation, interior merchandise presentation and store operations.

MKT   120   Customer Service (1-0)   1 hr.

Studies the importance of customer service satisfaction and the functions of various customer relation systems. This course is designed to promote an understanding of customer service in general and how it specifically contributes to the success of the marketplace and individual businesses. Emphasis is placed on the importance of striving for excellence in service to win and hold customers and to gain a competitive advantage.

**MKT   140   Principles of Professional   3 hrs.
                   Selling (3-0)**

Focuses upon the principal factors of successful selling of goods or ideas. Examines 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 in planning and evaluating sales activities as well as supervision of 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   190   Export Documentation (3-0)   3 hrs.

Provides an understanding of the procedures and necessary documentation for exporting both goods and services. Course content will cover shipping documentation as well as insurance, banking and finance and governmental forms required for export marketing.
Prerequisite: MKT 260 or consent of coordinator.

**MKT 191 Marketing in the   1 hr.
                European Union (1-0)**

Presents a general overview of cultural, political and economic conditions in the European Union. Assists persons interested in conducting business with European countries and those interested in learning about changing European conditions.

**MKT 192 Marketing in the Pacific Rim: 1 hr.
                Ethnic Chinese (1-0)**

Presents a general overview of cultural, political and economic conditions of Ethnic Chinese countries including Taiwan, Hong Kong and Mainland. Identifies the similarities and differences of these Chinese-based countries and their importance in world markets. Assists persons interested in conducting business with Ethnic Chinese and those interested in learning about changing conditions.

**MKT 193 Marketing in the Pacific Rim: I hr.
                Asian Nations (1-0)**

Presents a general overview of cultural, political and economic conditions of Asian countries including Singapore, Philippines, Thailand, Indonesia and Malaysia. Identifies the similarities and differences of these countries and their importance in world markets. Assists persons interested in conducting business with Asian countries and those interested in learning about changing conditions.

**MKT 194 Marketing in the Pacific Rim: 1 hr.
                Japan and Korea (1-0)**

Presents a general overview of cultural, political and economic conditions in Japan and Korea and their importance as business partners. Assists persons interested in conducting business with Japan and Korea and those interested in learning about changing conditions.

MKT 195 Marketing in Mexico (1-0)   1 hr.

Presents a general overview of cultural, political and economic conditions in Mexico and its importance as a business partner. Assists persons interested in conducting business with Mexico and those interested in learning about changing conditions.

**MKT 196 Marketing in   1 hr.
                South America (1-0)**

Presents a general overview of cultural, political and economic conditions in South America and its importance as a business partner. Assists persons interested in conducting business with South America and those interested in learning about changing conditions.

**MKT 202 Marketing for Non-Profit   3 hrs.
                Organizations (3-0)**

Provides practical applications in marketing for non-profit organizations. Encompasses the entire marketing process including positioning, targeting, and effective research methods.

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. IAI MC 912
Prerequisite: MKT 245 or consent of instructor.

**MKT 240 Advanced Sales   3 hrs.
                Strategies (3-0)**

Develops and refines sales techniques established in previous course work and/or on-the-job sales experience. Opportunities will be available to apply specific selling skills to various sales situations and product categories through presentations and term projects.
Prerequisite: MKT 140 or consent of instructor.

MKT 245 Principles of Marketing (3-0)   3 hrs.

Focuses on marketing activities that will cover product planning, pricing strategies and promotional efforts including advertising, selling and sales promotions and distribution channel effectiveness.

**MKT 246 Business to Business   3 hrs.
                Marketing (3-0)**

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   3 hrs.
                Behavior (3-0)**

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.

MKT 248 Direct Marketing (3-0)   3 hrs.

Explores the principles involved in the introduction of goods and services directly to the customer through various media sources without the use of a retail facility. Emphasis is placed on determining the correct target market, creating a measurable database, measuring the rate of response, selection and planning of media, and strategic implementation of a planned campaign. Development of direct mail pieces, telemarketing tools and broadcast and print media will be covered.
Prerequisite: MKT 245 or consent of coordinator.

MKT 250 Retailing (3-0)   3 hrs.

Surveys types of retail institutions, including consideration of store location and organizational procedures, buying and merchandising practices, promotional and personnel policies.

**MKT 251 Retail Merchandise 3 hrs.
Management (3-0)**

Emphasizes the nature and importance of retail merchandise management in relation to the success of the retail firm. The student will demonstrate knowledge and decision making skills of retail management by using case study and problem solving activities to interpret and analyze information faced by merchandise department managers, buyers and independent retailers. The focus will be on strategic merchandise planning; advanced purchasing and pricing strategies; inventory valuation and analysis of profit and productivity performance.
Prerequisite: MKT 106 or MKT 250.

MKT 252 Internet Marketing (3-0) 3 hrs.

Presents techniques on how to design, maintain, and market effective digital storefronts. Focuses on communicating, selling and providing content to Web-based stores and other Internet businesses.

MKT 255 Marketing Research (3-0) 3 hrs.

Provides students with a basic overview of marketing research. Includes an understanding of how and why marketing research is conducted and how it interacts with marketing decision making.
Prerequisite: MKT 245 or consent of coordinator.

**MKT 260 International 3 hrs.
Marketing (3-0)**

Allows students to gain a broad understanding of the field of international marketing. It also provides insight into how international marketing is conducted, the requisites for effective performance and a knowledge of the special problems involved in language, finance and customs. Most importantly, it assists students in understanding international marketing problems and how marketing procedures apply to international business.

MKT 280 Marketing Problems (3-0) 3 hrs.

Focuses on the application of marketing skills and knowledge to marketing problems, case studies, projects or decision-making simulation.
Prerequisite: MKT 245 and nine hours of marketing courses, or consent of coordinator.

**MKT 281 Internship in 3 hrs.
Marketing (1-15)**

Provides work experience in a marketing related field. Credit is given for participation in a supervised work experience wherein an organized training plan will be followed at a College approved training station. One lecture hour per week for a seminar devoted to issues dealing with preparation for success in a marketing career.
Prerequisite: Consent of coordinator.

**MKT 285 Topics in .5-3 hrs.
Marketing (.5-0 to 3-0)**

Studies selected problems or topics in marketing. The exact content and instructional methodology will vary semester to semester depending on the material to be studied. A syllabus or course outline containing additional information will be available with preregistration materials each time that the course is offered. This course may be repeated two times to a maximum of three credit hours.

**MKT 290 Principles of Exporting 3 hrs.
and Importing (3-0)**

Provides a conceptual overview of the world market environment with emphasis on both global exporting and importing. Introduces students to marketing strategies and procedures to capitalize on domestic and overseas world trade potential.
Prerequisite: Prior or concurrent enrollment in MKT 260.

**MKT 292 International Marketing 3 hrs.
Research (3-0)**

Provides the student with the concepts and procedures for successfully completing international marketing research studies. Specific marketing research subject areas studied will include marketing problem definition, international information source definition, utilizing governmental data, survey design, collection and analysis techniques.
Prerequisite: MKT 290 and MKT 260.

**MKT 293 International Marketing 3 hrs.
Channel Strategy (3-0)**

Provides a comprehensive understanding of the strategies for exporting both goods and services through alternative marketing channels of distribution. Will address both cost and profit considerations in utilizing multi-level marketing channel intermediaries.
Prerequisite: MKT 290.

MOA Medical Office Administration

**MOA 145 Health Care Records 2 hrs.
Management (1-2)**

Introduces types of patient-care records prepared and maintained by health care personnel. Includes elements of records, record keeping, medical records ethics and confidentiality, correction techniques and use of health care references, with transcription and computer applications. Emphasis is on preparation and maintenance of health care records and proper documentation techniques.
Prerequisite: HSC 100 and HSC 112 with grades of C or better.

**MOA 195 Principles of Health   3 hrs.
Insurance Billing (2-2)**

Explores and compares major types of health insurance contracts and describes benefits and limitations. Provides practice in processing insurance claim forms. Current Procedural Terminology (CPT) and International Classification of Diseases (ICD) coding techniques are introduced. Emphasis is on insurance rules and regulations, claim submission, reimbursement and collections.
Prerequisite: BIO 135, BIO 136, and HSC 112 with grades of C or better.

**MOA 196 Current Procedural   3 hrs.
Terminology (CPT) Coding (2-2)**

Introduces the student to the Current Procedural Terminology (CPT) coding system for procedures used in ambulatory care and services rendered by physicians. Emphasis is on the six sections of the CPT Coding Manual, elements of coding techniques and guidelines. The CPT Coding Manual is used to code the procedures and services performed by physicians. Individual code numbers are assigned to identify all procedures and services. Lab portion of this course will include intensive coding book and computer exercises.
Prerequisite: BIO 135, BIO 136 and HSC 112 with grades of C or better. Prior or concurrent enrollment in MOA 195.

**MOA 197 International Classification   3 hrs.
of Disease (ICD) Coding (2-2)**

Introduces the student to the current International Classification of Diseases (ICD). ICD coding is designed for the classification of patient morbidity (sickness) and mortality (death) information for statistical purposes and for the indexing of hospital records by disease and operation for data storage and retrieval. Includes elements of coding techniques and guidelines, structured learning exercises and computer applications. Lab portion of this course will include intensive coding exercises using books and computer applications.
Prerequisite: BIO 135, BIO 136 and HSC 112 with grades of C or better. Prior or concurrent enrollment in MOA 195,

MOA 215 Clinical Procedures (4-8)   8 hrs.

Offers basic and advanced clinical techniques in the physician's examining room. Includes diagnostic and laboratory testing techniques, principles of medications, and assisting the physician in specialty examinations and minor surgical procedures. Demonstration of clinical skills in outpatient care is emphasized, with maintenance of proper patient and technician protection guidelines. Includes a clinical rotation in a health care facility. (NOTE: CPR Basic Rescuer Certification and the program's health requirements must be completed prior to placement in clinical rotation.)
Prerequisite: HSC 100, HSC 112 and HSC 151 with grades of C or better. Prior or concurrent enrollment in HSC 105 and MOA 145.

**MOA 235 Health Care Office   3 hrs.
Procedures (2-2)**

Offers development of skills in the office procedures used in a health care facility. Emphasizes patient relations in health care and office simulations with extensive use of business calculator, transcriber and computer. Keyboarding speed of a minimum of 40 words per minute is recommended.
Prerequisite: HSC 100, HSC 112 with grades of C or better. Prior or concurrent enrollment in HSC 105, HSC 151 and MOA 145. Prior or concurrent enrollment in MOA 195 or NUR 120.

MOA 240 Medical Transcription I (2-2)   3 hrs.

Develops speed and accuracy in transcribing a variety of basic medical reports, using a transcriber and computer. Enhances student's knowledge of health care reports and terminology. Emphasis is on basic transcription techniques and guidelines.
Prerequisite: BIO 135, BIO 136, HSC 112 and MOA 145 with grades of C or better. Prior or concurrent enrollment in NUR 120.

MOA 242 Medical Transcription II (2-2)   3 hrs.

Offers speed and accuracy development in transcribing various health care reports and familiarizes student with the report formats. Extensive use of transcriber and computer. Progresses to advanced, specialized hospital dictation. Emphasis is on advanced transcription techniques and guidelines. Course is designed for students intending to enter the medical transcription profession.
Prerequisite: MOA 240 with a grade of C or better. Prior or concurrent enrollment in NUR 120.

**MOA 245 Health Care Office   3 hrs.
Management (3-0)**

Introduces the qualities of a health care office supervisor necessary to effectively manage the physician's office. Includes human relations skills, personnel recruitment, coordinating and supervising office personnel, office facilities, the office policy manual, records management, patient education, time management and software applications utilized in health care.
Corequisite: MOA 250 or MOA 260 or MOA 270 or MOA 280 or MOA 290.

**MOA 250 Health Insurance Coder   3 hrs.
Seminar and Externship (1-10)**

Provides supervised practice in a health care facility to enhance the student's technical skills in coding Current Procedural Terminology (CPT) and International Classification of Diseases (ICD) and related activities in billing and collections. One-hour seminar each week devoted to health care issues. (NOTE: The program's health requirements must be completed prior to placement in externship.)
Prerequisite: MOA 145, MOA 195, and MOA 235 with grades of C or better. Prior or concurrent enrollment in HSC 213, MOA 196 and MOA 197.
Corequisite: MOA 245

MOA 260 Medical Transcriptionist 3 hrs.
Seminar and Externship (1-10)
Provides supervised experience in a hospital, clinic or group practice to enhance the student's technical skills in medical transcription. One-hour seminar each week devoted to health care issues. (NOTE: The program's health requirements must be completed prior to placement in externship.)
Prerequisite: MOA 145 and MOA 235 with grades of C or better. Prior or concurrent enrollment in HSC 213 and MOA 242.
Corequisite: MOA 245.

MOA 270 Health Care Secretary 3 hrs.
Seminar and Externship (1-10)
Provides supervised experience in a health care facility to enhance the student's administrative technical skills. One-hour seminar each week devoted to health care issues. (NOTE: CPR Basic Rescuer certification and the program's health requirements must be completed prior to placement in externship.)
Prerequisite: MOA 145 and MOA 235 with grades of C or better, and prior or concurrent enrollment in HSC 213, MOA 240.
Corequisite: MOA 245.

MOA 280 Medical Office Assistant 3 hrs.
Seminar and Externship (1-10)
Provides supervised administrative and clinical experience in a health care facility to enhance the student's technical skills. One-hour seminar each week devoted to health care issues. (NOTE: CPR Basic Rescuer certification and the program's health requirements must be completed prior to placement in externship.)
Prerequisite: MOA 215 and MOA 235 with grades of C or better and prior or concurrent enrollment in HSC 213 and MOA 240.
Corequisite: MOA 245.

MOA 290 Health Care Office Manager 3 hrs.
Seminar and Externship (1-10)
Provides supervised experience in a health care facility to enhance the student's office managerial skills. One-hour seminar each week devoted to health care issues. (NOTE: CPR Basic Rescuer certification and the program's health requirements must be completed prior to placement in externship.)
Prerequisite: MOA 145, MOA 195 and MOA 235 with grades of C or better. Prior or concurrent enrollment in HSC 213 and a minimum of six (6) hours of MOA-prefix electives and six (6) hours of business-related electives.
Corequisite: MOA 245.

MTH Mathematics

MTH 051 Arithmetic of Whole 1 hr.
Numbers (1-0)
Covers reading and writing whole numbers and whole number operations. In addition to the four basic processes of addition, subtraction, multiplication, and division, estimation is introduced as an aid to better computation. Course material will be individualized. Carries no transfer credit.
Prerequisite: Math placement test.

MTH 052 Arithmetic of 1 hr.
Fractions and Decimals (1-0)
Covers the operations associated with addition, subtraction, multiplication, and division of common fractions, mixed numbers and decimals. Includes work with word problem applications. Course material will be individualized. Carries no transfer credit.
Prerequisite: MTH 051 with a grade of C or better, or math placement test.

MTH 053 Arithmetic of Ratio, Proportion, 1 hr.
Percent and Measurement (1-0)
Covers operations of ratio and proportion, percent, English measurement, metric measurement and geometric measurement. Course material will be individualized. Carries no transfer credit.
Prerequisite: MTH 052 with a grade of C or better, or math placement test.

MTH 055 Basic College Mathematics (3-0) 3 hrs.
Covers the arithmetic of whole numbers, fractions, decimals, ratio, proportion, percent and measurement. Includes work in estimation and word problem applications. The class includes MTH 051, MTH 052, MTH 053 and is offered as a lecture course. Carries no transfer credit. A calculator is allowed.
Prerequisite: Math placement test.

MTH 060 Foundations of 4 hrs.
Mathematics I (4-0)
Introduces basic concepts of algebra including real numbers, variables and algebraic expressions, equations, inequalities, ratios and proportions, Cartesian coordinate system and graphs of relations. Emphasizes mathematical reasoning and problem solving utilizing multiple approaches (algebraic, geometric, and numeric techniques) with focus on mathematical definitions, theorems, symbols, and notation. Carries no transfer credit.
Prerequisite: MTH 053 or MTH 055 with a grade of C or better, or math placement test.

MTH 061 Elementary Algebra I (1-0) 1 hr.
Introduces basic algebraic vocabulary, operations with signed numbers, linear equations, word problems, ratios and proportions. Course is individualized and is offered in the Math Lab. Carries no transfer credit.
Prerequisite: MTH 053 or MTH 055 with a grade of C or better, or math placement test.

MTH   062   Elementary Algebra II (1-0)   1 hr.
Continues MTH 061 and covers linear inequalities, rectangular coordinates, linear equations in two variables, graphing equations, word problems, exponents and scientific notation, adding, subtracting and multiplying polynomials. Course is individualized and offered in the Math lab. Calculator may be used. Carries no transfer credit.
Prerequisite: MTH 061 with a grade of C or better.

MTH   063   Elementary Algebra III (1-0)   1 hr.
Continues MTH 062 and covers multiplying, dividing and factoring polynomials, quadratic equations and word problems involving quadratic equations, multiplication, division, addition and subtraction of rational expressions. A calculator may be used. Course is individualized and offered in the Math Lab. Carries no transfer credit.
Prerequisite: MTH 062 with a grade of C or better.

MTH   070   Plane Geometry (3-0)   3 hrs.
Introduces concepts of Euclidean plane geometry, including lines, angles, polygons and circles. Carries no transfer credit.
Prerequisite: MTH 060 or MTH 063 with grade of C or better, or math placement test.

MTH   080   Foundations of   4 hrs.
            Mathematics II (4-0)
Continues MTH 060 and introduces fundamental concepts of algebra including rational expressions, complex numbers, and functions that are polynomial, rational, exponential or logarithmic. Emphasizes mathematical reasoning and problem solving utilizing multiple approaches (algebraic, geometric, and numeric techniques) with focus on mathematical definitions, theorems, symbols and notations. Credits earned in this course cannot be applied toward an Associate in Arts or Associate in Science degree. Carries no transfer credit.
Prerequisite: MTH 060 or MTH 063 with a grade of C or better, or math placement test.

MTH   086   Intermediate Algebra I (1-2)   2 hrs.
Introduces first degree equations and inequalities, inequalities concepts of relations and functions, polynomials, rational expressions, and linear equations and inequalities in two variables. (This material reflects the content covered in the first half of the current MTH 080 course.) (NOTE: Credit cannot be given for both MTH 086 and MTH 080. Credits earned in this course cannot be applied toward an Associate in Arts or an Associate in Science degree.)
Prerequisite: MTH 060 or MTH 063 with a grade of C or better, or math placement test.

MTH   087   Intermediate Algebra II (1-2)   2 hrs.
Continues MTH 086. Introduces quadratic equations, integer and rational exponents, radicals complex numbers, exponential and logarithmic functions. (This material reflects the content covered in the second half of the current MTH 080 course.)

(NOTE: Credit cannot be given for both MTH 087 and MTH 080. Credits earned in this course cannot be applied toward an Associate in Arts or an Associate in Science degree.)
Prerequisite: MTH 086 with a grade of C or better.

MTH   100   Basic Applied   3 hrs.
            Mathematics (3-0)
Introduces topics in arithmetic, algebra, trigonometry and problem solving with calculators. Intended for students in career-vocational programs.
(NOTE: Cannot be used for Group II or V General Studies requirement for A.A. or A.S. degree.)

MTH   101   Quantitative Literacy (4-0)   4 hrs.
Focuses on the analysis and solution of problems. Includes representing and analyzing data using statistical measures, using logical reasoning in a real-world context, estimating, approximating, and judging the reasonableness of answers, and the use of appropriate approaches and tools, such as calculators and computers, in formulating and solving real-world problems. IAI M1 901
Prerequisite: MTH 070 (or equivalent) with a grade of C or better or Geometry placement test and MTH 080 or MTH 087 with a grade of C or better or placement test. An ACT Math score of 23 or more will satisfy all the previous prerequisites mentioned for this course.

MTH   103   College Algebra (4-0)   4 hrs.
Studies equations and inequalities, polynomial, rational, exponential and logarithmic functions, inverse functions, systems of equations, determinants and matrices, sequences and series and theory of equations.
Prerequisite: MTH 070 (or equivalent) with a grade of C or better or Geometry placement test and MTH 080 or MTH 087 with a grade of C or better or placement test. An ACT Math score of 23 or more will satisfy all the previous prerequisites mentioned for this course.

MTH   104   Plane Trigonometry (3-0)   3 hrs.
Develops trigonometric functions and relations, solutions of triangles, complex numbers, identities, equations and applications. IAI MTM 901
Prerequisite: MTH 070 (or equivalent) with a grade of C or better or Geometry placement test and MTH 080 or MTH 087 with a grade of C or better or placement test. An ACT Math score of 23 or more will satisfy all the previous prerequisites mentioned for this course.

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. Students should have at least 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 and integral calculus.

Prerequisite: MTH 106 with a grade of C or better, or consent of instructor.

MTH 120 General Education 3 hrs.
Mathematics (3-0)

Develops competency in mathematical reasoning and real-life problem solving. Three or four topics of the following are studied in depth: mathematical modeling, geometry, set theory and logic, counting techniques and probability. Calculators are used to develop mathematical concepts and to investigate mathematical models.

Prerequisite: MTH 070 (or equivalent) with a grade of C or better or Geometry placement test and MTH 080 or MTH 087 with a grade of C or better or placement test. An ACT Math score of 23 or more will satisfy all the previous prerequisites mentioned for this course.

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, probability rules, and Markov chains with computer assistance. IAI MI 906

Prerequisite: MTH 070 (or equivalent) with a grade of C or better or Geometry placement test and MTH 103 with a grade of C or better or placement test. An ACT Math score of 28 or more will satisfy all previous prerequisites mentioned for this course.

MTH 130 Mathematics for Elementary 4 hrs.
Teaching I (3-2)

Focuses on mathematical reasoning and problem solving and is designed to meet the requirements of the state certification of elementary teachers when taken in conjunction with MTH 131. The course examines the underlying conceptual framework for the topics of sets, functions, whole numbers, number theory, integers, rational numbers, irrational numbers and the real number system. Students are expected to be active participants in the learning process. They will apply mathematical reasoning in a variety of problem solving situations using estimation, models, tables, graphs and symbolic representations. The use of appropriate techniques and tools, such as calculators and computers, are a focus of investigations and discussion throughout the course. A weekly lab component is required.

Prerequisite: MTH 070 (or equivalent) with a grade of C or better or Geometry placement test and MTH 080 or MTH 087 with a grade of C or better or placement test. An ACT Math score of 23 or more will satisfy all the previous prerequisites mentioned for this course.

MTH 131 Mathematics for Elementary 4 hrs.
Teaching II (3-2)

Completes the two course sequence that begins with MTH 130 and focuses on mathematical reasoning and the solving of real-life problems, rather than on routine skills. The following topics will be studied in depth: geometry, counting techniques and probability, logic and statistics. Students are expected to be active participants in the learning process. Calculators and computers will be used throughout the course. A weekly lab component is required. IAI M1 903

Prerequisite: MTH 130 with a grade of C or better.

MTH 134 Calculus for Social 4 hrs.
Scientists (4-0)

Develops an 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. IAI M1 900

Prerequisite: MTH 070 (or equivalent) with a grade of C or better or Geometry placement test and MTH 103 with a grade of C or better or placement test. An ACT Math score of 28 or more will satisfy all the previous prerequisites mentioned for this course.

MTH 165 Elementary Statistics (4-0) 4 hrs.

Focuses on mathematical reasoning and the solving of real-life problems in statistics, rather than on routine skills. Includes analysis of data using sample statistics, basic probability theory, probability distributions (normal and binomial), sampling distributions of means and proportions, statistical inference (estimation, hypothesis testing, t-test and chi-square test and errors), correlation and regression, F-test and analysis of variance. Computer labs using statistical software packages are incorporated throughout course. (Credit will not be granted for both MGT 225 and MTH 165) IAI M1 902

Prerequisite: MTH 070 (or equivalent) with a grade of C or better or Geometry placement test and MTH 080 or MTH 087 with a grade of C or better or placement test. An ACT Math score of 23 or more will satisfy all the previous prerequisites mentioned for this course.

MTH 200 Calculus with Analytic 5 hrs.
Geometry I (5-0)

Studies vectors, limits, the derivative and the definite integral with applications to geometry, science and engineering. IAI M1 900 IAI EGR 901 IAI MTH 901

Prerequisite: MTH 070 (or equivalent) with a grade of C or better or Geometry placement test and MTH 103 and MTH 104 with grades of C or better or placement test. An ACT Math score of 28 or more and MTH 104 with a grade of C or better will satisfy all the previous prerequisites mentioned for this course.

MTH 201 Calculus with Analytic Geometry II (5-0)   **5 hrs.**

Continues MTH 200. Studies differentiation of transcendental functions, techniques of integration, series, conics, polar coordinates and parametric equations with applications to science and engineering.
IAI EGR 902 IAI M1 900 IAI MTH 902
Prerequisite: MTH 200 with a grade of C or better.

MTH 202 Calculus with Analytic Geometry III (4-0)   **4 hrs.**

Continues MTH 201. Studies vector functions, multivariable functions, differentials, multiple integration and vector calculus with applications to science and engineering.
IAI EGR 903 IAI M1 900 IAI MTH 903
Prerequisite: MTH 201 with a 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, physical and business applications.
Prerequisite: MTH 134 or MTH 200, or concurrent enrollment, or consent of instructor.

MTH 206 Mathematics III (3-0)   **3 hrs.**

Continues MTH 107. Introduces differential equations and Laplace transforms. For students in Electronics Technology.
Prerequisite: MTH 107 with a 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.
IAI EGR 904 IAI MTH 912
Prerequisite: MTH 202 with a grade of C or better.

MTH 220 Discrete Mathematics (3-0)   **3 hrs.**

Introduces analysis of finite collections and mathematical foundations of sequential machines, computer system design, data structures and algorithms. Includes sets and logic, subscripts, arrays, number systems, counting, recursion, graph theory, trees, networks and Boolean algebra.
IAI M1 905 IAI CS 915
Prerequisite: MTH 070 (or equivalent) with a grade of C or better or Geometry placement test and MTH 103 with a grade of C or better or placement test. An ACT Math score of 28 or more will satisfy all the previous prerequisites mentioned for this course.

MTH 265 Mathematical Statistics (3-0)   **3 hrs.**

Includes the study of probability spaces, random variables and distributions, laws of large numbers and central limit theorem, joint probability distributions, sampling distributions, theory of estimation, simple linear regression and introduction to SPSS.
Prerequisite: MTH 202 with a grade of C or better.

MUS Music

MUS 100 Introduction to Music Careers (1-0)   **1 hr.**

Explores 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.**

Provides the background to interpret and understand the language of music through the study of notation, rhythm, scales, intervals, triads, cadences, basic forms and musical terms. Students are prepared for the study of harmony and for practical musical activity. Suitable for pre-teachers and non-music majors.

MUS 102 Introduction to Electronic/ Computer Music (3-1)   **3 hrs.**

Introduces basic computer applications in music. Explores electronic music technology, MIDI instruments, sequencing, music notation and educational software.

MUS 103 Music Appreciation (3-0)   **3 hrs.**

Introduces standard concert repertory through intensive guided listening. Representative works by major composers from each period are chosen to illustrate the principal styles, forms and techniques of vocal and instrument music. IAI F1 900

MUS 104 Introduction to American Music (3-0)   **3 hrs.**

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. For non-music majors. IAI F1 904

MUS 111 Theory of Music I (3-1)   **3 hrs.**

Begins an intensive study of the structure of music of the Common Practice period. Examines, through analysis and composition, the musical practice of the late 17th and early 18th centuries. IAI MUS 901
Corequisite: MUS 115.

MUS 112 Theory of Music II (3-1)   **3 hrs.**

Continues the study of the structure of music of the Common Practice period. Examines, through analysis and composition, the musical practice of the middle to late 18th and early 19th centuries, paying particular attention to harmonic language and its effect upon musical form.
IAI MUS 902
Prerequisite: MUS 111 with a grade of C or better.
Corequisite: MUS 116.

MUS 115 Aural Skills I (0-2)   **1 hr.**

Develops skills in melodic, harmonic and rhythmic dictation and sight singing. IAI MUS 901
Corequisite: MUS 111.

MUS 116 Aural Skills II (0-2)   1 hr.

Develops skills in melodic, harmonic and rhythmic dictation and sight singing. IAI MUS 902

Corequisite: MUS 112.

MUS 120 Introduction to Music   3 hrs.
**   Literature (3-0)**

Surveys the styles, periods, literature and personalities in each of the commonly accepted music periods, with primary emphasis on hearing music of each style.
IAI F1 901 IAI MUS 905

MUS 130 Choir (0-3)   1 hr.

Provides mixed voice choral experience for singers of average or above average ability. Stresses fundamentals of good choral diction and tone through choral works of various styles and types. May be repeated up to a maximum of four credit hours. IAI MUS 908

Prerequisite: Consent of instructor.

MUS 136 Community Chorus (0-3)   1 hr.

Provides a variety of choral experience including larger choral works such as oratorios and cantatas, and selections from grand opera, comic opera and musical comedy. May be repeated up to a maximum of four credit hours.
IAI MUS 908

MUS 140 Band (0-3)   1 hr.

Provides students proficient in playing band instruments the opportunity to perform music of various styles and types. Stresses sight reading and musicianship. Develops skills, musical understanding and enjoyment. May be repeated up to a maximum of four credit hours. IAI MUS 908

Prerequisite: Consent of instructor.

MUS 145 Ensembles (0-3)   1 hr.

Provides students with proficiency on an instrument or in voice the opportunity to perform in various vocal and instrumental chamber music ensembles. Stresses sight reading and musicianship. Develops skills, musical understanding and enjoyment. May be repeated up to a maximum of four credit hours. IAI MUS 908

Prerequisite: Consent of instructor.

MUS 150 Orchestra (0-3)   1 hr.

Provides students proficient in playing orchestral instruments the opportunity to perform music of various styles and types. Stresses sight reading and musicianship. Develops skills, musical understanding and enjoyment. May be repeated up to a maximum of four credit hours.
IAI MUS 908

Prerequisite: Consent of instructor.

MUS 165 Class Piano I (1-2)   2 hrs.

Develops a rudimentary knowledge of the keyboard and playing skills sufficient to cope with simple, practical situations. Emphasis is on tonal notation, harmonization, transposition, sight reading, improvisation, ensemble playing and basic piano literature. IAI MUS 901

MUS 166 Class Piano II (1-2)   2 hrs.

Continues MUS 165. IAI MUS 902

Prerequisite: MUS 165 with a grade of C or better or proficiency examination.

MUS 167 Class Guitar (1-2)   2 hrs.

Provides instruction for students who wish to play the guitar. Designed for the student with little or no traditional music background, the course relates basic music theory concepts to guitar styles. Develops basic performance skills.

MUS 169 Class Voice (1-2)   2 hrs.

Introduces correct use of the singing voice. Emphasizes proper breathing and tone production, accurate intonation and diction and the fundamentals of music reading.

MUS 180-199 Minor Applied   1 hr.
**   Music Subject (.5-6)**

Provides instruction 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. Students are urged to participate in repertoire classes and music convocations. May be repeated up to a maximum of four credit hours. Does not meet the requirements of the Associate in Fine Arts degree. IAI MUS 909 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 (3-1)   3 hrs.

Completes the study of the structure of music of the Common Practice period and begins the study of subsequent periods. Examines, through analysis and composition, the musical practice of the 19th and early 20th centuries. IAI MUS 903

Prerequisite: MUS 112 with a grade of C or better.

Corequisite: MUS 215.

MUS 212 Theory of Music IV (3-1)   3 hrs.

Completes the study of the structure of classical and avant garde music in the 20th century. Explores the structure of tonal music from a linear perspective. IAI MUS 904

Prerequisite: MUS 211 with a grade of C or better.

Corequisite: MUS 216.

MUS 215 Aural Skills III (0-2)   1 hr.

Develops skills in melodic, harmonic and rhythmic dictation and sight singing. IAI MUS 903

Corequisite: MUS 211.

MUS 216 Aural Skills IV (0-2)   1 hr.

Develops skills in melodic, harmonic and rhythmic dictation and sight singing. IAI MUS 904

Corequisite: MUS 212.

**MUS 223 Instrumental 3 hrs.
Literature (3-0)**

Surveys the music literature available for performance by musical instruments, excluding keyboard instruments and voice.

**MUS 224 Keyboard and Vocal 3 hrs.
Literature (3-0)**

Surveys music literature available for performance by keyboard and voice, including opera.

MUS 265 Class Piano III (1-2) 2 hrs.

Continues MUS 166. Greater emphasis on keyboard harmony, ensemble playing and jazz improvisation.
IAI MUS 903
Prerequisite: MUS 166 with a grade of C or better or proficiency examination.

MUS 266 Class Piano IV (1-2) 2 hrs.

Continues MUS 265. IAI MUS 904
Prerequisite: MUS 265 with a grade of C or better or proficiency examination.

MUS 271 Piano Pedagogy I (3-0) 3 hrs.

Surveys the basic teaching philosophies, methods, materials and skills needed to teach the beginning piano student. Observation of individual and group instruction.
Prerequisite: MUS 265 with a grade of C or better, or consent of instructor.

MUS 272 Piano Pedagogy II (2-2) 3 hrs.

Continues development of skills begun in MUS 271. Emphasis will be placed on methods and materials for teaching the intermediate piano student. Lab includes supervised student teaching to aid in individual development.
Prerequisite: MUS 271 with a grade of C or better.

**MUS 280-299 Major Applied 2 hrs.
Music Subject (1-12)**

Provides instruction for music majors. One hour lesson per week. Minimum of 12 hours of practice per week. Jury examination and performance at repertoire classes and music convocations required. May be repeated up to a maximum of eight credit hours. IAI MUS 909
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; Cello, 293; String Bass, 294; Harp, 295; Piano, 296; Organ, 297; Voice, 298; and Classical Guitar, 299.

NUR Nursing

**NUR 101 Nursing 9 hrs.
Fundamentals (4-15)**

Introduces the student to the nursing process and the roles as member of the discipline of nursing and provider of care. Emphasizes assessment and intervention in caring for adult clients. Provides theory and practice in assisting clients to meet basic needs.
Prerequisite: Admission into the Nursing program.
Corequisite: BIO 160, NUR 120 and PSY 101.

**NUR 102 Nursing Care of Clients with 9 hrs.
Commonly Occurring Health
Needs (4-15)**

Focuses on utilization of the full nursing process in providing care for adults, children, childbearing women and infants. Introduces a framework for ethical decision making to expand the role as member of the discipline. Continues emphasis on basic needs and examines common problems causing health interferences.
Prerequisite: BIO 160, NUR 101, NUR 120 and PSY 101 with grades of C or better.
Corequisite: BIO 161, PSY 228, computer elective.

**NUR 104 Nursing Field 4 hrs.
Experience (0-12)**

Utilizes the nursing process to provide care for clients with commonly occurring problems causing health interferences. Provides opportunity for supervised experience as a member of the nursing care team in the acute care setting, assuming the role and responsibilities of the practical nurse.
Prerequisite: BIO 161, NUR 102, PSY 228, and computer elective with grades of C or better.

NUR 120 Pharmacology (2-0) 2 hrs.

Examines the mechanism of action of the major medication groups as it relates to the physiology and pathology of disease. Identifies examples in each major pharmacological category in order to understand pharmacological activity within each group. Addresses areas of drug action, clinical application and adverse events for each medication discussed. •

**NUR 199 Bridge to Advanced 1 hrs.
Nursing (.5-1.5)**

Reviews nursing skills and theory to assist the incoming licensed practical nurse or the continuing RN student, who has previously stepped out of the program, to successfully move into the second level of the Nursing program which focuses on the RN role. Emphasis is on the performance of selected nursing skills and utilization of the nursing process. Provides content on the Harper Nursing program philosophy, curriculum, study strategies, support services and stress reduction techniques to bridge the student into the Harper Nursing program.
Prerequisite: BIO 161, NUR 102, NUR 120 with grades of C or better, PSY 101, PSY 228 and computer elective.

NUR 201 Advanced Nursing I (6-12) 10 hrs.
Expands utilization of the nursing process, including teaching and discharge planning, with clients in acute and community settings. Introduces the role of the nurse as manager of care. Provides opportunity to care for clients of all ages with more complex interferences, including chronic illness and complications of child-bearing. Examines related legal and ethical issues.
Prerequisite: BIO 161, NUR 102, PSY 228 and computer elective with grades of C or better.
Corequisite: BIO 130 and ENG 101.

**NUR 202 Advanced 10 hrs.
Nursing II (5-15)**
Focuses on the nurse as the manager of care. Provides opportunity to utilize the nursing process in caring for groups of clients with multisystem interferences in the psychiatric, acute, and long term care settings. Emphasizes responsibilities of members of the discipline of nursing.
Prerequisites: BIO 130, ENG 101, NUR 201 with grades of C or better.
Corequisite: ENG 102 and SOC 101.

NUR 210 Physical Assessment (.5-1.5) 1 hr.
Provides theory and demonstration of skills required for basic, systematic physical assessment. Includes content and practical experience in interviewing and obtaining a health history and the skills of inspection, palpation, percussion and auscultation as they are utilized in the routine client assessments performed by the registered nurse. Focuses on the assessment of normal findings and the description of deviations from normal. Requires the synthesis of previously learned knowledge of anatomy, physiology, communication and assessment.
Prerequisite: BIO 161, NUR 102, PSY 228 and computer elective with grades of C or better, or consent of instructor.

OFC Administrative Technology

**OFC 102 Survey of Law Office 3 hrs.
Practice (3-0)**
Surveys office procedures and vocabulary used in various types of law. Familiarizes the student with the court process and ethical considerations in the legal field.

**OFC 104 Introduction to Administrative 1 hr.
Technology (1-0)**
Surveys career and employment opportunities in administrative technology. Emphasis on individual career path selection through interest testing and career exploration. Presents techniques on how to obtain employment in the administrative field.

**OFC 105 Administrative Human 1 hr.
Relations (1-0)**
Emphasizes human relations. Focuses on listening skills, cross-cultural communication, team building, group dynamics, office politics, problem solving, and conflict resolution. Develops awareness of the impact of successful telephone skills, public relations, and incoming/outgoing communications used in the administrative field.

**OFC 106 Administrative Time 1 hr.
Management (1-0)**
Focuses on time efficiency in professional and personal commitments. Develops a personal mission statement, daily action plan, and master list. Includes issues such as goal setting, procrastination, desk/paper management, stress, determining, tracking and balancing priorities.

OFC 107 Internet Applications (1-0) 1 hr.
Introduces the student to the Internet and its use in an office setting. Reviews the following applications/topics: e-mail, usenet, FTP, telnet, Internet relay chat, World Wide Web and developing a home page through HTML, application software.

**OFC 110 Beginning Computer 1 hr.
Keyboarding (0-2)**
Provides students with basic keyboarding skill on the personal computer for personal use or for vocational use other than secretarial. Includes only speed and accuracy instruction on alphabetic and top line numeric/symbol keys.

**OFC 111 Beginning Computer 3 hrs.
Keyboarding with
Applications (3-1)**
Provides basic touch keyboarding skill and applications for personal and professional use on the personal computer. Keying by the touch system and learning basic applications for personal and professional use will be emphasized.

**OFC 112 Computer Keyboarding 2 hrs.
Review (1-2)**
Teaches use of personal computer and a popular software package to key basic office/personal exercises. Emphasizes speed and accuracy development for students with previous keyboarding instruction.
Prerequisite: Keyboarding speed of 25 words per minute.

**OFC 113 Computer Keyboarding 3 hrs.
Production (2-2)**
Develops computer keyboarding speed for individuals planning on employment in an administrative technology field. Strongly emphasizes production work in a business environment.
Prerequisite: Computer keyboarding speed of 40 words per minute and prior or concurrent enrollment in OFC 134.

**OFC 130 Office Technology 1 hr.
Applications (1-0)**
Explores efficient use of software applications. Reviews not only typical office suite software but also use of personal hand-held organizer and speech recognition software.

OFC 133 Word Processing 2 hrs.
Software I (2-0)
Introduces the features and operation of the IBM personal computer with the most popular word processing software programs to prepare business correspondence and reports with extensive editing. May be repeated up to a maximum of six credit hours utilizing different software programs for each unit of credit. Software programs introduced are different from those taught in OFC 134.
Prerequisite: Keyboarding speed of 30 words per minute.

OFC 134 Word Processing 2 hrs.
Software II (2-0)
Introduces the features of the currently most popular word processing software programs to prepare business correspondence and reports. May be repeated up to a maximum of six credit hours utilizing a different software program for each unit of credit. Software programs introduced are different from those taught in OFC 133.
Prerequisite: Keyboarding speed of 30 words per minute.

OFC 201 Advanced Features in 2 hrs.
Word Processing (2-0)
Provides the student with the knowledge to create envelopes and label forms, merge documents, create and edit macros, sort and select, generate outlines, format tables, generate a table of contents, indexes and lists. May be repeated up to a maximum of six credit hours utilizing different software programs for each two hours of credit.
Prerequisite: OFC 133 or OFC 134 with a grade of C or better, or consent of instructor or program coordinator.

OFC 202 Desktop Publishing Using 2 hrs.
Word Processing (2-0)
Provides the student with the knowledge to incorporate graphics within a document, use special characters, create styles, generate charts and graphs, create parallel and newspaper columns, change fonts, place lines and borders within a document. May be repeated up to a maximum of six credit hours utilizing different software programs for each two hours of credit.
Prerequisite: OFC 133 or OFC 134 with a grade of C or better, or consent of instructor or program coordinator.

OFC 203 Proofreading and Editing (2-0) 2 hrs.
Emphasizes the importance of proofreading and editing skills within the workplace. The course provides a thorough review of grammar rules including punctuation, number expression, capitalization, correct business word usage. Additionally, the course provides exposure to a non-traditional approach to proofreading, based on machine-assisted proofreading drills.

OFC 205 Using Tables in Word 2 hrs.
Processing (2-0)
Enables students to utilize word processing features to increase their speed and ability to create and edit tables.
Prerequisite: OFC 201 with a grade of C or better, or consent of instructor.

OFC 220 Automated Office 4 hrs.
Practices (2-4)
Simulates an electronic office utilizing the personal computer for word processing, spreadsheet and database software packages to produce materials found in executive, professional and technical offices. Emphasis includes office management, records control, telecommunications, networking and human relations.
Prerequisite: OFC 113 with a grade of C or better, or consent of instructor.

OFC 225 Topics in Administrative 1-6 hrs.
Technology (1-0 to 6-0)
Studies selected problems or topics in office careers. The exact content and instructional method will vary depending on the material to be studied. A syllabus or course outline containing additional information will be available with pre-registration materials each time that the course is offered. This course may be repeated two times to a maximum of six credit hours.

OFC 227 Business Presentations (1-0) 1 hr.
Builds the skills for effective and dramatic business presentations. Includes targeting the audience, organizing and developing the presentation and effectively utilizing audiovisual aids with an emphasis on new technology.

OFC 228 Records Control for 1 hr.
the Office (1-0)
Introduces alphabetic, subject, numeric and geographic methods of storage. Includes micro-computer applications with current indexing, coding and filing rules.

OFC 229 Meeting and Conference 1 hr.
Planning (1-0)
Outlines the role the office employee plays in preparing meetings, conferences and travel arrangements. Highlights agenda and itinerary preparation, reservations, site selection, transportation arrangements and follow-up evaluation.

OFC 230 Executive Machine 2 hrs.
Transcription (1-2)
Provides training and extensive skill building in machine transcription including the operation of machine transcribers and application of correct grammar, punctuation, spelling and format in transcripts.
Prerequisite: OFC 113 with a grade of C or better or a minimum keyboarding speed of 40 words per minute.

OFC 233 Document Processing 3 hrs.
in the Law Office (3-0)
Surveys computer hardware and software uses within the law office. Provides an opportunity for the student to view selected legal timekeeping, billing and docket control software applications of word processing, desktop publishing software and other office software used in the law office.

COURSE DESCRIPTIONS

OFC 234 Legal Office Procedures (3-0) 3 hrs.

Presents the organization and operation of a law office with emphasis on management, records control and procedures used in the preparation of legal documents.
Prerequisite: Keyboarding speed of 40 words per minute.

OFC 235 Legal Transcription (2-2) 3 hrs.

Introduces legal terminology frequently dictated in a law office. Develops speed and accuracy in transcribing legal correspondence, documents and forms using a transcription machine and automated office equipment.
Prerequisite: OFC 133 with a grade of C or better or equivalent and keyboarding speed of 40 words per minute.

OFC 237 Administrative Technology Internship I (1-15) 3 hrs.

Provides cooperative work experience in the administrative technology field. One-hour seminar each week devoted to issues in the workplace.
Prerequisite: Consent of instructor.

OFC 238 Administrative Technology Internship II (1-15) 3 hrs.

Continues OFC 237.
Prerequisite: Consent of instructor.

OFC 247 Professional Development (2-0) 2 hrs.

Provides an awareness of the "people" skills essential for job success. Emphasis is on business ethics, business and social etiquette, influencing behavior of others, listening and non-verbal skills, office politics and power, problem solving, teamwork, employer/employee rights and professional image and growth.

OFC 250 Records Management Basics (3-0) 3 hrs.

Introduces the student with little or no experience in the field of records management. Includes the creation, protection, storage and disposition of business records. The course will address how information technology such as computer and word processing systems, micro image systems and optical disks, are impacting the records management field. This course is designed for those students interested in the records management field, but with limited or no practical experience.

OFC 251 Records and Information Management I (3-0) 3 hrs.

Provides an overview of the scientific and systematic management techniques needed to control information in an organization. All of the elements of records/information management are covered from creation through maintenance and protection to final disposition.

OFC 252 Records and Information Management II (3-0) 3 hrs.

Provides an in-depth study of records management principles and techniques used during the establishment and maintenance of a records management program. The techniques outlined in this course will apply to both public and private sector organizations.
Prerequisite: OFC 251 with a grade of C or better, or consent of instructor.

OFC 253 Forms Control (3-0) 3 hrs.

Studies the concept and use of forms in business. Emphasis will be placed on the procedures to follow in order to implement forms usage, and development within an organization; forms construction, printing technology and paper types. The course will also cover how records management retention policies and laws affect the forms function.
Prerequisite: OFC 252 with a grade of C or better, or consent of instructor.

OFC 254 Records Management Technology (3-0) 3 hrs.

Studies alternative record technologies including automated records retrieval systems, micro graphics and electronic document imaging.
Prerequisite: OFC 253 with a grade of C or better, or consent of instructor.

OFC 260 Behavioral Science in Business (CPS) (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 with in the business setting. This course prepares the student for a portion of Part III of the Certified Professional Secretary Exam. Students enrolled in this course should have one year of full-time secretarial experience or consent of coordinator.

OFC 261 Business Law (CPS) (1-0) 1 hr.

Emphasizes knowledge of business law as it applies in the secretary's employment and the implications of governmental controls as they impact upon business and office operations. This course prepares the student for a portion of Part I of the Certified Professional Secretary Exam. Students enrolled in this course should have one year of full-time secretarial experience or consent of coordinator.

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OFC 262 Economics and Management (CPS) (1-0)   **1 hr.**

Furnishes an understanding of the basic concepts of economics and management underlying the U.S. business system as they relate to the secretary's role in business. This course prepares the student for a portion of Part I of the Certified Professional Secretary Exam. Students enrolled in this course should have one year of full-time secretarial experience or consent of coordinator.

OFC 263 Accounting (CPS) (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. This course prepares the student for Part I and Part III of the Certified Professional Secretary Exam. Students enrolled in this course should have one year of full-time secretarial experience or consent of coordinator.

OFC 264 Office Administration and Communication (CPS) (1-0)   **1 hr.**

Emphasizes office administration and communication skills including executive travel, office management, records management and reprographics as well as written business communication, editing, abstracting and preparing communications in final format. This course prepares the student for a portion of Part II of the Certified Professional Secretary Exam. Students enrolled in this course should have one year of full-time secretarial experience or consent of coordinator.

OFC 265 Office Technology (CPS) (1-0)   **1 hr.**

Emphasizes the secretary's responsibilities created by computer information systems, communications media, advances in office management, technological applications, records management technology and office systems. This course prepares the student for a portion of Part II of the Certified Professional Secretary Exam. Students enrolled in this course should have one year of full-time secretarial experience or consent of coordinator.

ORN Orientation

ORN 101 Orientation 101 (1-0)   **1 hr.**

Focuses on helping new students clarify reasons for being in college and providing initial exposure to the strategies necessary to adapt to the college environment. Topics include examination of the value of a college education; introduction to college procedures, policies, programs and services; career and educational goal setting; educational advising and an introduction to healthy lifestyles and relationships.

Paramedic

See: EMS (Emergency Medical Services)

PED Physical Education*

*Some, but not all, physical education courses can be taken more than one time for credit. Course descriptions indicate which courses are approved for repeating.

PED 100 Nutrition and Exercise (1-3)   **2 hrs.**

Provides an individual assessment of physical fitness level and dietary habits of each student. Exercise programming and diet recommendations are outlined and encouraged through topical lectures and active participation in exercise.

PED 104 Basic Weight Training (0-2)   **1 hr.**

Provides the basic knowledge of the proper use of weight training equipment. Students will learn about the specific muscle groups used during training and the different methods of developing muscular strength and endurance. Students will also be able to apply the principles they have learned and ultimately develop their own individualized program. May be repeated up to a maximum of two credit hours.

PED 105 Basketball (0-1)   **.50 hr.**

Provides instruction in the basic skills, rules, scoring and terminology. Students will have the opportunity to practice their skills in game situations. May be repeated up to a maximum of one credit hour.

PED 106 Weight Training — Olympic and Power (0-2)   **1 hr.**

Provides weight training instruction with an emphasis on olympic and power lifts. Students will have the opportunity to develop advanced weight training skills as well as practice olympic and power techniques. May be repeated up to a maximum of two credit hours.

PED 109 Volleyball (0-1)   **.50 hr.**

Provides instruction in basic skills, rules, scoring and terminology. May be repeated up to a maximum of one credit hour.

PED 110 Intermediate Weight Training (0-2)   **1 hr.**

Provides the advanced student with a more challenging strength training program. Students will review the muscles used in a personal strength training program, the safety issues regarding appropriate lifts and use of the equipment, contraindicated movements, stretching and spotting techniques, warm-up and cool down techniques. In addition, students will also learn about the use and misuse of ergogenic aids, steroids and nutritional supplements. Students will have the opportunity to develop and participate in their own individualized muscle strength and endurance training program.

PED 119 Mind/Body I (0-1) .50 hr.

Provides a wide variety of mind/body modalities designed to develop balance, strength, flexibility, proper posture alignment and stamina. Additional emphasis is on alleviating tension and fatigue and improving circulation. The fitness guidelines followed in this course are designed for the apparently healthy individual and are not designed for individuals with known heart, pulmonary or metabolic disease. May be repeated up to a maximum of one credit hour.

PED 120 Team Sports (0-2) 1 hr.

Provides instruction in one or two of the following team sports: competitive volleyball, floor hockey, football, soccer and softball. Material covered includes fundamental skills, offensive and defensive tactics of play, game strategy, rules and terminology. May be repeated up to a maximum of two credit hours.

PED 122 Yoga (0-2) 1 hr.

Provides students with the opportunity to develop a strong healthy body and an increased level of mental and physical relaxation through the use of yoga postures and breathing techniques. Students will learn to recognize the presence of tension and be able to consciously relieve it.

PED 123 Power Yoga (0-2) 1 hr.

Provides students with an introductory course emphasizing the development, maintenance and improvement of concentration, strength and flexibility through yoga postures and breathing techniques. This course is for students who already have muscular strength and cardiovascular endurance. The fitness guidelines followed in this course are designed for apparently healthy individuals and not designed for individuals with known hearing, pulmonary, or metabolic disease. Students with known orthopedic problems such as back or knee pain should see a physician and receive medical clearance.

PED 128 Yoga II (0-2) 1 hr.

Provides students with the opportunity to build on the skills they have gained in PED 122. Special emphasis will be on learning and practicing more advanced yoga postures and breathing. This course is not designed for students who are pregnant or with known heart, pulmonary, metabolic disease or orthopedic problems. Students are encouraged to see a physician before embarking on any exercise program.
Prerequisite: PED 122 with a grade of C or better, or consent of instructor.

PED 129 Mind/Body II (0-1) .50 hr.

Provides advanced instruction in a variety of mind/body modalities. More advanced movement patterns are introduced. Requires strong abdominal core. Advanced breathing techniques are emphasized. The fitness guidelines followed in this course are designed for the apparently healthy individual and are not designed for individuals with known heart, pulmonary or metabolic disease.
Prerequisite: PED 119 with a grade of C or better or consent of instructor.

PED 130 Individual Sports (0-2) 1 hr.

Provides instruction in a variety of individual sports. Fundamental skills, terminology, proper equipment and safety are emphasized. Students will have the opportunity to practice the skills they have learned in a competition situation. Horse-back riding, snow skiing, cross country skiing, in-line skating, canoeing, fly casting, spin casting, cycling and mountain biking are some of the sports offered. May be repeated up to a maximum of two credit hours.

PED 131 Lifeguard Training (0-2) 1 hr.

Provides lifeguard candidates with the skills and knowledge needed to prevent and respond to aquatic emergencies. The course material and activities adhere to the American Red Cross program requirements. Students receive CPR/FPR (Cardio Pulmonary Rescue for the Professional Rescuer), First Aid and Lifeguard Training Certification upon successful completion of this course. (NOTE: Students must be at least 15 years of age to qualify for American Red Cross Lifeguard Training Certification.)

PED 136 Wrestling (0-2) 1 hr.

Provides instruction in basic collegiate wrestling techniques. Emphasis is on offensive and defensive moves, strategy and physical conditioning. Students will have the opportunity to practice the skills that they learned in a competitive situation.

PED 139 Aquasize (0-1) .50 hr.

Provides an in-water exercise program which emphasizes the development of cardiopulmonary endurance, flexibility, muscle strength, muscle endurance and general movement efficiency. Music is used to help motivate the students. The fitness guidelines followed in this course are designed for the apparently healthy individual and are not designed for individuals with known cardiovascular, pulmonary or metabolic diseases. Students are encouraged to see a physician before embarking on any exercise program. Students need not be able to swim to participate. May be repeated up to a maximum of one credit hour.

PED 140 Sculpturing Muscle .50 hr.
Strength and Tone (0-1)

Provides students the opportunity to sculpture the entire body through muscle strength and endurance exercises to music. Flexibility and proper stretching exercises are emphasized. This course utilizes a variety of exercise equipment to accomplish personal exercise goals.

PED 145 Tae Kwon Do I (0-2) 1 hr.

Provides a basic understanding, training and practical application of Tae Kwon Do techniques. Includes proper training methods, physical conditioning, techniques, and rules and regulations for contests.

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 two credit hours.

PED 150 Bowling (0-2) 1 hr.
Provides students with a progressive sequence in learning both basic and advanced skills. History, techniques, scoring and etiquette will also be covered. This course may be repeated up to a maximum of two credit hours.

PED 152 Golf (0-1) .50 hr.
Introduces to students the fundamentals of golf which include the grip, stance and swing using irons and woods. Terminology, etiquette, scoring and safety standards are also emphasized. May be repeated up to a maximum of one credit hour.

PED 153 Swimming-Beginning (0-2) 1 hr.
Provides students with an entry level swimming class with emphasis on learning the basic skills of swimming and aquatic safety. May be repeated up to a maximum of two credit hours.

PED 154 Swimming-Intermediate 1 hr.
and Advanced (0-2)
Provides instruction in intermediate and advanced swimming skills with emphasis on learning all the swimming strokes, springboard diving skills, competitive swimming techniques, safety techniques and aquatic fitness. May be repeated up to a maximum of two credit hours.
Prerequisite: Ability to swim 50 yards.

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 one 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 one credit hour.

PED 160 Modern Dance I (0-2) 1 hr.
Opportunity to explore movement potential, increase technical proficiency and broaden rhythm background; skills in technique and composition stressed. May be repeated up to a maximum of two credit hours.

PED 162 Introduction to Ballet (0-2) 1 hr.
Provides instruction for students with little or no previous training in ballet. May be repeated up to a maximum of two credit hours.

PED 163 Basic Aerobics (0-1) .50 hr.
Provides a wide variety of aerobic fitness programs structured to tone and trim the body. Vigorous exercise routines may be choreographed to music. Emphasis is on developing cardiovascular endurance, flexibility, muscular strength and endurance and movement efficiency. The fitness guidelines followed in this course are designed for the apparently healthy individual and are not designed for individuals with known heart, pulmonary or metabolic disease. May be repeated up to a maximum of one credit hour.

PED 166 Advanced Aerobics (0-1) .50 hr.
Provides a wide variety of advanced fitness programs structured to challenge the experienced student. Vigorous exercise routines may be choreographed to music. Emphasis is on developing a higher level of cardiovascular pulmonary endurance, flexibility, muscular strength and endurance and movement efficiency. The fitness guidelines followed in this course are designed for apparently healthy individuals and are not designed for individuals with known heart, pulmonary or metabolic disease.

PED 167 Jazz Dance I (0-2) 1 hr.
Provides students with the elements of ballet, modern dance and Afro-Haitian to combine them into a dance form that is idiomatic, syncopated and fast paced. May be repeated up to a maximum of two credit hours.

PED 168 Racquetball (0-1) .50 hr.
Offers the theory and practice of the game of racquetball. Students will learn rules, terminology, etiquette and game strategies. Emphasis will be on developing basic and advanced racquetball skills. May be repeated up to a maximum of one credit hour.

PED 169 Competitive .50 hr.
Racquetball (0-1)
Provides rules, scoring, theory and practice of the skills of competitive racquetball. Emphasis on the strategy of singles and doubles play. May be repeated up to a maximum of one credit hour.

PED 178 Judo and Self-Defense/ 1 hr.
Beginning (0-2)
Provides a basic understanding and practical application of judo and self-defense techniques. Includes proper training methods, physical conditioning, techniques and rules and regulations for contests.

PED 179 Judo and Self-Defense/ 1 hr.
Advanced (0-2)
Orientation and instruction in all aspects of judo and self-defense. Provides greater emphasis on Randori and preparation for competition.
Prerequisite: PED 178 with a grade of C or better, or consent of instructor.

PED 181 Jujitsu I (0-2) 1 hr.

Introduces Jujitsu (Miyama Ryu) the art of the Japanese Samurai from which judo, aikido and karate were derived. Based on mechanical principles, jujitsu is designed for self-defense. This non-competitive art is suited for women and men, regardless of size and physical condition, stressing technique and attitude. Benefits are improved fitness, coordination, awareness and defense skills training.

PED 183 Jujitsu II (0-2) 1 hr.

Continues PED 181. Building upon the skills obtained in PED 181, a broader range of more advanced techniques and applications are covered.
Prerequisite: PED 181 with a grade of C or better, or consent of instructor.

PED 195 Physical Fitness I (0-2) 1 hr.

Provides a structured aerobic and strength training program designed for individuals free of heart, pulmonary and metabolic disorders. The course offers the student computer assisted fitness evaluations, guidance in developing an individualized exercise prescription and professional supervision. This course follows the exercise testing and training guidelines published by the American College of Sports Medicine.
Prerequisite: Prior to beginning the program, a physician supervised exercise stress test is required for men over 40, women over 50, and all individuals regardless of age who have multiple cardiovascular risk factors. The stress test will be waived provided a written physician's clearance can be obtained.

PED 196 Physical Fitness II (0-2) 1 hr.

Continues PED 195. Introduces other wellness components as well, such as nutrition and stress management.
Prerequisite: PED 195 with a grade of C or better.

Physical Education Courses — Theory — for Major and Minor Students

PED 200 Introduction to 2 hrs.
Physical Education (2-0)

Provides orientation and history of physical education in the United States. Presents aims and objectives and new approaches to physical education as an academic discipline.

PED 201 Standard First Aid (3-0) 3 hrs.

Provides the American Red Cross Responding to Emergencies course integrating adult cardiopulmonary resuscitation (CPR) and rescue breathing with other first aid topics. This course is designed to prepare students to respond appropriately and confidently. Two certificates, Adult CPR and Responding to Emergencies certification, are issued after successful completion of the skills and written tests.

PED 203 Health (3-0) 3 hrs.

Provides an in-depth look at the physical, psychological, emotional, social, spiritual and environmental factors which contribute to the overall quality of a person's life. An investigation of how our lifestyle compares with other people in the world and the role and impact of the World Health Organization is emphasized. Mental health, nutrition, fitness, communicable and non-communicable diseases, killer diseases, drugs, human sexuality, family living (marriage, divorce, parenting), middle and old age issues and death and dying are some of the topics covered. Physical and psychological assessments are included in this class.

PED 205 Drugs in Our Culture (2-0) 2 hrs.

Presents materials that examine the physiological, psychological and sociological aspects of drug use and abuse. The intent of the course is to provide a potpourri of the facts, attitudes and opinions necessary to understand what drugs do, how they do it, who uses them and why. Also, treatment modalities as well as legal and ethical issues in drug abuse will be discussed.

PED 207 Human Sexuality (2-0) 2 hrs.

Introduces students to the families, sociological, biological and emotional implications of human sexuality. Emphasis is on exploring attitudes regarding sexual issues, clarifications of personal beliefs and development of healthy sexual behavior.

PED 208 Personal Training I: 3 hrs.
Bioscientific Foundations (2-2)

Provides with an analysis of basic human movement skills as they relate to exercise and physical fitness. Emphasis is on human anatomy and exercise physiology, as well as cardiorespiratory development, muscular strength and endurance. Guidelines for training and physical fitness are provided through laboratory experiences. Especially designed for students who plan on becoming a personal trainer, physical education teacher or for those who are entering the fitness field.

PED 209 Principles of Teaching 2 hrs.
Exercise to Music (1-2)

Provides the academic and practical knowledge to prepare students for certification to teach a variety of aerobic and toning classes (aerobic dance, firm and fit, step). Students will have the opportunity to learn how to instruct classes as well as practice-teach in a classroom setting.

PED 210 Sports Officiating (2-0) 2 hrs.

Provides comprehensive instruction on rules and officiating techniques in interscholastic sports. Students will also have the necessary preparation for the Illinois High School Athletic Association certification exam as well as other certifying agencies. Officiating opportunities are provided in college intramural and intercollegiate athletic programs. Some sports covered, but not limited to, are baseball, basketball and volleyball.

PED 211 Physical Education 3 hrs.
in Elementary School (3-0)
Provides instruction on the growth and development of elementary school children and the planning and organizing of elementary physical education programs.

PED 212 Personal Training II: 2 hrs.
Fitness Assessment Procedures (1-2)
Provides students with a study of the basic scientific components of physical fitness. It includes the measurement of different indices of physical fitness common to corporate, clinical and lab settings. Especially designed for students who plan on becoming a personal trainer, physical education teacher or those who are entering the fitness field.

PED 213 Wellness for Life (2-2) 3 hrs.
Provides students with the knowledge of how to become fit and well and the information and tools which will assist them in formulating a personal fitness/wellness program. The course will cover physical fitness, nutrition, weight management, addictive behaviors, diseases which are lifestyle related and stress management. Students are actively involved in their learning process through the use of computers and lab sessions and will be required to attend weekly workout sessions in the fitness center.

PED 214 Personal Training 1 hr.
Internship (0-5)
Provides students who plan on becoming a personal trainer, physical education teacher or for those entering the fitness field the opportunity to utilize the knowledge and skills provided in PED 208 and PED 212. Students will be assigned to lab settings (fitness centers, clubs) in order to practice their skills and will be under the supervision of both the Harper College physical education instructor and the supervisor of the assigned setting.
Prerequisite: PED 208 and PED 212 with grades of C or better, or consent of the instructor.

PED 218 Introduction to Coaching (2-0) 2 hrs.
Provides students with the knowledge of the critical components which are involved in the profession of coaching. This course will cover current coaching philosophy, coaching ethics, law and liability, leadership skills, fundraising, career opportunities and sports administration. Students will also be researching and discussing actual case studies.

PED 219 Care and Prevention 3 hrs.
of Athletic Injuries (2-2)
Provides students with the basic principles in the prevention and care of injuries related to physical activity. This course will include sports first aid, taping and padding techniques, the fitting of protective equipment and the role of coaches, parents, administrators, health care workers, fitness specialists, and athletes in injury prevention and care. An introduction of the athletic training profession will also be covered.

PED 220 Track and Field 2 hrs.
Techniques (2-0)
Provides an opportunity for students to learn the history of track and field as well as basic skill techniques, rules, training, conditioning, coaching techniques, meet administration and responsibilities of officials. Students are able to apply their skills by planning, participating and officiating their own track and field meet.

PED 222 Football Techniques (2-0) 2 hrs.
Provides the fundamental skills and organization techniques of the game of football. Strategy, rules, terminology, practice drills, conditioning, safety standards and officiating techniques are emphasized.

PED 224 Basketball Techniques (2-0) 2 hrs.
Provides students with the knowledge and fundamental skills of basketball. Offensive and defensive playing techniques, game strategy, coaching and applications of the basic rules are also covered. Students will have the opportunity to use these skills and techniques in game situations.

PED 226 Baseball Techniques (2-0) 2 hrs.
Provides the 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.
Provides students with instruction in the planning, development, organization and management of aquatic programs. This course discusses the history of aquatics and covers fundamental skills and techniques. Students will have the opportunity to practice their swimming and water safety skills and techniques.
Prerequisite: Ability to swim 50 yards.

PED 230 Water Safety Instructor (1-2) 2 hrs.
Provides instruction in both instructor candidate training and water safety instruction.
Prerequisite: Student must be 17 years of age or older on the first day of class; student must possess a current basic level certificate in the Red Cross specialty area in which the student wishes to pursue an instructor rating; demonstration of community water safety skills knowledge; swim 50 yards of the following strokes with swimmer level skill accuracy: front crawl, back crawl, elementary back stroke, side stroke and breast stroke; swim 10 yards of butterfly; standing front dive from deck; possess an Instructor Candidate Training (ICT) certification.

PED 246 Tap Dance (0-2) 1 hr.
Provides instruction in basic techniques of tap dance. Emphasizes the development of tap dance routines.

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.

PHB Phlebotomy

**PHB 101 Phlebotomy Principles and 4 hrs.
Practice (3-2)**
Includes the role of the phlebotomist, infection control and safety in the workplace, venipuncture collection equipment and supplies, skin puncture collection procedures, specimen handling, basic laboratory tests, quality assurance, communication skills and professionalism. Includes 40 successful micro and macro blood draws.
Prerequisite: BIO 135 and HSC 112 with grades of C or better, or consent of instructor.

PHB 102 Phlebotomy Internship (1-8) 2 hrs.
Consists of 120 clinical hours of supervised phlebotomy practice at a local health care facility. The internship rotation schedule is arranged on an individual basis. Special registration permit for registering for the internship is required. Pass/Fail grading option. (NOTE: Possession of a current Cardiopulmonary Resuscitation (CPR) for the Health Care Provider certification card and completion of the program's health requirements prior to placement in the internship.)
Prerequisite: PHB 101 with a grade of C or better.

PHI Philosophy

PHI 101 Critical Thinking (3-0) 3 hrs.
Introduces the student to reasoning in a language-centered context. Students will learn how to identify arguments and distinguish them from other types of discourse. Some topics covered will be: evaluating claims, recognizing informal fallacies, problem solving, evaluating media. Students will also learn how to cast issues in a neutral manner so to recognize and appreciate a variety of perspectives, and to argue for and against more than one perspective on an issue. The focus of this course is on everyday practical reasoning. IAI H4 906 (Formerly PHI 110. Students with credit for PHI 110 will not receive credit for PHI 101.)

PHI 102 Symbolic Logic (3-0) 3 hrs.
Introduces the student to formal symbolic logic. After an introduction to the concept of argument, students will learn both Aristotelian and modern symbolic logic. Applications to the real world include contracts, legal arguments, and computer languages. (Formerly PHI 110. Students with credit for PHI 110 will not receive credit for PHI 102.)

**PHI 105 Introduction to 3 hrs.
Philosophy (3-0)**
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 determination; moral and aesthetic values; and religious belief. IAI H4 900

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. IAI H4 904

**PHI 120 Social and Political 3 hrs.
Philosophy (3-0)**
Focuses on the ideas of justice, liberty, equality, law and order, rights and privileges. This includes discussion of such issues as democracy, communism, nuclear war, capital punishment, sexual equality, hunger and drugs.

PHI 150 Business Ethics (3-0) 3 hrs.
Introduces philosophical ethical theory and its application to business decisions. Considers theories of economic justice, social responsibility, hiring practices and rights of employees and employers.

PHI 160 Non-Western Philosophy (3-0) 3 hrs.
Introduces selected philosophical concepts and value systems of several non-Western cultures. Gives attention to the Bhagavad Gita, Vedanta and other Hindu texts, Confucius, the Tao Te Ching and other Chinese classics and key texts from at least two other traditions. IAI H4 903N

PHI 170 Environmental Ethics (3-0) 3 hrs.
Introduces philosophical ethical theory and its application to environmental issues. Explores the roots of Western ideas about nature (Biblical, Greek, early Modern), the American environmental discussion and current positions including development, conservation, preservation and restoration. Considers issues including human-centered vs. life-centered views, whether species or habitats have value, appreciation vs. cost/benefit approaches, and bioregionalism.

PHI 180 Biomedical Ethics (3-0) 3 hrs.
Considers the ethics of the professional-patient relationship (confidentiality, informed consent, paternalism, truth-telling), the ethics of life and death (abortion, euthanasia, suicide), and the ethics of medicine on a social scale (the right to health care, the distribution of medical resources).

PHI 190 Feminist Philosophy (3-0) 3 hrs.
Introduces philosophical thinking and its application to issues concerning women. Explores a variety of theories by and about women. Considers a number of issues including images of women, biological vs. social conditioning, the relation of gender to class and race, women's spirituality, education, family, work, violence and pornography. Men are welcome to take the course.

PHI 205 Religions of the World (3-0) 3 hrs.
Introduces the teachings, practices, social structures and histories of the religions of India (mainly Buddhism and Hinduism), and China and Japan (mainly Confucianism, Shinto and Taoism), and of the Middle East (mainly Christianity, Islam and Judaism). IAI H5 904N

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. IAI H4 905

**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. IAI H4 901
Prerequisite: A course in philosophy or consent of instructor.

**PHI 232 History of Philosophy — 3 hrs.
Modern (3-0)**
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. IAI H4 902

PHS Physical Science

**PHS 101 Physical Science 3 hrs.
Survey (3-0)**
Designed to give the non-science major an understanding and appreciation of the universe, earth, energy and matter. IAI P9 900

PHS 105 Energy and Society (3-2) 4 hrs.
Introduces non-science majors to topics from various sciences as they relate to energy resources and energy consumption. Connects the theory of energy to its practical applications. Examines the connection between science and economics, politics and other social issues, using energy as a focus. (Meets laboratory science requirements for non-science majors.) IAI P1 901L

**PHS 111 Introduction to 4 hrs.
Physical Science (3-2)**
Examines topics from physics including motion, structure of matter, electricity and magnetism, waves and particles, and basic chemistry. Course is for non-science majors fulfilling laboratory science requirements. IAI P1 900L

**PHS 112 Exploring the Earth 4 hrs.
and Universe (3-2)**
Examines topics from materials of the earth, earth forms and history, weather, the solar system, stars and the universe. Course is for non-science majors fulfilling laboratory science requirements. IAI P9 900L

PHT Pharmacy Technician

**PHT 100 Survey of Pharmacy 6 hrs.
Practice (4-4)**
Provides entry level fundamentals of pharmacy practice. Lecture and laboratory topics include pharmacy practice, pharmacy law, standards and ethics, principles of drug actions, medication dosage forms, routes of administration, pharmacy calculations, purchasing and inventory control, repackaging and on-sterile compounding, abbreviations, symbols and medical terms used in prescription writing, record keeping, drug information, computer technology, professional relations, customer communication, and reimbursement. Intended for students exploring the field.

**PHT 102 Pharmacy Law, 2 hr.
Standards and Ethics (2-0)**
Presents an overview of the legal, ethical and professional standards that control pharmacy practice. Includes an overview of State and Federal controlled substances act, drug control law, civil liability, ethical standards, and professional standards advocated by pharmacy professional associations.

**PHT 103 Pharmaceutical 3 hrs.
Computations (3-0)**
Presents fundamentals of pharmaceutical math concepts used in performing drug dose calculations and drug preparations. Presentation of terminology, abbreviations, and units needed to perform pharmaceutical calculations. Emphasis on apothecary, avoirdupois, metric system, household measures and conversion among systems are essential components of this course.
Prerequisite: Math placement test at MTH 060 level.
Corequisite: PHT 100 or PHT 111.

PHT 110 Pharmacology I (3-0) 3 hrs.
Includes practical knowledge of pharmacology including general principles of pharmacology, pharmaceutical nomenclature and classification, mechanisms of drug actions, interactions, indications and contraindications, side effects, and methods of administering therapeutic agents primarily in the peripheral and central nervous, cardiovascular, renal, and respiratory systems.
Prerequisite: BIO 136 and HSC 112 with grades of C or better, or consent of coordinator.

**PHT 111 Basic Pharmacy 3 hrs.
Operations (2-2)**
Introduces the student to the field of pharmacy and focuses on the practice of pharmacy in community settings. Topics include the role of the pharmacist and the pharmacy technician, prescription dispensing, drug dosage forms and delivery systems, routes of administration, organizations in pharmacy, drug information resources, repackaging, compounding, inventory management, reimbursement, and communication skills. Field trips to pharmacy facilities are included.
Corequisite: PHT 103.

PHT 114 Advanced Pharmacy Operations (2-0) 2 hrs.

Emphasizes hospital, long term care, and home health care pharmacy services. Topics include the structure and function of hospitals, long term care facilities, and home health care facilities, policy and procedures manual, materials management, drug distribution systems, the formulary system, medication errors, infection control, and parenteral admixture services.
Prerequisite: PHT 100 or PHT 111 with a grade of C or better, and consent of coordinator.
Corequisite: PHT 102.

PHT 115 Pharmacy Technician Internship I (1-10) 2 hrs.

Applies the basic pharmacy technician concepts in a community pharmacy setting, with rotation options in an extended care facility pharmacy, hospital outpatient pharmacy, physician dispensary, or mail order prescription pharmacy. Course includes 150 clinical internship hours plus a weekly seminar.
Prerequisite: PHT 100 or PHT 111 with a grade of C or better, and consent of coordinator.

PHT 120 Pharmacology II (3-0) 3 hrs.

Provides advanced knowledge of pharmacology including a systematic approach to names and classifications of drugs and therapeutic agents related to the gastrointestinal, endocrine, anti-infective, anti-neoplastic, and immune modulating agents. Drugs, actions, interactions, contraindications, side effects, doses and methods of administration are discussed. Benefits and disadvantages of over-the-counter or non-prescription medication is also covered
Prerequisite: PHT 110 with a grade of C or better, or consent of coordinator.

PHT 125 Pharmacy Technician Internship II (1-10) 2 hrs.

Provides advanced level internship rotation in a pharmacy setting such as community hospital or medical center, intravenous home health care facility, drug information center or a customized rotation based on a student's previous experience. Course includes 150 contact clinical internship hours plus a weekly seminar.
Prerequisite: PHT 114 and PHT 115 with grades of C or better, or consent of coordinator.

PHT 140 Sterile Products and Aseptic Techniques (2-2) 3 hrs.

Provides fundamentals of operational provisions of an intravenous admixtures system. Topics include: medications and parenteral administration, facilities, equipment and supplies, techniques used in parenteral product compounding, parenteral medication incompatibilities, and quality assurance in the preparation of parenteral products.
Corequisite: PHT 114.

PHY Physics

**PHY 101 Technical Physics I — 4 hrs.
Mechanics, Heat and Sound (3-2)**

Covers 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 with a grade of C or better or concurrent enrollment.

**PHY 102 Technical Physics II — 4 hrs.
Electricity and Magnetism, Light (3-2)**

Introduces theory of electricity and magnetism including fields, induction, capacitance, direct and alternating current theory, circuits and elements of electronics. Also covers theory of light including reflection, interference, resonance, lenses, diffraction, polarization and Doppler effect. Primarily for students in career programs.
Prerequisite: PHY 101 with a grade of C or better.
Corequisite: MTH 107.

PHY 121 Introductory Physics I (4-3) 5 hrs.

Covers mechanics, heat and sound. For students in arts, sciences and architecture. Other students see PHY 201.
IAI P1 900L IAI BIO 903
Prerequisite: MTH 103 and MTH 104 with grades of C or better.

PHY 122 Introductory Physics II (4-3) 5 hrs.

Continues PHY 121. Electricity, magnetism and light.
IAI BIO 904 IAI MTM 902L
Prerequisite: PHY 121 with a grade of C or better, or consent of instructor.

**PHY 201 General Physics I — 4 hrs.
Mechanics (3-2)**

Introduces foundations of kinematics, statics, dynamics and hydraulics. For students in engineering, mathematics, physics and chemistry. IAI BIO 903, IAI P2 900L
Prerequisite: MTH 201 with a grade of C or better or concurrent enrollment.

**PHY 202 General Physics II — Heat, 4 hrs.
Electricity and Magnetism (3-2)**

Continues PHY 201. Covers foundations of heat, thermodynamics, electricity and magnetism.
IAI BIO 904 IAI EGR 912
Prerequisite: MTH 202 with a grade of C or better or concurrent enrollment and PHY 201 with a grade of C or better.

**PHY 203 General Physics III — Wave 4 hrs.
Motion, Sound, Light and Modern Physics (3-2)**

Continues PHY 202. Covers foundations of wave motion, sound, geometrical and physical optics and modern physics. IAI EGR 914
Prerequisite: MTH 212 with a grade of C or better or concurrent enrollment and PHY 202 with a grade of C or better.

PKM Park and Golf Maintenance

PKM 100 Park and Horticulture 1 hr.
Careers (1-0)
Surveys the green industry in northern Illinois. Acquaints the student with the broad diversity of careers in park and grounds operation management and plant science technology. Identifies personal career aptitudes through computerized career exploration.

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 and Plant Science 5 hrs.
Technology Internship (0-35)
Offers field training under the supervision of qualified green industry personnel to students completing a minimum of 15 semester hours of PKM or PST prefix courses. Diversified field training will enable the student to acquire skills not thoroughly developed in the classroom-laboratory environment. Students will investigate the organizational structure of the enterprise and document the work processes during the internship.
Prerequisite: Minimum 15 semester hours of PKM or PST prefix courses and consent of coordinator.

PKM 210 Drainage and Irrigation (2-3) 3 hrs.
Studies the design and installation of drainage and irrigation systems. Particular attention toward types of systems, materials and costs.

PKM 213 Landscape Graphics (2-4) 4 hrs.
Presents principles of land and topographic measurement, interpretation, recording and drafting as they apply to landscape design. Develops graphic display techniques in plan view, elevation and perspective to communicate landscape ideas. Introduces computer aided graphics as an interactive landscape planning tool.

PKM 214 Landscape Design I (3-3) 4 hrs.
Introduces the history of landscape design and architecture as it relates to contemporary applications. Presents the fundamentals of design and how they apply to the landscape. Analysis of plant elements and form are explored. Emphasis is given to the organization and composition of plant materials toward solving basic design problems, with particular emphasis on functional and aesthetic use of plant material, creative problem solving design techniques, and human needs. Instruction includes the development of basic planting plans, cost estimates, specifications, and design layout skills.
Prerequisite: PKM 213 with a grade of C or better, or consent of instructor.

PKM 215 Landscape Design II (3-3) 4 hrs.
Builds upon the skills learned in PKM 214, with greater emphasis given to the application of design concepts and principles to more complex problems involving a wide range of conditions in the built environment. Instruction includes development of more complex planting plans, site analysis and design concept drawings, client presentation skills and advanced layout skills.
Prerequisite: PKM 213 and PKM 214 with grades of C or better, or consent of instructor.

PKM 216 Landscape Construction 4 hrs.
Process and Materials (3-3)
Presents the range of materials used in the built environment by landscape designers. Emphasis is given on understanding the properties and applications of landscape construction materials and their implications for design. Course includes the analysis and resolution of site design, plant installation techniques, design of landscape materials, grading, construction details, structures and other working drawings; relationship to specifications, contract documents and cost estimating is also explored.
Prerequisite: PKM 213, PKM 214 and PKM 215 with grades of C or better, or consent of instructor.

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 140 with a grade of C or better, or consent of instructor.

PKM 230 Contracts, Specifications, 3 hrs.
Estimating (2-3)
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.

PKM 240 Grounds Equipment 4 hrs.
Power Units (1-6)
Explains the operation, 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.

**PKM 242 Golf Course and Athletic Field 4 hrs.
Management (3-3)**
Surveys daily activities and maintenance practices utilized in the operation of both public and private golf courses including associated elements of planning, design and construction.
Prerequisite: PST 110 and PST 212 with grades of C or better, or consent of instructor.

**PKM 250 Park Management and 1 hr.
Plant Science Seminar (1-0)**
Surveys the management principles of organizational behavior as it applies to the green industry.
Prerequisite: Minimum 30 semester hours of PKM or PST courses.

PLS Paralegal Studies

**PLS 101 Introduction to Paralegal 3 hrs.
Studies (3-0)**
Surveys the functions of law; courts and lawyers in modern society; analysis of the origin, training and role of the paralegal; 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. Students must take the Paralegal Studies entrance examination.

**PLS 102 Fundamentals of Legal 3 hrs.
Research (3-0)**
Orients students to law library and various 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: PLS 101 with a grade of C or better, or consent of coordinator.

PLS 103 Litigation (3-0) 3 hrs.
Emphasizes the role of the paralegal in litigation. Analyzes civil procedure and instruction in preparation of documents used in lawsuits, covering pre-and post-trial matters, evidentiary problems and assistance during trials.
Prerequisite: PLS 101 with a grade of C or better, or consent of coordinator.

PLS 105 Family Law (3-0) 3 hrs.
Emphasizes the role of the paralegal in family law. Examines domestic relations law with emphasis on marriage, divorce, annulment, separation agreements, adoption and other legal matters involving the family.
Prerequisite: PLS 101 with a grade of C or better, or consent of coordinator.

PLS 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 and 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. Students must take the Paralegal Studies entrance examination or have the coordinator's consent prior to registration.

PLS 200 Probate (3-0) 3 hrs.
Emphasizes the role of the paralegal in probate matters. Surveys the principles, history and sources of probate law; examines probate court forms and tax returns; and details instruction in gathering information and preparing documents for the paralegal's supervising attorney.

PLS 201 Tort and Insurance Law (3-0) 3 hrs.
Emphasizes the role of the paralegal in tort and insurance law. Studies basic tort and insurance principles, examines insurance claim procedures and pleading forms used in litigation of various actions.

PLS 202 Estate Planning (3-0) 3 hrs.
Emphasizes the role of the paralegal in estate planning. Examines common forms of wills and trusts; survey of legal principles applicable thereto; and instruction in draftsmanship of documents by the paralegal for the supervising attorney.

PLS 205 Contract Law (3-0) 3 hrs.
Surveys the principles, history and sources of contract law. Examines the elements of a valid, enforceable contract. Provides instruction regarding the drafting of contracts. Examines Article 2 of the Uniform Commercial Code regarding the sale of goods. Emphasizes the role of the paralegal in contract law.

**PLS 208 Internship in 3 hrs.
Paralegal Studies (1-10)**
Provides supervised experience in a legal setting to enhance students' technical paralegal skills. One-hour seminar each week devoted to paralegal issues.
Prerequisite: PLS 101, PLS 102, PLS 103 and an elective PLS course with grades of C or better.

**PLS 210 Corporate and 3 hrs.
Securities Law (3-0)**
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.

PLS   212   Law Office Management (3-0)   3 hrs.
Studies law office management relying on the system analysis approach to examine design, methods and develop 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.

PLS   220   Community Law (3-0)   3 hrs.
Develops skills and competencies 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. The paralegal's role in community law is stressed.

PLS   221   Bankruptcy Law (3-0)   3 hrs.
Surveys the principles, history and sources of bankruptcy law in the United States. Examines the law relating to Chapters 7, 9, 11, 12 and 13 of the United States Bankruptcy Code. Provides instruction in the drafting of the schedules needed for Chapter 7, 9, 11, 12 and 13 filings. Examines the jurisdiction of the federal bankruptcy courts. Stresses the role of the paralegal in bankruptcy law.

PLS   222   Intellectual Property (3-0)   3 hrs.
Provides historical study of the development of intellectual property law in the United States. Emphasizes the role of the paralegal in preparing applications for patent, copyright, and trademark protections with federal and state governments. Provides an overview of the role of the paralegal in preparing for litigation involving intellectual property law issues. Reviews ethical issues that arise in the intellectual property arena.

PLS   223   Computer-Assisted   3 hrs.
              Legal Research (3-0)
Provides the paralegal student with exposure to and training in the use of the computer to perform legal research. Emphasizes Westlaw, LEXIS, and Internet research. Introduces the student to the latest forms of computer-assisted legal research as they become available.
Prerequisite: PLS 102 with a grade of C or better, or consent of coordinator.

PLS   230   Topics in   1-6 hrs.
              Paralegal Studies (1-0 to 6-0)
Studies selected problems or topics in paralegal studies. The exact content and instructional methodology will vary semester to semester depending on the material to be studied. A syllabus or course outline containing additional information will be available with preregistration materials each time that the course is offered. This course may be repeated two times to a maximum of six credit hours.

PSC Political Science

PSC   101   American Politics   3 hrs.
              and Government (3-0)
Focuses on political involvement, elections, campaigns, interest groups, Congress, courts, the presidency and the constitution. Discusses how our government runs, as well as current political controversies. Utilizes political figures as guest speakers and offers opportunities for political participation, especially in election year. IAI S5 900 IAI PLS 911

PSC   210   Topics in Political   1-6 hrs.
              Science (1-0 to 6-0)
Studies selected problems or topics in political science. The exact content and instructional methodology will vary from semester to semester depending on the material to be studied. A syllabus or course outline containing additional information will be available with preregistration materials each time that the course is offered. This course may be taken from one to six credit hours.

PSC   220   State and Local Government   3 hrs.
              in the United States (3-0)
Examines state and local governments including their powers, organization, functions, development, politics and contemporary issues/problems. IAI S5 902 IAI PLS 915

PSC   250   Comparative Politics (3-0)   3 hrs.
Explores the politics of selected countries in Africa, Asia, Europe, Latin America and/or the Middle East. Examines economic, social and political patterns and problems in different nations. IAI S5 905

PSC   260   Middle Eastern   3 hrs.
              Politics (3-0)
Examines political, social, economic, military, religious and terrorist forces in the Middle East. Investigates the politics of specific countries in the area.

PSC   270   Global Politics (3-0)   3 hrs.
Uses role playing to study how foreign policy is made. Explores human problems such as populations, food and energy on a global dimension. Examines international bodies, including the United Nations, and explores how nations interact. IAI S5 904N IAI PLS 912

PSC   280   Non-Western Comparative   3 hrs.
              Politics (3-0)
Examines the political systems of selected non-Western countries, including common governmental problems, causes of political instability and revolution and techniques of political analysis. IAI S5 906N

PST Plant Science Technology

PST 101 Woody Plants (3-3)   4 hrs.
Identifies woody plant materials, their growth habits, cultural requirements and discusses the use of ornamental shrubs, trees, vines and ground covers adapted to Illinois and the Midwestern area.

PST 102 Plant Diseases   4 hrs.
and Pests (3-3)
Identifies diseases and discusses methods of prevention and control used in landscape and park operations, pests significant to the turf, soils and plant materials found in parks and other landscape areas.

PST 103 Herbaceous Plants (3-3)   4 hrs.
Identifies perennial and annual plants commonly used in Midwest gardens and landscapes. Discusses their culture, growth habits, landscape uses, and associated pests and disease problems. Emphasizes the use of botanical nomenclature and the use of morphological features for identification.

PST 104 Beginning Floral Design (2-3)   3 hrs.
Presents basic principles of floral design including classic designs, centerpieces, corsages, boutonnieres, holiday and special occasion designs. Emphasis is placed on design elements of color, line and form utilizing foliage and flowers of different varieties. Attention is given to commercial floral piece arrangements and mechanics of construction. IAI AG 912

PST 105 Indoor Plants (2-4)   4 hrs.
Examines identification, growth habits, cultural requirements and the use of indoor ornamental and foliage plants commonly used in interior plantscapes and residential indoor gardening.

PST 107 Cut Flower and Foliage   4 hrs.
Identification (3-3)
Identifies cut flowers and foliage commonly used by commercial florists. Emphasis will be placed on proper care and handling of all floral materials. Vase life, wholesale packaging and prices will be stressed.

PST 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. IAI AG 904

PST 111 Basic Horticultural   4 hrs.
Skills (3-3)
Develops specialized skills in ornamental horticulture including planting, transplanting, fertilizing, watering and pruning of trees, shrubs and herbaceous plants in both indoor and outdoor locations. Details seed and vegetable plant propagation methods; causes of plant disorders; installation, care and maintenance of plants used in landscape.

PST 112 History of Floral   3 hrs.
Design I (3-0)
Studies the history of floral design as it relates to the major periods of art and furniture history. Beginning with the Egyptian period and working through contemporary design, the development of floral design is examined. Emphasis is placed on design styles typical of each period and their impact on current design trends.

PST 151 Floral Design   3 hrs.
Internship (1-7)
Offers field training under the supervision of qualified floral design industry personnel. Diversified field training will enable the student to acquire skills not thoroughly developed in the classroom-laboratory environment. Students will investigate the organizational structure of the enterprise and document the work processes during the internship.
Prerequisite: Minimum of 15 semester hours of PKM or PST prefix courses and consent of coordinator.

PST 204 Intermediate Floral   3 hrs.
Design (2-3)
Presents intermediate principles of floral design including wedding flowers, funeral arrangements, home interiors and current trends of floral art. Emphasis on design qualities, salesmanship and commercial floral accounts.
Prerequisite: PST 104 with a grade of C or better, or consent of instructor.

PST 205 High Style and Tropical   3 hrs.
Floral Design (2-3)
Introduces techniques and procedures for using exotic flowers and materials in advanced floral design, includes traditional and contemporary styles of arrangements, adapting the unique attributes of exotic materials to the creative design process and proper care of these unusual foreign and domestic flowers and bulbs.
Prerequisite: PST 204 with a grade of C or better, or consent of instructor.

PST 206 Wedding and Sympathy   3 hrs.
Floral Design (2-3)
Explores and develops the art and skills of arrangements of bouquets, creative hairpieces, corsages, ceremony decorations and reception designs for weddings. Practical experience in creating contemporary sympathy arrangements such as casket saddles, sprays and baskets.
Prerequisite: PST 204 with a grade of C or better, or consent of instructor.

PST 207 Permanent Botanical 3 hrs.
Design (2-3)

Develops advanced skills of the use of many kinds of silk and dried flowers for floral arrangements. The principles of design are applied to centerpieces, live arrangements, wreaths, swags and topiaries. Covers the acquisition, storage and special care that permanent flowers require.
Prerequisite: PST 204 with a grade of C or better, or consent of instructor.

PST 208 Advanced Floral 4 hrs.
Techniques (3-2)

Emphasizes the use of design principles and elements in advanced floral design. Particular attention will be paid to design techniques, development of a theme, and preparation for design completion.
Prerequisite: PST 104 and PST 204 with grades of C or better, or consent of instructor.

PST 212 Turfgrass Science (3-3) 4 hrs.

Identifies and discusses 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, record-keeping, purchasing and time studies.

PST 244 Nursery Management (2-3) 3 hrs.

Studies operations fundamental to the nursery business including the propagation, planting, culture, harvesting and handling of nursery crops. Emphasis is placed on equipment, materials, procedures and ornamental plant dissemination through production and care of nursery plant materials.
Prerequisite: PST 101 and PST 111 with grades of C or better, or consent of instructor.

PST 245 History of Floral 3 hrs.
Design II (2-3)

Continues the study of the major periods and design styles as they related to the period. Investigates the floral materials available during each historic period. Explores preferred use of colors for individual time frames. Allows students the opportunity to recreate historic designs. The styles studied in lab will represent significant contributions of each era through current designs seen today.
Prerequisite: PST 104, PST 112 and PST 204 with grades of C or better, or consent of instructor.

PST 247 Floral Shop 3 hrs.
Management (2-3)

Introduces floral shop operations which include equipment, materials used, plant and nonliving materials, floral shop design and construction and the operations which go on each day in the shop.
Prerequisite: PST 104 with a grade of C or better, or consent of instructor.

PST 248 Garden Center 3 hrs.
Operations (2-3)

Details the fundamental skills and facilities required to properly plan and implement the operation of a garden center. Included, but not restricted to, financing, material and supply selections, seasonal requirements and associated business needs.
Prerequisite: PST 103 with a grade of C or better, or consent of instructor.

PSY Psychology *

* Educational Psychology, see EDU 211.

Psychology of Exceptional Children, see ECE 219.

Introductory Social Psychology, see SOC 215

PSY 101 Introduction to 3 hrs.
Psychology (3-0)

Studies human and animal behavior with emphasis on the scientific nature of psychological investigation. The course includes introduction and history of psychology, research methods, life span development, biology of behavior, learning, intelligence, motivation, emotion, personality, abnormal behavior, and therapy. IAI S6 900 IAI SPE 912.

PSY 106 Practical 3 hrs.
Psychology (3-0)

Presents a practical application of the psychological principles that lead to efficiency of learning, adjustment, motivation, communication and attitudes in everyday life and classroom situations. This course does not meet Social Science requirements.

PSY 107 Humanistic 2 hrs.
Psychology (2-0)

Focuses on various aspects of human behavior and personality. Several theories of psychosocial adjustment are presented and discussed. Through class discussion and structured activities in this workshop style course, students will examine their values, attitudes, experiences, strengths, weaknesses and interpersonal skills and how these affect themselves and others.

PSY 108 Topics in Psychology (2-0) 2 hrs.

Provides specific topic seminars which allow each student the opportunity to examine current issues, such as career development, developing self-esteem, or young adult development. The focus is on the analysis and organization of experiences for personal and positive growth. Goal setting, decision-making and lifestyle planning are emphasized.

PSY   210   Introduction to Research   3 hrs.
In Psychology (3-0)
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.
IAI S6 903 IAI PSY 901
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.
IAI S6 904
Prerequisite: PSY 101

PSY   218   Adult Psychology (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. IAI S6 905
Prerequisite: PSY 101 or consent of instructor.

PSY   220   Biological Basis of   3 hrs.
Behavior (3-0)
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   Theories of Personality (3-0)   3 hrs.
Investigates the determining factors and dynamics of human personality. Studies major contemporary approaches such as psychoanalytic, humanistic, learning, trait and factor theories. Also considers the primary methods of research and personality assessment within the field.
IAI PSY 907
Prerequisite: PSY 101.

PSY   228   Psychology of   3 hrs.
Human Development (3-0)
Introduces a complete coverage of human growth from conception to death. Emphasizes psychological and psychosexual developmental stages and crises. Incorporates interaction of biological factors with psychosocial stressors of one's environment.
IAI S6 902 IAI EED 903 IAI SED 903 IAI SPE 913
Prerequisite: PSY 101.

PSY   230   Abnormal Psychology (3-0)   3 hrs.
Studies the definition and classification of abnormal behavior. Current theories and empirical findings concerning the biological, psychological, and social cultural causes of behavioral disorders are examined as well as research concerning the treatment and prevention of behavioral disorders. Research methods for discovering the causes of and effective treatments for abnormal behavior are also reviewed. IAI PSY 905
Prerequisite: PSY 101.

PSY   235   Learning Theory and   3 hrs.
Human Behavior (3-0)
Studies the basic principles of learning theory, particularly as they apply to human behavior. Includes application of these principles to the modification of human behavior.
Prerequisite: PSY 101.

PSY   245   Industrial/Organizational   3 hrs.
Psychology (3-0)
Studies psychological principles and theories of organizations. Topics include structure and management practices; individual and work group behavior; employee and employer culture; and socialization conflict. IAI PSY 906
Prerequisite: PSY 101.

RAC Heating, Ventilation and Air Conditioning (HVAC)

RAC   100   Heating and Cooling   1 hr.
Career Exploration (.5-10)
Studies career and employment possibilities in the heating and cooling industry. Includes observation or practices in heating and cooling and attendance at a seminar to discuss related experiences. For Tech Prep students with no prior courses or work experience in the heating and cooling field. (NOTE: Summer semester only.)
Prerequisite: Consent of coordinator.

RAC   101   Refrigeration   4 hrs.
Fundamentals (3-3)
Introduces vocabulary, concepts and scientific principles used in the refrigeration industry. Develops skills in pipe fitting, use of hand tools and operation of instruments used in the refrigeration trade.

RAC 102 Refrigeration Systems (3-3)   4 hrs.
Continues to develop principles and concepts learned in RAC 101. Familiarizes students with components and accessories added to basic refrigeration systems for special applications. Develops trouble diagnosing procedures.
Prerequisite: RAC 101 with a grade of C or better.

RAC 103 Heating Principles (3-3)   4 hrs.
Describes sources and methods of producing heat for residential, commercial and industrial systems. Develops skills in testing, adjusting and replacing heating system components.

**RAC 104 Residential Comfort   4 hrs.
Systems (3-3)**
Integrates concepts, principles and knowledge of equipment available for residential comfort systems including solar heat. Describes several residential systems and places emphasis on diagnosing system malfunctions.
Prerequisites: RAC 101 and RAC 103 with grades of C or better.

**RAC 105 Heating and Cooling   4 hrs.
Controls (3-3)**
Describes the purposes and principles of operation and causes of failure in electrical components common to residential and small commercial systems. Emphasizes wiring schematics and diagrams.

RAC 106 Advanced Controls (3-3)   4 hrs.
Continues RAC 105. Includes electrical components. Emphasizes control systems, system malfunctions and proper repair procedures.

**RAC 108 Domestic Refrigeration   4 hrs.
Appliances (3-3)**
Provides a comprehensive examination of the operation, problem solving and repair of residential refrigeration appliances.
Prerequisite: RAC 101 and RAC 105 with grades of C or better.

**RAC 200 Heating and Cooling   2 hrs.
Internship (1-15)**
Applies appropriate skills to the heating and cooling technology field. (NOTE: Summer semester only.)
Prerequisite: RAC 100 with a grade of C or better and consent of coordinator.

**RAC 201 Refrigeration System   4 hrs.
Design I (3-3)**
Considers the factors in the selection of refrigeration compressors, evaporators, condensers and compressor oil, as well as the accessories used in commercial refrigeration. Examines the thermo-dynamic properties of the common refrigerants.
Prerequisite: RAC 102 with a grade of C or better, or consent of instructor.

**RAC 202 Refrigeration System   4 hrs.
Design II (3-3)**
Continues consideration of factors in the selection of metering devices, pipe sizing, motors and controls. Develops concepts of lubrication, multi-staging and cascade freezer systems.
Prerequisite: RAC 201 with a grade of C or better, or consent of instructor.

**RAC 203 Air Conditioning   4 hrs.
Principles (3-3)**
Examines the properties of air through the use of the psychometric chart and tables. Studies methods of computing heat gains and losses for residential and light commercial systems.
Prerequisite: RAC 104 with a grade of C or better, or consent of instructor.

RAC 204 Air Distribution (2-3)   3 hrs.
Considers the factors in the selection of a duct system for efficient air distribution. Studies fan laws and pressure drops for proper fan and duct size selection. Describes types of registers and their location for optimum performance.
Prerequisite: RAC 104 with a grade of C or better, or consent of instructor.

RAC 208 Industrial Controls (3-0)   3 hrs.
Describes the controls found in industrial HVAC and refrigeration systems. Emphasizes energy efficient systems.
Prerequisite: RAC 106 with a grade of C or better, or consent of instructor.

**RAC 211 Residential Solar   3 hrs.
Heating (3-0)**
Examines the nature of solar radiation and collections of solar energy. Studies existing systems for heating and cooling residential space and water.
Prerequisite: RAC 101 with a grade of C or better, or consent of program coordinator.

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.

RDG Reading

**RDG 090 Fundamentals of   3 hrs.
Reading (3-0)**
Presents instruction in the fundamental skills of reading. Designed for students whose linguistic and reading skills are insufficient for successful college work. Enrollment is determined by a score below the required score on the Harper College reading assessment test. Prepares students for RDG 097 or RDG 099. Carries no transfer credit.

RDG 097 Reading and the College 3 hrs.
Textbook (3-0)
Provides classroom instruction in reading strategies to improve comprehension and vocabulary development in the college text. Utilizes a specific text from a selected college course and related readings with the goal to bring textbook reading skills to college level. Student must enroll in an identified course that is paired with RDG 097. Successful completion of RDG 097 fulfills the reading proficiency requirement of the Harper College assessment policy. Carries no transfer credit.
Prerequisite: RDG 090 or the Harper College reading placement test with an acceptable score.

RDG 099 Developmental Reading (3-0) 3 hrs.
Provides classroom instruction in comprehension utilizing a wide variety of written materials for students who need assistance in bringing their reading skills to college level. Enrollment in RDG 099 is determined by obtaining a score below the passing score on the Harper College reading placement test. Successful completion of RDG 099 fulfills the reading proficiency requirement of the Harper College assessment policy. Carries no transfer credit.
Prerequisite: RDG 090 with a grade of C or better or the Harper College reading placement test with an acceptable score.

RDG 100 Reading for the 3 hrs.
Technologies (3-0)
Teaches reading, writing and problem-solving strategies appropriate to vocational/technical programs. Provides practice with applying skills necessary for success in specific career-vocational programs.

RDG 105 College Reading (2-0) 2 hrs.
Increases reading rate and flexibility and improves ability to interpret written materials critically. Emphasis is on improving rate while maintaining comprehension.
Prerequisite: 10th-grade reading level or above.

RDG 106 Critical College 3 hrs.
Reading Skills (3-0)
Develops the full array of mature, fluent reading skills, including critical and analytical comprehension, content area reading, predictive reading, vocabulary development, speed and flexibility. Also covers theories of comprehension and language development.

RES Real Estate

RES 101 Real Estate 3 hrs.
Transactions (3-0)
Provides instruction in basic real estate fundamentals for those who wish to qualify for a real estate sales license. Surveys real estate law, interests in real estate ownership, the real estate business, financing and appraisal. Also covers agency relationships and responsibilities, disclosure, and environmental issues.
(NOTE: Students must be 21 years of age to qualify for the State of Illinois Real Estate Exam.)

RES 105 Real Estate Math 1 hr.
Applications (1-0)
Explains use of mathematics in the real estate business and drills in land area and volume, capitalization rates, computing valuations and prorations. Emphasizes logical approach to arithmetic situations.
Recommended **Corequisite:** RES 101.

RES 110 Real Estate Survey (1-0) 1 hr.
Covers the most current real estate laws, both Illinois and federal, affecting the real estate business as well as the information required of real estate licensees.

RES 140 Standards of Professional 1 hr.
Appraisal Practice (1-0)
Examines the uniform standards of professional appraisal practice, including explanatory comments and ethics provisions. Fulfills one of the educational requirements necessary to become a licensed appraiser.

RES 141 Basic Principles of 2 hrs.
Appraisal (2-0)
Introduces the foundations of real estate appraisal principles including the role of the professional real estate appraiser, how an appraisal is conducted, and the importance of the appraisal in a real estate transaction. Includes methodology, terminology, and procedures of valuing real property. Fulfills one of the educational requirements necessary to become a licensed appraiser.

RES 142 Single Family Appraisal/ 2 hrs.
Residential Valuation
Procedures (2-0)
Examines the nature of real property value. Covers the various functions and methods of estimating value with emphasis on residential property. Fulfills one of the educational requirements necessary to become a licensed appraiser.

RES 143 Appraising Non-Residential 2 hrs.
Properties (2-0)
Examines the methods and procedures used in appraising non-residential property. Includes methodology, terminology and procedures used in valuing commercial and/or industrial sites. Fulfills one of the educational requirements necessary to become a certified appraiser.
Prerequisite: RES 142 with a grade of C or better, or consent of instructor.
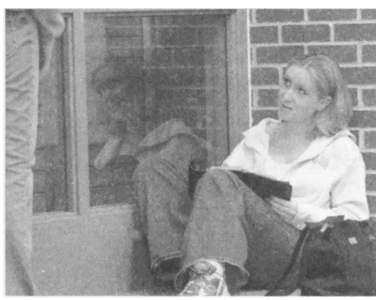
RES 144 Residential Appraisal Report Writing (1-0) — 1 hr.

Provides a basic understanding of effective writing as it pertains to residential real estate appraisals. Focuses on developing an understanding of how to design a narrative report relative to the value of residential property. Fulfills one of the educational requirements necessary to become a certified appraiser.
Prerequisite: RES 140, RES 141 and RES 142 with grades of C or better, or consent of instructor.

RES 190 Contracts and Conveyancing (1-0) — 1 hr.

Covers deeds, contracts, options, leases and other legal instruments used in the use and transfer of ownership of Illinois real estate. Fulfills one part of the State of Illinois education requirements to obtain a Real Estate Broker's license.
Prerequisite: RES 101 with a grade of C or better, or consent of instructor.

RES 192 Advanced Principles of Real Estate (1-0) — 1 hr.

Covers the most current real estate agency, disclosure, environmental and license laws affecting the real estate business. Fulfills one part of the State of Illinois education requirements to obtain a Real Estate Broker's license in compliance with the Real Estate License Act of 2000.
Prerequisite: RES 101 with a grade of C or better, or consent of instructor.

RES 194 Real Estate Finance (1-0) — 1 hr.

Examines mortgages, articles of agreement, primary and secondary money markets. Borrower and property evaluations are considered. Both residential and commercial financing are covered. Fulfills one part of the State of Illinois education requirements to obtain a Real Estate Broker's license.
Prerequisite: RES 101 with a grade of C or better, or consent of instructor.

RES 196 Property Management (1-0) — 1 hr.

Considers aspects of legal responsibility as to accounting, reporting, insuring and protecting income property. Americans with Disabilities Act, civil rights laws and regional occupancy laws are to be covered. Problem solving is stressed. Fulfills one part of the State of Illinois education requirements to obtain a Real Estate Broker's license.
Prerequisite: RES 101 with a grade of C or better, or consent of instructor.

RES 198 Brokerage Administration (1-0) — 1 hr.

Covers operation of a real estate brokerage company including ethics, management skills and record and account management. Fulfills one part of the State of Illinois education requirements to obtain a Real Estate Broker's license in compliance with the Real Estate License Act of 2000.
Prerequisite: RES 101 with a grade of C or better, or consent of the instructor.

RES 220 Real Estate Investment Analysis I (3-0) — 3 hrs.

Presents the beginning skills used in interpreting investment potential of real property. Highly quantitative, requires advanced calculators and some knowledge of personal computers.
Prerequisite: RES 101 with a grade of C or better.

RES 221 Real Estate Investment Analysis II (3-0) — 3 hrs.

Continues study of real estate investment potential. Case studies research into the current marketplace, and applications using modern methodology, calculators, and personal computers will be used.
Prerequisite: RES 220 with a grade of C or better.

SGN Sign Language

SGN 101 American Sign Language I (4-0) — 4 hrs.

Introduces the student to American Sign Language with emphasis on receptive and expressive vocabulary skill development and appropriate use of grammatical structures. Information about the deaf community and its culture is also presented. Designed for students with no previous experience in American Sign Language.

SGN 102 American Sign Language II (4-0) — 4 hrs.

Reviews American Sign Language vocabulary and grammar essentials presented in SGN 101 and continues receptive and expressive American Sign Language skill development and application of increasingly complex grammatical structures. Additional cultural information is also presented.
Prerequisite: SGN 101 with a grade of C or better, or consent of department chairperson.

SGN 103 Fingerspelling and Numbering Systems in American Sign Language (3-0) — 3 hrs.

Provides instruction in the rules of fingerspelling and numbering systems in American Sign Language. Students will have opportunities for practice in the development of expressive and receptive skills at increasing levels of complexity. Receptive skill development focuses on whole words and numbers in isolation, as well as reading fingerspelling and numbers embedded in signed sentences. Expressive skill development focuses on accuracy, fluency, clarity and speed.
Prerequisite: SGN 101 with a grade of C or better, or consent of department chairperson.

SGN 104 CASE: Signed 1-3 hrs.
English (1-0 to 3-0)

Provides instruction in conceptually accurate signed English and introduces students to deaf culture. Combines English grammatical structures with American Sign Language signs, initialized signs, fingerspelling and specific ASL linguistic principles. Designed for parents and teachers of the hearing impaired, other interested professionals and students preparing to enter the Sign Language Interpreting program.

One Credit: Covers introduction to the manual alphabet and numbers 1-20, basic linguistic principles including signing space, sight line, sign parameters, Time Line and questions, and basic vocabulary skill development and introduces the student to deaf culture.

Two Credits: Covers preceding content along with numbers 20-30, linguistic principles: negation, present and absent referent, person affix/agency, additional lexical items and information regarding myths and stereotypes and conversation regulators.

Three Credits: Covers preceding content along with numbers 30-100, directional verbs, number incorporation, noun-verb pairs, classifiers, lexical development and cultural information, including the deaf community and deaf education.

SGN 201 American Sign 4 hrs.
Language III (4-0)

Reviews American Sign Language vocabulary and grammatical structures presented in SGN 102 and focuses on grammatical and lexical expansion with emphasis on idiomatic usage and sociocultural communicative functions.
Prerequisite: SGN 102 with a grade of C or better, or consent of department chairperson.

SGN 202 American Sign 3 hrs.
Language IV (3-0)

Reviews American Sign Language grammatical structures and lexical items presented in SGN 201. Focuses on conversational practice to develop expressive and receptive facility with the language. Includes culturally significant topics and interaction with members of the deaf community.
Prerequisite: SGN 201 with a grade of C or better, or consent of department chairperson.

SGN 205 American Sign 3 hrs.
Language V (3-0)

Provides an in-depth examination of the linguistic structure of American Sign Language and includes a contrastive analysis of English and American Sign Language syntax. Designed for students interested or currently enrolled in the Sign Language Interpreting program.
Prerequisite: SGN 202 with a grade of C or better, or consent of department chairperson.

SGN 210 American Sign Language 4 hrs.
Community: A Cultural
Perspective (4-0)

Examines the history of American Sign Language, the emergence of the deaf community as a linguistic and cultural group, the cultural norms, values, traditions and rules of social behavior of the deaf community, minority dynamics and cross cultural interactions. IAI H1 900
Prerequisite: SGN 201 with a grade of C or better, or consent of department chairperson.

SGN 212 Introduction to American 3 hrs.
Sign Language Literature (3-0)

Explores American Sign Language literature as an expression of the lives of deaf people in America. Introduces the tradition of the deaf community within historical, social and cultural contexts in works of folklore, nonfiction, fiction, poetry and drama. Designed to increase students' knowledge, skills and appreciation of American Sign Language, deaf culture, and deaf literature. Provides students with an appreciation of the diversity of American culture.
Prerequisite: SGN 205 with a grade of B or better, or consent of department chairperson.

SOC Sociology

SOC 101 Introduction to 3 hrs.
Sociology (3-0)

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. IAI S7 900

SOC 120 The Family In Contemporary 3 hrs.
Society (3-0)

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. IAI S7 902 IAI SOC 912
Prerequisite: SOC 101 with a grade of C or better, or consent of instructor.

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. IAI S7 901 IAI SOC 911
Prerequisite: SOC 101 with a grade of C or better.

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.

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. IAI S8 900

Prerequisite: PSY 101 or SOC 101 with a grade of C or better.

SOC 220 Topics In Social Science (1-0 to 6-0) 1-6 hrs.

Studies selected problems or topics in social science. The exact content and instructional methodology will vary from semester to semester depending on the material to be studied. A syllabus or course outline containing additional information will be available with preregistration materials each time that the course is offered. This course may be taken from one to six credit hours.

SOC 230 Sociology of Sex and Gender (3-0) 3 hrs.

Examines the social processes in society which translate biological differences (sex) between men and women into social and psychological categories or gender roles. Various theories will be considered in an attempt to understand the existence of gender inequality and how the process of socialization influences the proper "place" for men and women in society. Gender roles and power are considered when analyzing the marketplace, politics, marriage and family, or in considering issues such as the feminization of poverty, violence in the home, and male sensitivity. IAI S7 904D IAI SOC 914

Prerequisite: SOC 101 with a grade of C or better.

SPA Spanish

SPA 101 Elementary Spanish I (4-0) 4 hrs.

Introduces the language skills of listening, understanding, speaking, reading and writing in their logical sequence. 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 with a grade of C or better, two years of high school Spanish or consent of instructor.

SPA 121 Spanish for Law Enforcement Officers (3-0) 3 hrs.

Teaches basic Spanish phrases and questions necessary to carry out specific law enforcement protocols. Students will be able to aid victims and control offenders in potentially dangerous situations involving Hispanics. Discussions cover crosscultural issues pertinent to relationships between non-Hispanic officers and the Hispanic community members. It is strictly non-grammar based and the focus is on immediate interaction.

SPA 122 Spanish for Nursing (3-0) 3 hrs.

Teaches basic Spanish phrases and questions necessary to provide medical care and attention to Spanish-speaking patients in medical office settings and in hospitals. In addition to workplace Spanish language, discussions cover cross-cultural issues pertinent to relationships between health care workers and Hispanic community members. Emphasis is placed on enhancing the quality of patient care. It is strictly non-grammar based and the focus is on immediate interaction.

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 102 with a grade of C or better, two years of high school Spanish or consent of instructor.

SPA 202 Intermediate Spanish (4-0) 4 hrs.

Continues SPA 201. Increases the knowledge of the language and focuses on the culture of Spanish-speaking countries. Continues grammar study. IAI H1 900

Prerequisite: SPA 201 with a grade of C or better, three years high school Spanish or consent of instructor.

SPA 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 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 with a grade of C or better, 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 discussion of works read. Writing based on readings and class discussions. Designed to help students bridge the gap between the intermediate and advanced levels. IAI H3 917

Prerequisite: SPA 202 with a grade of C or better, or equivalent or consent of instructor.
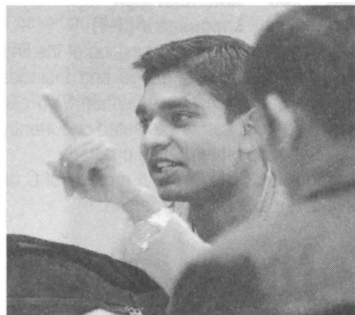
SPE Speech and Theatre

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. IAI C2 900

SPE 102 Advanced Public Speaking (3-0) 3 hrs.

Provides students with advanced practice of oral communication in public speaking and communication theory. Topics included are: an examination of informative, persuasive and special occasion speech preparation and delivery; effective use of visual aids; analysis of communication events and the effects of communication messages. IAI SPC 911

Prerequisite: SPE 101 with a grade of C or better, or consent of instructor.

SPE 107 Oral Interpretation (3-0) 3 hrs.

Provides the student an opportunity to select, prepare and perform various types of literature. Emphasizes the use of body and voice in oral reading. IAI TA 916 IAI SPC 915

SPE 111 Introduction to the Theatre (3-0) 3 hrs.

Introduces to theatrical and dramatic art. Emphasis on providing the student with the tools of analysis which give him or her insight into the total imaginative process that makes up the art of the theatre. IAI F1 907

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 identify and practice good listening skills.

SPE 180 Applied Forensics I (0-2) 1 hr.

Provides practical experience in the preparation of public speeches, oral interpretation programs, acting scenes, group performances and/or limited preparation speaking situations for public presentation in forensics/speech competition.

SPE 181 Applied Forensics II (0-2) 1 hr.

Continues SPE 180. Provides practical experience in the preparation of public speeches, oral interpretation programs, acting scenes, group performances and/or limited preparation speaking situations for public presentation in forensics/speech competition.

Prerequisite: SPE 180 with a grade of C or better.

SPE 182 Applied Forensics III (0-2) 1 hr.

Continues SPE 181. Provides practical experience in the preparation of public speeches, oral interpretation programs, acting scenes, group performances and/or limited preparation speaking situations for public presentation in forensics/speech competition.

Prerequisite: SPE 181 with a grade of C or better.

SPE 183 Applied Forensics IV (0-2) 1 hr.

Continues SPE 182. Provides practical experience in the preparation of public speeches, oral interpretation programs, acting scenes, group performances and/or limited preparation speaking situations for public presentation in forensics/speech competition.

Prerequisite: SPE 182 with a grade of C or better.

SPE 200 Interpersonal Communication (3-0) 3 hrs.

Studies the nature and scope of interpersonal communication. Equips the student to manage the challenges of daily, one-on-one communication. Includes the study of identity and self as they relate to communication theory and practice as well as communication behaviors associated with the development, maintenance and termination of different types of relationships. Emphasis will be placed on practical communication skills such as listening, perception, language and nonverbal communication. IAI SPC 921

SPE 205 Group Discussion (3-0) 3 hrs.

Provides experience and introduces students to the principles, techniques and types of group discussion including roles, goals, cohesiveness, listening, problem-solving, leadership and conflict. IAI SPC 920

SPE 212 Acting I (3-0) 3 hrs.

Methods used in the art of acting; stress on practical acting situations. IAI TA 914

SPE 213 Acting II (3-0) 3 hrs.

Continues the development of acting skills introduced in SPE 212. Helps the student develop a believable character through play analysis and scene study. Introduces the student to acting styles. IAI TA 915

Prerequisite: SPE 212 with a grade of C or better and consent of instructor.

SPE 216 Stagecraft (0-6) 3 hrs.

Emphasizes the technical processes of the stage. Includes stage structures and scenery, construction processes, lighting theory and practices, costuming and related equipment and hardware. Laboratory work will be correlated with the College's theatrical productions. IAI TA 911

Board of Trustees

The Board of Trustees is composed 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.

Meetings of the Board of Trustees, which are open to the public, are held on the fourth Thursday of each month at 7:00 pm on the Harper campus at Algonquin and Roselle Roads in Palatine.

Kris Howard
Chair
Palatine

Richard Kolze
Inverness

Barbara Barton
Vice Chair
Palatine
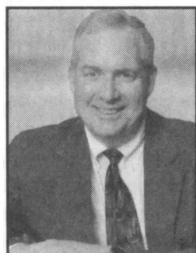
William F. Kelley
Schaumburg
(As of November 2003)

Richard F. Gillette
Tower Lakes
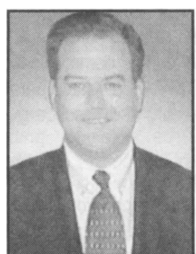
Matt Murphy
Palatine
(As of November 2003)

Laurie Stone
Secretary
Elk Grove Village
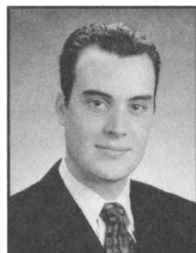
Patrick Chartrand
Student Representative
2002-2003
Barrington

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Linda Kolbusz ....Associate Vice President for Development/ Governmental Relations
Catherine Brod ....Associate Vice President for Community Relations/ Executive Director, Foundation
Janie S. Petersen ....Director of Institutional Advancement/ Associate Executive Director of Foundation
Sheila Quirk.................Associate Vice President for Strategic Planning/Alliances
Cheryl Kisunzu ....Assistant Vice President for Diversity/ Organizational Development

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Dennis Weeks ....Dean of Liberal Arts
Vickie Gukenberger ....Dean of Life Science and Human Services
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Sarah Stark ....Director of Instructional Technology
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Peggy Gallagher.................Director of Nursing
Robert Fabbrini.................Director of TECH
Stanford Simmons.................Executive Director, NW Suburban Education to Careers Partnership

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Larry Bielawa ....Director of Human Resources
Roberta Lindenthaler ....Controller
Bob Getz ....Assistant to the Vice President for Construction and Special Projects
Jim Ma ....Director of Physical Plant
Thea Keshavarzi ....Director of Purchasing and Risk Management

Information Technology

David McShane ....Vice President
Terence Felton ....Director of Administrative Systems
Della Allen ....Director of Client Services
Vacant ....Director of Technical Services

Full-Time Faculty

Joseph Accardi
Associate Professor
Dean of Resources for Learning
B.A., University of Notre Dame
M.A., University of Wisconsin, Madison

Cathy Albergo
Professor
Music
B.M.Ed., University of North Carolina
M.M., Southern Methodist University
Ed.D., University of Illinois-Champaign

Della Allen
Associate Professor
Director of Client Services
B.S., Sangamon State University
M.S., Sangamon State University

Jane Allendorph
Professor
Dietetic Technician
B.S., Purdue University
M.S., Purdue University

Lynn Altfeld
Assistant Professor
English as a Second Language and Linguistics
B.S.Ed., University of Wisconsin
M.Ed., Boston University

Barbara S. Anderson
Instructor
Nursing
A.S., Moraine Valley Community College
B.S., Northern Illinois University
M.S., St. Xavier College

William B. Andresen
Professor
Biology
B.A., University of Minnesota
M.A., Southern Illinois University
M.S., Northeastern Illinois University

Victoria Atkinson
Assistant Professor
Student Development Faculty Member
B.S., Roosevelt University
M.A., Roosevelt University

Manouchehr Azad
Instructor
Mathematics
B.S., Tehran University
B.A., Tabatabai University
M.A., Tabatabai University
M.S., Northeastern Illinois University

Susanne K. Bajt
Assistant Professor
Computer Information Systems
B.S., University of Illinois
M.B.A., Lake Forest Graduate School of
Management

Todd Ballantyne
Associate Professor
Speech/Theatre
B.A., Hastings College
M.F.A., University of Iowa

Michael J. Barzacchini
Associate Professor
Director of Marketing Services
B.S., Ohio University
M.A., Ohio University

Dianne Batzkall
Professor
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Chicago School of Art & Design
Registered Interior Designer, State of Illinois
B.A., DePaul University
M.A., DePaul University

Patrick Beach
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Hospitality Management
A.B.A., Oakland Community College
B.S., Grand Valley State University
M.S., Central Michigan University

Getachew Begashaw
Assistant Professor
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M.A., Michigan State University
Ph.D., Michigan State University

Jennifer Bell
Instructor
Adult Educational Development
B.A., University of Chicago
M.A., University of Illinois - Chicago

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