Harper College

2006

Harper College Catalog and Student Handbook

2007

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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 one million 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

Equal Opportunity Statement

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
• The Health Insurance Portability
    and Accountability Act (HIPAA).
Inquiries regarding Affirmative Action should be directed to the Associate 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.

Institutional Core Values

Consistent with its philosophy, mission and vision, the employees and public servants of 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 and course schedule. These publications are available on request from Admissions Outreach, the Registrar's Office and/or the Campus Information Center.

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 Accreditation (CODA)
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, Inc.**

**Commission on Accreditation
for Dietetics Education of the
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

Harper College Academic Calendar

First Semester — Fall 2006

Registration as Scheduled... Through August 15
Final Registration Week...August 14–19
Faculty Report... August 15
Classes Begin*.. August 21
Last Day for 100% Refunds**.. August 26
Labor Day (Classes Not in Session) .... September 4
Midterm ....October 14
Veterans Day (Classes Not in Session) ....November 10
Last Day for Withdrawals (16 week classes)**..November 11
Thanksgiving Holiday (Classes Not in Session)... November 23–26
Last Week of Fall Term (Final Exams)...December 10–15
Semester Break Begins ....December 16

Second Semester — Spring 2007

Registration as Scheduled..Through January 9
Final Registration Week... January 8–12
Faculty Report...January 10
Martin Luther King Day (Classes Not in Session)..January 15
Classes Begin*..January 16
Last Day for 100% Refunds**...January 23
Lincoln's Birthday Observed (Classes Not in Session)..February 12
Midterm .... March 10
Spring Break ....March 26–April 1
Classes Resume.. April 2
Reading Day (Classes not in session) .... April 6
Last Day for Withdrawals (16 week classes)**... April 14
Last Week of Spring Term (Final Exams) ....May 14–18
Graduation ....May TBA

Summer Session 2007

Registration as Scheduled...Through May 25
Final Registration Week..May 28–June 1
Classes Begin*.. June 4
Last Day for 100% Refunds**...June 6
Midterm ....June 28
Fourth of July (Classes Not in Session) .... July 4
Last Day for Withdrawals**.. July 12
Final Exams ....July 25–26

* Most credit classes begin this week. Many continuing education and credit classes begin on other dates. Check class schedule.

** Per institutional policy these deadlines vary for non 16 week courses (fall and spring semesters) and non 8 week courses (summer session). Consult the College catalog for details on the withdrawal and refund policies.

College Calendar

Harper College follows a semester calendar which includes 16-week fall and spring semesters and an 8-week summer session. Not all classes follow a 16-week or 8-week calendar; 4-week, 6-week, 8-week and 12-week options are a few of the choices that may be available during the fall, spring and summer sessions. Classes are generally scheduled Monday through Friday from 7 a.m. until 11 p.m., Saturday from 7 a.m. until 6 p.m. and Sunday from 1 p.m. until 6 p.m. during the spring and fall semesters. (The College is closed Friday, Saturday and Sunday during the summer session.)

College Office Hours

Typical office hours are Monday through Thursday from 8 a.m. to 8 p.m., Friday from 8 a.m. to 4:30 p.m. and Saturday from 9 a.m. to noon during the fall and spring semesters. Hours of operation vary for some offices and during certain times of the year. For specific office hours, please check the College Web site: harpercollege.edu

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.
** The area bounded by the Northwest
    Tollway on the south and Higgins
    Road on the north (but west of
    Illinois Route 59) is not in the Harper
    College district. This includes the
    Prairie Stone Office Park.
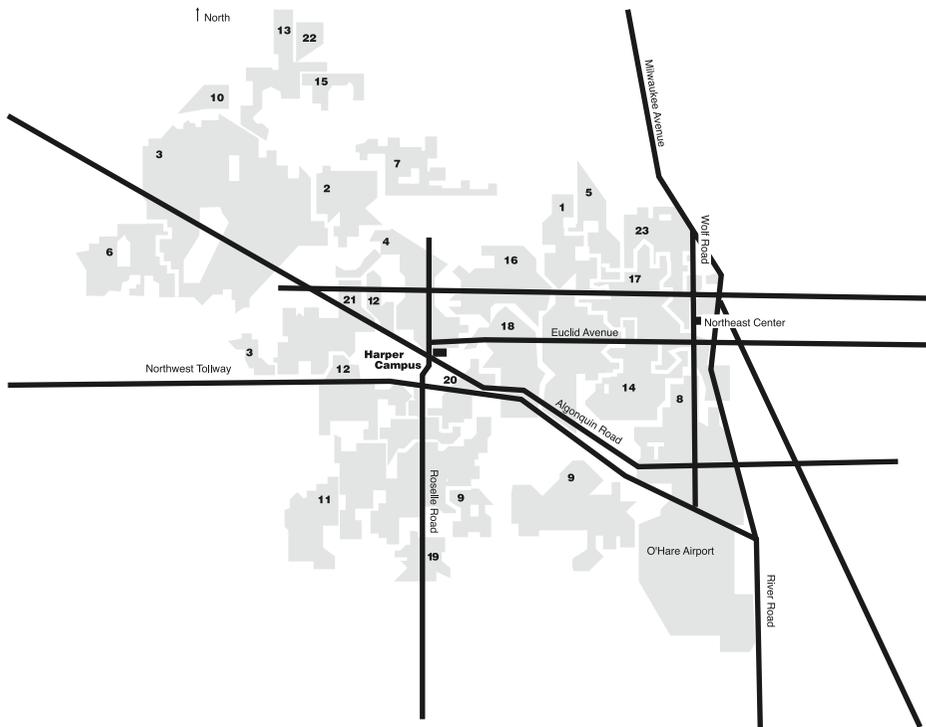
Campus Map
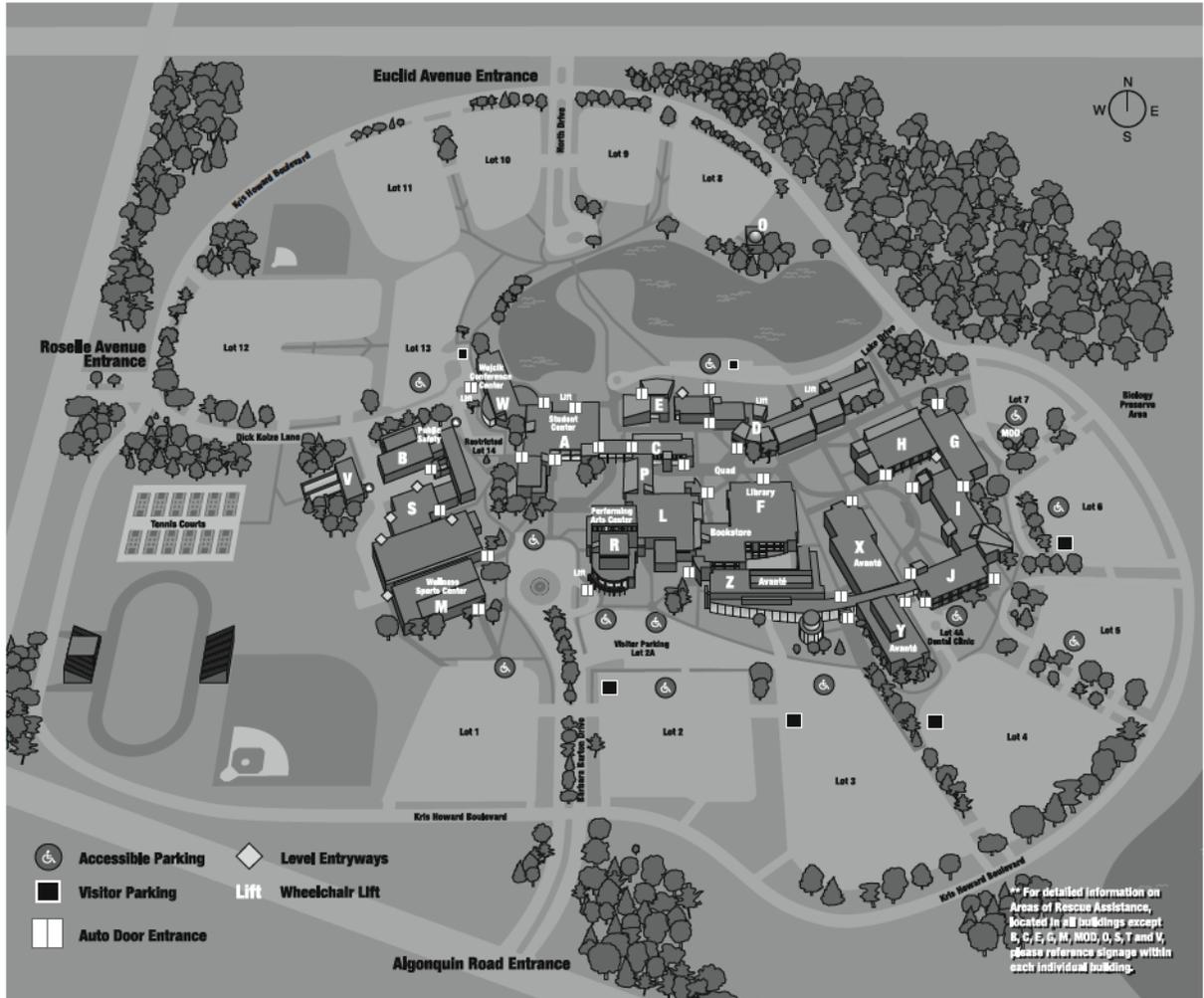
About Harper College

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 30 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 displays 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. Avanté, Center for Science, Health Careers and Emerging Technologies opened in the fall 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 Senator 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.

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 5,400 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, were completed and classes begun in the facilities in 1977. Building M, the physical education, athletics and recreation facility, and Buildings I and J, opened to classes in 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 (CAD) 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.

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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 Center. 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 Buildin J and updating of Building V.

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. Building H was completed in 1977, and the Wellness and Sports Center and the Business and Building J were opened in 1980. In 1975 the College opened an extension campus to provide additional classrooms.

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

The two additional facilities, the Marketing Services Center and the Building L, were completed in 1993 and 1994 respectively. The Marketing Services Center is the campus publication building, and the Building L houses the bookstore and Liberal Arts Division. Of special note in Building L are the theater 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 Senator Kay Wojcik.

In 2004 the college opened Avanté, Center for Science, Health Careers and Emerging Technologies. The Avanté Center encompasses 292,926 square feet of state-of-art learning space including 38 laboratories, 9 lecture halls, nursing lab, and a working dental clinic. An additional campus located in Schaumburg was purchased in 2001. This campus is focused on technology training and retraining.

A hub of the campus, Student 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, multilevel 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 300 original works of art valued at more than $1.2 million. The collection of paintings, prints and sculptures 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 Higher Learning Commission of the North Central Association of Colleges and Secondary Schools (NCA)
    30 North LaSallle, Suite 2400
    Chicago, IL 60602-2502
    312.263.0456
    800.621.7440

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

- 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 Dental Hygiene Program is accredited by the:
    American Dental Association (ADA)
    Commission on Dental Accreditation (CODA)
    211 East Chicago Avenue
    Chicago, IL 60611-2678   312.440.2500

- The Harper College Dietetic Technician Program is accredited by the:
    Commission on Accreditation for Dietetics Education (CADE) of the American Dietetic Association
    120 South Riverside Plaza, Suite 2000
    Chicago, IL 60606-6995   312.899.0040

- The Harper College Fire Science Technology Program is accredited with course approval by the Office of the Illinois State Fire Marshal, Division of Personnel Standards and Education.
    1035 Stevenson Drive
    Springfield, IL 62703-4259
    217.782.4542

- The Harper College Medical Office Administration Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.CAAHEP.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE)
    35 East Wacker Drive, Suite 1970
    Chicago, IL 60601-2208   312.553.9355

- 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 Financial Professional Regulations:
    Registered Public Accounting Continuing Professional Education sponsor
    Licensed Real Estate Pre-License School

Certifications and Affiliations

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

Certifications

Cisco:
Cisco Certified Network Associate (CCNA)
Cisco Certified Network Professional (CCNP)
Cisco Certified Design Associate (CCDA)
Cisco Secure Pix Firewall Advanced (CSPFA)

CompTIA:
A+
Network+
Server+
Security+
Project+

Linux:
Linux Certified Administrator (LCA)

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)

Microsoft Certified Systems Administrator (MCSA)
Microsoft Certified Solutions Developer (MCSD)
Microsoft Certified Application Developer (MCAD)
Microsoft Certified Database Administrator (MCDBA)
Microsoft Certified Desktop Support Technician (MCDST)

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 and 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.

Oracle Certified Database Associate
Oracle Certified Database Administrator
Oracle Certified Solution Developer
Oracle Certified Application Server Professional

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

Sun Microsystems:
Sun Certified Solaris Administrator
Sun Certified Programmer for the Java 2 Platform
Sun Certified Enterprise Architect

From Premier AutoDesk:
Certified AutoCAD Trainer
AutoCAD 2005 Professional
Autodesk Inventor
Autodesk Architecture

Ascendant Learning LLC

Telecommunications Industry Association (TIA)

Certified in Convergent Network Technologies (CCNT) (Blended/On-Line Training)

Authorized Prometric Testing Center

Project Management Professional (PMP)

Certified Wireless Network Administrator (CWNA)

Affiliations

**Academic Enrichment
and Language Studies Division**

Member, College Reading and Learning Association
Member, Commission on Adult Basic Education
Member, Commission on English Language Program
    Accreditation (CEA)
Member, Illinois Adult and Continuing
    Educators Association
Member, Illinois Teachers of ESOL and Bilingual
    Education
Member, Institute of International Education
Member, International Reading Association
Member, NAFSA – Association of International
    Student Educators

Member, National Association for Developmental
Education
Member, National Council of Teachers of English
Member, Network of Intensive English Programs:
Illinois, Indiana and Wisconsin
Member, Northern Illinois Consortium of Community
College International Advisors (NICCCIA)
Member, Teaching English to Speakers of Other
Languages
Northeast Palatine Resource Network
Northeast Suburban Council for Community Services

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, 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, National Association of Legal Assistants
(NALA)
Member, Illinois Paralegal Association
Member, Council on Hotel, Restaurant and Institutional
Education (CHRIE)
Student Chapter of Kappa Beta Delta, the national
business honor society (ACBSP)
Member, Illinois Colleges Real Estate Consortium
Member, Real Estate Educators Association

Continuing Education Division

American Heart Association
American Massage Therapy Association
Animal Trigger Point Myotherapists Association, Inc.
Association for Volunteer Administration
Authorized Autodesk Training Center
CompTIA Learning Alliance – Education to Career
Programs (E2C)
Illinois Association of Nonprofit Organization
Microsoft Partner for Learning Solutions
Oracle Academic Initiative Workforce Development
Program
Sun Microsystems Academic Initiative
The Community Music Center is a member of the
National Guild of Community Schools of the Arts

Harper College for Businesses Department

AchieveGlobal: Leadership, Customer Service, Sales
Performance
Certification in Production & Inventory Management
(COIM Review) and Certification in Integrated
Resources Management (CIRM Review)
Certification in Purchase Management (CPM Review)
Command Spanish
National Association of Purchasing Management (NAPM)
The Educational Society for Resource Management
(APICS), originally called the American Production
and Inventory Control Society
Integrity Selling
Illinois Department of Professional Regulation -
Department of Banks and Real Estate

Health Careers and Public Safety Division

American Dental Association (ADA)
American Association of Medical Assistants, The
Commission on Accreditation for Allied Health Education
Programs (CAAHEP)
Building Officials and Code Administrators (BOCA)
Building Officials and Code Administrators – International
Code Council (BOCA – ICC)
Commission on Accreditation for Dietetics Education
(CADE) of the American Dietetic Association
Explorers Club
Fire Department Safety Officers Association
Illinois Advisory Commission on Arson Prevention
Illinois Building Commission (IBC)
Illinois Coalition for Nursing Resources (ICNR)
Illinois Fire Chiefs Association
Illinois Office of the State Fire Marshall (IL OSFM)
Illinois Professional Firefighters Association
Illinois Society of Fire Service Instructors
Joint Commission Accreditation of Healthcare
Organizations
Joint Review Commission for Education in Radiologic
Technology (JRCERT)
National Fire Academy Alumni Association
National Fire Protection Association (NFPA)
National League for Nursing (NLN)
National League for Nursing Accrediting Commission
(NLNAC), Inc.
Northwest Building Officials and Code Administrators
(NWBOCA)
Northwest Emergency Management System

Liberal Arts Division

Accredited by the National Guild of Community Music
Schools
American Symphony Orchestra League
Association of Illinois Music Schools (AIMS)
Community College Humanities Association (CCHA)
Illinois Council of Orchestras
Institutional Chapter of Phi Theta Kappa, International
Honors Society for two-year institutions; student
chapter
Modern Language Association (MLA)
National Association of Schools of Music (NASM)
National Kitchen and Bath Association (NKBA)

Resources for Learning Division

American Library Association (ALA)
Illinois Community Colleges Online (ILCCO) Internet
    Course Exchange
Illinois Online Network (ION)
Illinois Virtual Campus (IVC)
Member, Consortium of Academic and Research
    Libraries in Illinois (CARLI)
Member, Illinois Library Association (ILA)
Member, Instructional Telecommunications Council (ITC)
Member, International Writing Centers Association
Member, LOEX (Library Orientation Exchange)
    Clearinghouse for Library Instruction
Member, Midwest Writing Centers Association
Member, National Tutoring Association
Member, NILRC: (Network of Illinois Learning Resources
    in Community Colleges)
Member, North Suburban Library System (NSLS)
Member, OCLC (Online Computer Library Center)
Member, Sloan Consortium

Student Development Division

National Association of Counselors and Employers
National Association of Student Personnel Administrators
National Career Development Association
Women's Work!

Technology, Mathematics and Science Division

American Association of Physics Teachers
American Astronomical Society
American Chemical Society (ACS), Division of Chemical
    Education
American Electronics Association
American Institute of Architects (AIA)
American Institute of Floral Designers, The
American Mathematical Society (AMS)
American Mathematics Association
    of Two Year Colleges (AMATYC)
American Polar Society
American Society for Engineering Education
American Society of Microbiologists
American Statistical Association
American Technical Education Association
Association for Computing Machinery (ACM)
Association for the Education of Teachers of Science
    (AETS)
Association of College and University Biology Educators
Association of Collegiate Schools of Architecture
Association of Graphic Solutions Providers, The (IPA)
Association of Licensed Architects
Association of Mathematics Teacher Educators (AMTE)
Chicago Section American Association
    of Physics Teachers
Committee on Chemistry of the Two Year College,
    Division of Chemical Education, American Chemical
    Society (2YC$_3$)
Consortium for Computing in Small Colleges (Northwest
    Conference)
Consortium for Design and Construction Careers
Consortium for Mathematics and Its Applications, The
    (COMAP)
Ecological Restoration
Ecological Society of America
EDS PLM Solutions
Explorers Club
Geological Society of America
Geological Society of New Zealand

Human Anatomy and Physiology Society
Illinois Academy of Science
Illinois Association of Architecture Instructors
Illinois Association of Chemistry Teachers (IACT)
Illinois Association of Community College Biologists
Illinois Council of Teachers of Mathematics (ICTM)
Illinois Lake Management Association
Illinois Landscape Contractors Association
Illinois Mathematics Association
    of Community Colleges (IMACC)
Illinois Mathematics Teacher Educators (IMTE)
Illinois Ornithological Society
Illinois Science Teachers Association (ISTA)
Illinois Section America Association of Physics Teachers
Illinois Section of the Mathematics Association
    of America (ISMAA)
Illinois Society of Professional Engineers (ISPE)
Illinois State Floral Association
Institute of Electrical and Electronics Engineers (IEEE)
Institute of Mathematical Statistics
Mathematics Association of America
Metropolitan Mathematics Club of Chicago (MMC)
The National Association for
    Developmental Education (NADE)
National Association for Research in Science Teaching
    (NARST)
National Association of Biology Teachers
National Council of Teachers of Mathematics
National Science Teachers Association (NSTA)
National Society of Professional Engineers (NSPE)
Natural Area Association
Natural Lands Institute
New Zealand Antarctica Society
Physics Northwest
Planetary Studies Foundation
Project Kaleidoscope (PKAL)
Radio Club of America (RCA)
Sigma Xi Meteoritical Society
Society of College Science Teachers (SCST)
Society of American Florists, The
Society of Industrial and Applied Mathematics (SIAM)
Society of Broadcasting Engineers (SBE)
Tex User's Groug (TUG)
Upsilon Pi Epsilon (UPE)
Women in Mathematics Education (WME)

Wellness and Human Performance Division

National Junior College Athletics Association (NJCAA)
National Wellness Association
American Red Cross
American Sport Education Program (ASEP)
North Central Community College Conference (N4C)
Member, American College of Sports Medicine (ACSM)
Member, American Alliance of Health, Physical
    Education, Recreation and Dance (AAHPERD)
Member, Illinois Association of Health, Physical
    Education, Recreation and Dance (IAHPERD)
Member, National Strength
    and Conditioning Association (NSCA)
Member, American Council on Exercise (ACE)

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Admission

Eligibility

All high school graduates or the equivalent (students who have successfully completed the 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.

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 detailed program information from the Harper College Admissions Outreach office.

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 fewer 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 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 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 nonrefundable application fee.

Students Applying to Limited Enrollment Programs

The following career programs have been identified as limited enrollment programs: Cardiac Technology, Cardiographic Technician, Diagnostic Medical Sonography, Pediatric Echocardiography, Radiologic Technology, Vascular Technologist, Dental Hygiene, Emergency Medical Technician-Basic, Nursing (RN and LPN), Basic Nursing Assistant (CNA) training, Mammography, Electrocardiograph Technician, Phlebotomy and Emergency Medical Technician-Paramedic. Each of these programs has special admission requirements.

Consult the curriculum section of this catalog or the health care careers Web site 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 priority consideration in the selection process. If, on that deadline date, more completed applications have been received than space available, students will be selected based upon residency and in order of ranking scores.

For limited enrollment admission purposes, the College Registrar's Office determines residency status and has defined a permanent resident of the Harper College district 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)   b) resides in the Harper College district for reasons other than attending Harper College.

Because of the nature of clinical experiences, individualized instruction, specialized technology and the equipment necessary to offer these certain limited enrollment programs, a higher tuition rate is assessed for career specific courses in these select programs. Tuition for these courses is 200 percent of the standard tuition rate.

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, a Treatment Authorization Form 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 above, these students must complete the Harper College assessment battery and achieve scores that place them into college-level course work, receive a recommendation for enrollment from a Student Development faculty member and receive approval from the class instructor and the Director of Admissions Outreach.)

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. For further information, call 847.925.6364.

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 are available to new international students, nor are they eligible to for financial assistance, 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 through a government or employer plan.

International students will be required to submit the following to the International Student Office at least eight weeks prior to the beginning of the semester or summer session in which they intend to begin their studies:

1. A completed Harper application with a nonrefundable $175 application fee.

2. Official transcripts for at least the last four years of secondary school study and any university-level or postsecondary 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.

This information is subject to change by the Department of Homeland Security (DHS). Please consult harpercollege.edu for updates.

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 Processing 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 Processing Office. Students dismissed from Harper for disciplinary reasons must be reviewed by Harper's Vice President of Student Affairs.

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 better 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 better. 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, Admissions Processing or Admissions Outreach.

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. (For purposes of admission consideration for certain limited enrollment programs, a cumulative GPA using all previous regionally accredited GPA's is calculated and used in the ranking process.) 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 nontransferable.

5.   Evaluation of credentials from a foreign country may be requested by contacting the World Education Services at www.wes.org. The Office of the Registrar at Harper College will use the WES results to determine transfer of foreign credit to the College.

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.

Registration Policies and Procedures

Attendance Policy

Regular attendance is necessary for satisfactory college work. Each instructor or program coordinator has the responsibility of establishing the attendance requirements which best suit the educational goals of a class or program. No central class attendance record is kept other than a midterm 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.

Enrollment Status Verification

Students may have current or previous enrollment verified by the Registrar's Office, Student Center,

Room A213, or by the National Student Clearinghouse online at www.studentclearinghouse.org or phone at 703.742.4200. The College Registrar's Office reports enrollment status verifications on the basis of full-time, half-time and less than half-time enrollments as defined below.

Full-time Status:
A student is considered full-time if he/she is enrolled in 12 or more credit hours during the fall or spring terms. (6 credit hours during the summer term).

Half-time Status:
A student is considered half-time if he/she is enrolled in 6 or more credit hours but fewer than 12 credit hours (6-11.9) during the fall or spring terms. (3- 5.9 credit hours during the summer term).

Less than Half-Time Status:

A student is considered less than half-time if he/she is enrolled in fewer than 6 credit hours during the fall or spring terms. (3 credit hours during 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.

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 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.

Withdrawals

Students who wish to withdraw from a class after the regular registration period 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 rated basis according to these guidelines:

1. Classes dropped prior to the start of the second week will not become a part of the student's permanent record;

2. A **W** grade will be assigned to a class dropped at the beginning of the second week and prior to the thirteenth academic week;

3. A student who does not withdraw officially from a class prior to the last date for withdrawals is subject to an **F** grade.

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

Residency

Students enrolling at 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* 30 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 program admission. Proof of in-district status is required at the time of registration. Proof of residence can include driver's license, voters registration 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 30 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 30 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 Registrar's Office shall make the final determination of residency status for tuition purposes.

Tuition and Fees

Tuition for Credit Classes*

(subject to change without notice)

In-District Residents:

....$81 per credit hour

(full-time employees of in-district companies are also eligible)

Out-of-District:

....$288 per credit hour

Out-of-State:

....$362 per credit hour

International Student:

....$362 per credit hour

Select programs may have a higher rate.

Fees for Credit Classes

- *Application Fee: $25*
- *Activity Fee, full-time student: $42*
  part-time student: $21
- *Registration Fee (nonrefundable): $15*
- *Technology Fee: $7 per credit hour*
- *Repair and Renovation Fee: $7 per credit hour*
- *Laboratory, Music and other class fees: Will be indicated at time of registration*

Application Fee

A one-time application fee of $25 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 $42 activity fee for each semester; students enrolled for less than 12 hours will pay a $21 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 HarperCard (see: Student Activities).

Special Music Fee

Students enrolled in minor applied music will pay $303 per semester. This entitles the student to one 30 minute private lesson per week. Major applied music students will pay $606 per semester and will receive one 60 minute private lesson per week.

Laboratory, Music and Other Class Fees

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

Registration Fee

A $15 nonrefundable registration fee is charged to all students registering each semester for credit courses.

Technology Fee

A technology fee of $7 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.

Repair/Renovation Fee

A renovation fee of $7 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.

Payment Deadlines

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, Student Center, A214, and at harpercollege.edu. Students may apply for financial aid at the Scholarships and Financial Assistance Office, Building C, Room C104.

Senior Citizen Discount

District residents age 65 years of age and older are eligible for a 100 percent tuition discount for all credit courses. This discount applies only when registering three business days (or later) before the first day of that particular class. This must be the student's initial enrollment in the class and there must be space available. Students may not drop and re-enroll for the discount. This discount does not apply to fees.

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/Spring Semesters

16 Week Classes	Percent of Refund
First week of classes through Saturday	100%
No refund after first week of semester	

12 Week Classes	Percent of Refund
First week through Saturday	100%
No refund after first week of semester	

8 Week Classes	Percent of Refund
First week through Wednesday	100%
No refund after Wednesday of the first week of class	

4 Week Classes	Percent of Refund
(Days are calendar days of semester)	
On or prior to first day of class	100%
No refund after first day of class	

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

Summer Session

8 Week Classes	Percent of Refund
First week through Wednesday	100%
No refund after Wednesday of the first week of class	

Refund deadlines vary for non 8-week classes.

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.

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 full-time employees who live outside the College district but within Illinois. The Education Service 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 Admissions Outreach.

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 second 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

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 open entry courses, it is necessary to meet the instructor deadline specified in the contract for that class.

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 the institution's repeat policy as 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.

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.

Transcripts

Official transcripts of a student's academic record will, upon written request, be issued and sent from the Registrar's Office 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.

Scholarships and Financial Assistance

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, Building C, Room C102.

Student Financial Assistance

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

• Federal Programs
• State-sponsored Aid Programs
• Scholarships
• Foundation Endowments and Scholarships

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. Scholarship search Web sites are linked on the Harper College Financial Aid web page.

There are many ways students can finance their education. Some students qualify for grants and scholarships based on their financial need. There are scholarships that pay all, or a portion of their expenses. Federally guaranteed loans up to $2,625 for the first year and $3,500 for the second year can be obtained.Students must be enrolled for at least six credit hours per term to qualify for loans.

On-campus jobs for students under the Federal Work-Study or other employment programs can be obtained to assist with college financing. A Federal Work-Study award does not guarantee the student will get a job.

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 4,000 Harper College students are receiving some form of assistance in programs administered by Scholarships and Financial 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 Scholarships and Financial Assistance.

• Benedictine University, Lisle
• Bradley University, Peoria
• Columbia College, Chicago
• Concordia University, River Forest
• DePaul University, Chicago
• DeVry University, Addison and Chicago
• Dominican University, River Forest
• Eastern Illinois University, Charleston
• Illinois Institute of Technology, Chicago
• Illinois State University, Normal
• Kendall College, Evanston
• Knox College, Galesburg
• Lewis University, Romeoville
• Loyola University, Chicago
• Marquette University, Milwaukee, WI
• McKendree College, Lebanon, IL
• North Central College, Naperville
• Northern Illinois University, DeKalb
• Quincy College, Quincy
• Ripon College, Ripon, WI
• Roosevelt University, Schaumburg and Chicago
• Saint Xavier University, Chicago
• Southern Illinois University, Carbondale
• University of St. Francis, Joilet
• Western Illinois University, Macomb

Foundation Scholarships

By Division

**Academic Enrichment and Linguistic Studies/
      International Students**
• Jean B. Chapman International Student Scholarship
      Fund
• John and Melanie Frieburg ESL Scholarship

Business and Social Science
• Donald G. Albrecht Memorial Endowment Scholarship
• Lou Buchenot Scholarship
• Business and Social Science Staff Scholarship
• Business and Social Science Fund
• Chicago NW Suburban Chapter of the CPCU
      Society Scholarship
• Executive Secretary Scholarship
• Illinois CPA Scholarship O'Hare Chapter Scholarship
• International Air Cargo Association of Chicago
      Scholarship
• Nils Andrew Johnson Memorial Culinary
      Arts Scholarship
• Jim McGuire Memorial Endowment Scholarship
• Office Re-Entry Program Scholarship
• Robert R. Randall Endowment

Continuing Education
• Gene & Hildegarde Evans Memorial Scholarship
• James E. Finke Memorial Scholarship

General
• A&T Philia Foundation Scholarship
• Bright Futures Scholarship
• Eugenia S. Chapman Memorial Endowment
      Scholarship
• General Endowment Scholarship
• William Simpson Memorial/Wheeling Rotary
      Scholarship for NEC
• Anne Rodgers Scott Endowment for Student Success

Health Careers and Public Safety
- Criminal Justice Scholarship
- Cheryl M. Dwyer Memorial Endowed Scholarship
- Kathleen Fagan Memorial Nursing Scholarship Endowment
- Harper Cardiac Rehabilitation Endowment Fund
- Harper Nursing Student Endowment Scholarship
- Justin Hart Scholarship
- Joanne Heinly Nursing Scholarship
- Illinois Association of Fire Protection Districts Scholarship
- Illinois Health Improvement Association Scholarship
- Sharlene Marchiori Memorial Nursing Scholarship
- Dr. Charles Shaner Memorial Scholarship for Dental Hygiene

Liberal Arts
- Diane Tomcheff Callin Endowed Memorial Scholarship
- Chicago Film Critics Association Scholarship
- Marilyn Shiely Coste Memorial Endowed Scholarship
- John W. Davis Spanish Travel Scholarship
- International Studies Abroad Scholarship
- Henry Meier German Scholarship
- Sears Fashion Merchandising Scholarship
- Jacob & Iris Wolf Endowed Sign Language Interpreting Scholarship

Technology, Mathematics and Science
- Architectural Technology Endowed Scholarship
- James F. and Valerie D. Arnesen Biology Endowment Scholarship
- Stephen Boettcher Memorial Engineering Scholarship
- Harold Cunningham Mathematics Memorial Scholarship
- Lawrence Francione Memorial Scholarship
- JBM Endowed Scholarship Fund
- Mathematics and Science Endowment
- Edward Moran Memorial Computer Science Award
- Nick Nocchi Award
- Northrop Grumman Engineering Scholarship (2+1)
- Wilford C. Papenthien Memorial Fund
- Glenn A. Reich Computer Science Scholarship Endowment
- Margaret Scott Memorial Math Scholarship
- Square D Engineering Endowed Scholarship (2+1)

Performing and Visual Arts
- Harley Chapman Music Performance Scholarship
- Community Music Center Scholarship
- Renee Windle Danforth Memorial Fine Arts Award
- Ronald Dourlet Memorial Scholarship
- Fine Arts Scholarship
- Fine Arts Scholarship for Women
- Mary Ellen Klotz Scholarship for Art Students
- Linda J. Lang Speech Team Scholarship
- Eugenia Makowski Endowed Scholarship
- Barbara Minner-Fuhr Memorial Scholarship
- Speech Team Scholarship
- Mary Jo Willis Theatre Scholarship Endowment
- Carol A. Zack Memorial Fine Arts Scholarship

Transfer
- John Louis Papandrea Liberal Arts Memorial Scholarship
- James J. McGrath Humanities Scholarship
- Harper Employee Transfer Scholarship

Wellness and Human Performance
- Roy G. Kearns Memorial Scholarship

Vocational
- Barrington Breakfast Rotary Club Scholarship
- Education to Careers Scholarship
- Timothy A. Kolze Memorial Endowment Scholarship

By Student Groups

Distinguished Scholars and Student Leaders
- Amersham Endowment Scholarship
- Geraldine Cosby Endowed Service Scholarship
- Dr. Ernest B. and Mrs. D. Kris Howard Endowment for Community Service
- Motorola Award for Excellence
- Phi Theta Kappa ScholarshipÃ
- Student Leader Endowed Scholarship
- Walter E. and Elizabeth M. Schroeder Memorial Endowment for Honors Students

Faculty/Staff Development
- Harper 512 IEA/NEA Association Scholarship
- Harper Employee Transfer Scholarship
- Joan R. Young Scholarship

GED Scholarships
- GED Graduate Scholarship
- Elizabeth Schmik Hull Fund

Minority Retention Scholars
- Kathleen N. Graber Scholarship
- Kolbusz-Kosan Endowed Scholarship
- Latinos Unidos Student Organization Scholarship
- Minority Access to Higher Education Grant (scholarship)
- Shirley Gross Moore Endowment for Minority Students

Students With Disabilities
- ADS Alumni Scholarship
- Glenda F. Nuccio Memorial Scholarship
- Midge C. Smith Memorial Scholarship
- Donald and Patricia Torisky Endowment Fund

Women's Program
- Displaced Homemakers Scholarship
- Schaumburg Area AAUW Scholarship for Women
- Women's Program Scholarship
- Beverly Kiss Memorial Scholarship
- Royal American Bank Displaced Homemakers Scholarship

Working Students
- Betty and Matt Cockrell Endowed Scholarship

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 Registrar's Office 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.

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 (>16 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 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.

Academic Policies

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.

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.

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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 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 in a 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 session 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.

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.

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 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.

Student Affairs

Student Development

*Academic Advising
and Counseling Center*

Career Center

Center for Multicultural Learning

Assessment and Testing Center

Center for New Students and Orientation

Women's Program

Access and Disability Services (ADS)

**Health and Psychological Services and
Wellness Programs**

Student Activities

Student Senate

Athletics

Intercollegiate

Intramurals

Fitness Center

Resources For Learning

Learning Achievement Program

Library Services

Distance Learning Classes

Computer Labs

Harper College Bookstore

Bookstore Refund Policy

Book Buyback

Dining Services

Child Learning Center

Harper College Police

ID Cards

Box Office

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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 Building I, Room I117, the Career Center, located in the Student Center, Building A, Room A347 and the Center for Multicultural Learning, located in Building D, Room D142, provide services to help returning students develop their educational plans. Services include assistance with course selection, information on Harper's career and transfer programs and access to current online and written resources. Students are encouraged to see a Student Development Counseling Faculty member each semester to update their educational plans, check for changes in the Harper curriculum and verify transfer information.

Counselors in these Student Development centers also offer personal counseling to students, provide counseling designed to meet the needs of adult students and assist students in academic difficulty. It is recommended that students call well in advance to schedule appointments, particularly during mid and late semester.

In addition, the Career Center assists students in making career or college major choices, or in gaining skills to aid in the job search process. A variety of career and academic information is available and Student Development faculty provide assistance with the decision-making process through the *Major In Success* program, individual counseling as well as career planning courses.

Job search assistance is available through www.collegecentral.com/harper. This free password-protected job listing system annually catalogs several thousand Chicago-area jobs. Students have the added advantage of posting their resumes at www.collegecentral.com/harper for employers' viewing. Harper students can also gain the skills necessary for successful job searching, resume writing and interviewing by making a counselor appointment.

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 Minority Student Transfer Center in Building D, Room 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.

Assessment and Testing Center

This Student Development office is located in the Student Center, Building A, Room 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 this 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.

Center for New Students and Orientation

This Student Development Center, located in Building C, Room C104, is available to all students entering the College for the first time. The Center for New Students and Orientation assists all entering students by providing the preliminary information helpful in their transition to Harper College. Advising is provided through appointment in both small groups and individually.

This center is responsible for New Student Orientation each semester. These programs provide opportunities for new students to meet others 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.

New full-time students will be encouraged to attend the New Student Carnival at the beginning of the fall semester to learn more about clubs and organizations and student support services in a relaxed, activity filled atmosphere.

Prior to the beginning of the fall semester, parents of new full-time students are invited to the Parent Experience. This special program is designed to provide parents with information about the college and answer any questions that they may have.

Women's Program

The Women's Program provides services and programming to assist women in achieving their educational and/or employment goals. State-funded grant programs allow for such services as career, personal and academic counseling; job readiness preparation; information about and referral to appropriate resources; and limited assistance with tuition, books and childcare expenses for single parents, displaced homemakers, nontraditional career seekers, and individuals with limited English proficiency.

Women Make History

Since 1971, Harper College has celebrated the many contributions women have made throughout history. Each year in March, the Women's Program, in collaboration with Student Activities, presents a program that recognizes the impact women have made in history.

The Women's Program is located in the Student Center, Building A, Room A347.

Access and Disability Services (ADS)

The mission of Access and Disability Services is to create a comprehensively accessible environment and to empower students to become actively involved in all aspects of campus life. Harper College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

New students should contact the ADS office to arrange an intake interview, apply for access/accommodations and furnish pertinent information about the nature and extent of their disability. All new students will be interviewed and will participate in the College assessment program. The ADS office assists students in choosing their courses, setting career goals, maintaining good academic standing and planning for after college. In addition, the ADS office offers students the use of a wide variety of specialized equipment and 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.

The Program to Achieve Student Success (PASS) is a fee for service program for students with learning disabilities and ADD that offers one-to-one specialized instruction on a weekly basis. Diagnostic testing for learning disabilities is also available for a fee. An academic monitoring program, is open to students with disabilities who are at risk academically, are seeking a college degree and who need academic advising and coaching. Students receive counseling, access to tutoring, transfer assistance and grade monitoring.

Students interested in securing access or services should contact ADS at the earliest possible date at 847.925.6266 (voice) or 847.397.7600 (TTY). The ADS office is located in Building D, Room D119.

Availability of some services may be limited or delayed for students who turn in requests after the last full day of open registration, prior to the start 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 (MCPO) ADS serves as an outreach site for this center which is based at St. Paul 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, Indiana, Kansas and Missouri.

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 Center, Building A, Room A364, 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, licensed clinical psychologist and doctoral level psychologists in training. The nurse practitioner, physician and psychologist are available to diagnose, treat and refer 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 students in clinical psychology, supervised by a licensed clinical psychologist 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 session.

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

Health and Psychological Services staff plan and coordinate 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.

For further information, call 847.925.6268.

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*; Pom Pon and Cheerleading; an FM student radio station, WHCM; theater and speech team activities; a student travel program; free legal and medical advice; personal financial guidance; 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, Anime Club, ASL Club (American Sign Language Club), Astronomy Club, Black Student Union, Chess Club, Deaf Club, Destine Interior Design Club, Environmental Club, FEA (Future Teachers Association), Formulator Inc., Harper Association of Mathematics, Harper Chemistry Club, Harper College Clay Guild, Harper College Dance, Harper College Democrats, Harper College Engineering Club, Harper Food Club, Harper InterVarsity Christian Fellowship, Harper Pride, Harper's Bizarre, Honors Society, Horticulture Club, Indian Pakistani Student Association, International Students' Club, KappaBeta Delta, Lambda Epsilon Chi, Latinos Unidos, Latter-day Saint Student Association (LDSSA), Lifeguard Club, Literature and Creative Writing, Model United Nations, M.O.V.E. (Motivating Others to Volunteer Everywhere), Multicultural Advisory Board, Muslim Student Association, Nursing Class of 2006, Nursing Class of 2007, Phi Theta Kappa, S.A.I.F.D. (Students American Institute of Floral Designers), Sign Language Interpreting Club, Sociology Club, Stop AIDS Harper, Student Ambassadors, Wm. Rainey Harper Amateur Radio Club and Women's Rights Awareness.

The Student Activities office is located in the Student Center, Building A, Room A336. Additional information can be found at harpercollege.edu

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 sports: Football, Men's Soccer, Women's Soccer, Men's Cross-Country, Women's Cross-Country, Women's Volleyball, Wrestling, Men's Basketball, Women's Basketball, Baseball, Softball, Men's Track & Field, Women's Track & Field. 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, Mich. (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 (Wellness and Sports Center, Room M214) to determine eligibility status and receive specific sport information.

Other questions may be directed to the athletic coordinator at 847.925.6969.

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 Center or contact the coordinator of intramurals in the Wellness and Sports Center, M219, 847.925.6963.

Fitness Center

The Harper College Fitness Center offers a variety of strength training and cardiovascular equipment at very affordable prices. Personal training services are also available. Students are eligible for discounted rates. The Fitness Center is located in the Wellness and Sports Center, M162. Call 847.925.6919 for details.

Academic Support Services
Resources for Learning Division

Academic Support Services provides success services, writing assistance and tutoring to students 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, Building F, Room 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. Online tutoring is also available via ICVTutor. Study guides are also available for certain courses. For additional information and hours of operation, contact the Tutoring Center in Building F, Room 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 per hour.

Tutoring sessions are scheduled by appointment only. Contact the Community Tutoring Center in Building F, Room F315, or call 847.925.6888 for more information.

Writing Center

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 a.m.-8 p.m., and Friday, 8 a.m.-2 p.m.
The Center is closed when classes are not in session. For additional information call 847.925.6715 or 847.925.6000, ext. 2719.

Library Services
Resources for Learning Division

Library Services, located in Building F, teaches students 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 more than 300,000 books, and nearly 10,000 newspapers, magazines and journals (print and online). The collection also includes compact discs, slides, videotapes, DVDs and other media formats. Access to reference services, library instruction, interlibrary loan, electronic resources, College Archives, reserve materials, copy machines and an online catalog is provided. Materials added to the collection are catalogued using the Library of Congress system. Individual study spaces and study rooms for small groups are also available. Viewing and listening spaces, each equipped with a variety of media, are used to support individual instruction.

The library's online catalog (I-Share) provides access to 65 academic library collections in Illinois. All electronic resources can be accessed through workstations on the first and second floors of the library. Electronic resources can also be accessed from home or office via an Internet connection and personal computer. A valid College ID card is required for borrowing materials. For more information, call 847.925.6184 or visit the Library Services Web site at harpercollege.edu

Distance Learning Classes
Department of Instructional Technology

A variety of courses are available to students via the World Wide Web. Online, teleweb (videotape viewing with an Internet component) and blended (Internet component with reduced campus class time) courses offer the options of flexible learning time as well as communication with instructors and classmates via e-mail or through discussion forums. A personal computer, specific hardware and software requirements, online access through an Internet Service Provider (ISP) and a working email account are necessary. Campus visits for orientation and proctored testing may be required. Harper uses Blackboard™ (http://harper.blackboard.com) for many courses offered via distance delivery.

Harper also offers a complete range of telecourses (videotape viewing) from economics to psychology. Most telecourses have a mandatory, on-campus orientation session that provides an introduction to the instructor and course expectations. These courses often require campus visits for proctored testing. Courses may be viewed on cable TV within the Harper district area, rented from the Bookstore for a fee or viewed at the main campus Library or at select area libraries without cost. Please check with your local cable TV company to verify availability of the Harper channel access in your area as well as telecourse tape access at your local library.

Other distance learning options include taking courses via videoconference (transmitted live to a Harper classroom) or selecting from a broad range of courses offered from other Illinois colleges and universities through the Internet Course Exchange (http://www.ilcco.net/ice) and the Illinois Virtual Campus (http://www.ivc.illinois.edu). Discussion with a Harper counselor prior to registration is advised as students who want to enroll in courses delivered from these sources must follow specific procedures.

For specific information about current distance learning courses offered at Harper College, call 847.925.6586 or visit the Distance Learning Information Center at harpercollege.edu/distancelearning

Computer Labs

More than 1,300 computers provide access to the Internet, the Harper Web site and program specific software.

Open Labs

Harper has three large open labs that are staffed to assist students with logging on and off, accessing specific programs and printing their work. Labs are open to all currently enrolled Harper students. Distance learning students are welcome to use this lab.

Following is a list of open computer labs and locations:

I Mega Lab
Building I, Room I223
847.925.6000 ext. 2372 and 2870

Fall and spring semesters hours:
Monday–Friday, 6:45 a.m.–11 p.m.
Closed Saturday
Sunday, 8 a.m.–6 p.m.

Summer session:
Monday–Thursday,
7 a.m. –10:30 p.m.
Closed Friday, Saturday and Sunday

Y Mega Lab
Avanté, Building Y, Room Y203
847.925.6000 ext. 6966

Fall and spring semesters hours:
Monday–Thursday, 6:45 a.m.–11:00 p.m.
Friday and Saturday, 8 a.m.–6 p.m.
Closed Sunday

Summer session:
Monday–Thursday,
6:45 a.m.–11 p.m.
Closed Friday, Saturday and Sunday

Desktop Application Lab
Northeast Center (NEC)
1375 South Wolf Road, Room 236
Prospect Heights, IL
847.925.6001

Fall and spring semester:
Monday, 10 a.m.–5 p.m.
Tuesday–Wednesday, 2 p.m.–5 p.m.
Thursday, noon–5:00 p.m.

All Machines in the Open Labs have:

Hardware: workstations and printers

Software: OS – Windows XP Pro and Office 2003 – a complete install with full clip art, VBA and Speech recognition; Word, Excel, Powerpoint, Access, Internet Explorer 6.0, Netscape Navigator 7.0, Mcafee VirusScan v7.1.x, Acrobat Reader 6.0, Realplayer 8.0, Quick Time 6.4, Flashplayer MX Plugin (for IE and Netscape) Shockwave Player MX Plugin (for IE and Netscape) MS Windows Media Player 9.0 and FrontPage 2003.

As new releases become available, packages will be upgraded as appropriate to the academic calendar.

In addition, each of the three open labs have program specific software. Your faculty can direct you to the appropriate lab for the course in which you are enrolled.

Cyber Cafes – Internet only

William's Web – Building L, across from the Bookstore

Hawk's Nest – Student Center, near Violet's Café

Special Purpose Open Labs

Writing Center
Building F, Room F303
847.925.6000, ext. 2719

Fall and spring semesters hours:
Monday–Thursday 8 a.m.–8 p.m.
Friday, 8: a.m.–2 p.m.

Summer session:
Monday–Thursday, 9 a.m.–7 p.m.

Lab is open to all currently enrolled Harper students seeking assistance with writing. Distance Learning students are welcome to use this lab.

Allstate Technology Lab
Building D, Room D119
847.925.6266
Monday–Friday, 8 a.m.–4:30 p.m.

Any Harper credit or Continuing Education student with a documented disability, who has registered with the Access and Disability Office, may use this lab. Assistance in creating, composing and writing assignments is available as well as use of specialized software and hardware.

• Dragon Dictate and Naturally Speaking
  - speech to text software

• JAWS – text to speech software

• MAGIC – screen magnification software

• Duxbury – text to Braille software

• Alva – refreshable Braille software

• Alpha Smart keyboards
  – portable note taker device

Math Lab
Building D, Room D107
847.925.6395

Fall and spring semesters hours:
Monday–Thursday
8:30 a.m.–3:30 p.m. and 5–8 p.m.
Friday 8 a.m.–noon

Summer session:
Monday–Thursday
8:30 a.m.–3:30 p.m. and 5–8 p.m.

Harper College Bookstore

The Harper College Bookstore, located in Building L, 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 Guidelines
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 50 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 normally determined by the national market value which is less than prices paid at the end of the semester. However, 50 percent of the new book price will be paid if the bookstore has a current need for the textbook. This service will not be offered one week before each semester and during the first two weeks of classes.

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

Dining Services

The Harper Dining Services offers breakfast and lunch Monday through Friday, and dinner Monday through Thursday in the Cockrell Dining Hall. Operating hours during the regular school year are as follows:

Monday through Thursday   7:30 a.m.–6:30 p.m.

Friday   7:30 a.m.–2:15 p.m.
(Service hours subject to change without notice.)

Dining Services also maintains food and vending machines located in buildings throughout the campus. There are snack bars located in Avanté, Building L, Building J and Building D. Dining Services 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:

• An extended care preschool program for children of Harper students, faculty, staff and the community at large. This program offers full-day and half-day child care for children 3 through 5 years of age and operates Monday-Friday from 7:30 a.m. – 5:30 p.m. Children may be enrolled for one day or up to five days a week. For more information on fees or registration costs, call 847.925.6262. You may also visit us at harpercollege.edu.

• A preschool program for children of students, faculty, staff and the community at large who are 3 through 5 years of age. The preschool has set sessions which coincide with Harper's academic calendar. For information about the preschool, call 847.925.6262.

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

Harper College Police Department

The Harper College Police Department 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, the department provides traffic control, grounds and building patrol, emergency first aid, CPR and AED, jump starts and vehicle key retrieval.

Harper College Police Department, 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 Harper College Police Department for safekeeping. If you have lost an item, inquire about it with Harper College Police Department.

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 Harper College Police Department.

Emergency call boxes are strategically located throughout campus parking lots and by inner campus sidewalks. Locations can be identified during hours of darkness by noting the blue lights on parking lot light standards and sidewalk light standards (inner campus). 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 Harper College Police Department at 911. For parking permits or non-emergency information call 847.925.6330.

ID Cards

All credit students (i.e., those who pay a student activity fee) are entitled to a free photo ID Card, known as the HarperCard. The HarperCard ID is an all-purpose card that can be used for identification, admittance to College events and open recreation, discounts at the Box Office, and as a Library card. Soon it will also serve as a copy card for campus photocopy machines and use for other campus services. Check at the Box Office about fees for lost, stolen or damaged cards.

Students may get their HarperCard ID in the Box Office, J135. Questions can be directed to 847.925.6000, extension CARD (2273).

Box Office

Harper College offers two box office locations. J Theatre Box Office is located in Building J, J135. The hours are 10 a.m.–7 p.m., Monday–Thursday and 10 a.m.–4 p.m., Friday. The Daily Herald Box Office is located in the Performing Arts Center. The box offices are open one hour before the start of each program. Any changes or additions to featured programs will be announced through College publications and the news media.

Regular priced tickets may be purchased at harpercollege.edu or by telephone: 847.925.6100.

Visa, MasterCard or Discover are accepted. To purchase tickets by mail, send ticket requirements, self-addressed stamped envelope and check made payable to Harper College.

Mail to: Harper College Box Office, Building J
1200 West Algonquin Road
Palatine, IL 60067

Some programs may sell out in advance. Harper students with a current HarperCard may purchase a limit of two tickets at the student price. Harper faculty and permanent staff may also purchase a limit of two tickets at the student price.

Only general admission and senior tickets may be purchased by phone, Internet or mail. Students and staff must purchase tickets on campus to receive a discount. Students purchasing tickets at the student rate must show a current HarperCard ID.

Special Note: Event subject matter, times, dates and venues and Box Office hours are subject to change. Call the Box Office at 847.925.6100 for the latest updates.

Federal and State Laws

Americans with Disabilities Act
Drug Free Schools and Communities Act
Family Educational Rights and Privacy Act
Equity in Athletics Disclosure Act
Jeanne Clery Disclosure of Campus Security
Policy and Campus Security Act
Student Right to Know Act

College Policies

Bulletin Boards and Publicity
The Student Center
Communicable Diseases Policy
Discrimination Complaint Procedure
Distribution of Literature and
Use of Tables or Display Space
Non-Solicitation Policy
Policy Regarding Sexual Offenses
Political Campaigning on Campus
Sexual Harassment Policy
Smoking Policy
Speakers Policy
Student Activities Awards Programs
Student Code of Conduct and
Dispute Resolution Procedures
Student Dress
Technology and Information Resources
Acceptable Use Guidelines
Workplace Violence Policy

This section includes information on College policies and procedures. Elsewhere in the Catalog, College academic regulations are delineated for students. These include Harper College Standards for Academic Performance, Assessment and Placement Policy, Repeat Policy, Forgiveness Policy, Grading and Grade Points, Incomplete Grades, Attendance Policy, Academic Honesty Policy, 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

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. Persons with disabilities, who may require accommodations and/or support services, should contact Access and Disability Services in the Building D, Room D119, or telephone 847.925.6266 (voice) or 847.397.7600 (TTY). While mandated services will be offered at Harper College facilities, complete College support services such as tutoring, counseling and others may only be available at the Palatine campus.

Drug Free Schools
and Communities Act

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

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 on the Harper Web site at harpercollege.edu.

Students and employees are encouraged to access 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 provide a drug and alcohol free educational and work environment, Harper College is 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 available for employees and their immediate family members.

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

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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 Harper College Police 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, e-mail address, 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, photographs, 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.

Review of Records

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 45 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 Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C., 20202-5901 concerning alleged failures of the College to comply with the Act.

Copies of the Act, Harper policies and procedures and forms for use in implementing the Act, are available upon request in the Registrar's Office, Student Center, Building A, Room A213.

Equity in Athletics Disclosure Act

Harper College complies with the Equity in Athletics Disclosure Act by annually completing a report that contains participation rate, financial support and other information on men's and women's intercollegiate athletic programs.
Such information can be found at harpercollege.edu/about/consumer.shtml
Hard copies are available upon request.

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

The Clery Act requires colleges and universities to disclose data on crimes committed on and off campus and campus safety policies and procedures. An amendment, The Campus Sex Crimes Prevention Act, requires disclosure of where law enforcement agency information provided by the State concerning registered sex offenders may be obtained. Harper compliance information can be found at harpercollege.edu/about/consumer.shtml
Hard copies are available upon request.

Student Right to Know Act

The Federal government, under the Student Right to Know Act, requires that all colleges and universities report graduation or completion rates and, if applicable, transfer-out rates for new full-time, degree or certificate-seeking students.
Information for Harper College is available at harpercollege.edu/about/consumer.shtml
Hard copies are available upon request.

College Policies

Bulletin Boards and Publicity

Announcement of College events can be found on:

- the print calendar, distributed to all students who have paid an activity fee, and to all community members who request one from the Student Activities office.

- the online Events Calendar (harpercollege.edu);

- the Algonquin Road marquee;

- Harper Vision, the closed circuit television monitors; and

- bulletin boards around the campus.

Publicity must be approved and/or stamped by the Student Activities office and may be hung or distributed only in designated locations according to posting guidelines. Recommended poster size is 8.5" x 11" tall, but larger posters will be allowed if space is available. The name of the organization sponsoring an event should be clearly visible on all publicity material as well as the Harper logo. A poster service is available to student clubs and organizations through the Student Activities office, Student Center, Building A, Room A336. A two-week lead time is requested for posting and the poster service. 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.

If space allows, bulletin boards may also be used for announcements of events by non-Harper not-for-profit organizations; contact the Student Activities office at 847.925.6242 for guidance. Only the two Open Access bulletin boards may be used to announce non-Harper for-profit events: one is in the Student Center, Building A, near the Registrar's Office (on the west side of the hallway); the other is in Building J, near J Theatre (across from the vending machines). In addition, both on-campus and off-campus groups wishing to advertise should contact both WHCM Radio 88.3 FM and *The Harbinger,* campus newspaper, for rates to reach customers through these student-run venues.

For further information, refer to the Student Activities "Posting Policy Guidelines" online at harpercollege.edu

The Student Center

Many of Harper's lectures, concerts, informal discussions, meetings, conferences and other activities are held in the Student Center. Its facilities include The Hawks Nest (Cyber Cafe), Cockrell Dining Hall, game room, video arcade, three TV areas, lounges, meeting rooms and offices for student government, clubs and organizations, student publications, student development and health services.

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 Student Center dining hall between 10:30 a.m. and 1:30 p.m. 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.

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

• Programs are occasionally held in the Student 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 (NDCO) 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 NDCO 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 NDCO 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 NDCO will determine the appropriate actions to be taken.

The NDCO 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 NDCO'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 NDCO'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 Associate Vice President for Diversity and Organizational Development of the College. The NDCO'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 Student Center or in Building J 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-political, 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 Center, Building A, Room A336.

2. Space shall be allocated on a first-come, first-served basis. It shall be requested at least five days prior to desired date. Requests for a subsequent semester will not be accepted earlier than six weeks prior to the beginning of that semester.

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 Center at the same time, and a maximum of two may be placed in the designated area of the Building J 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 Student 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 Student Center and Building J, an exhibitor may reserve a space for a maximum of once a week, per organization. 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, if approved by Student Activities.

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

13. Literature may be sold and contributions solicited in the designated areas.

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

15. 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.

16. In the event that an organization wishes to rent the entire Student 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.

17. 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.

For a service for non-Harper for-profit groups call 847.925. 6000 to inquire about kiosk fees through the Facilities Manager at the Information Center.

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.

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 nonforcible.

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 Harper College Police. 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 Harper College Police 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 Harper College Police 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 Harper College 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 Harper College Police 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 activity in support of or in connection with any campaign for elective office or any political organization is strictly prohibited, except for Harper Student Trustee and Senate elections. "Political activity" includes:

• organizing or participating in any political meeting, rally, demonstration or event;

• conducting or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question;
• circulating petitions on behalf of a candidate for elective office or for or against any referendum question; and
• distributing campaign literature on behalf of any candidate for elective office or for or against any referendum question.

Political candidates may be invited to appear on campus by a college club whose stated mission is to bring political candidates and speakers to campus. 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 she/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 Associate 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 Associate 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 she/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 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 policy pertains to all of the facilities of William Rainey Harper College, which includes all owned or leased facilities, regardless of location.

The College recognizes the rights of those who choose to use tobacco and does not prohibit the use of tobacco products. It does, however, in accordance with the State of Illinois Public Act 86-1018, the Illinois Clean Indoor Air Act (effective July 1, 1990), restrict the use of these materials to designated areas outside College buildings and vehicles.

This policy complies with the Americans with Disabilities Act, which provides smoke-free entrances for employees and students with respiratory and other conditions affected by exposure to smoke. In addition, in accordance with the American College Health Association guidelines, smoking will be prohibited in outside athletic and classroom areas, which include but are not limited to, the tennis courts, baseball and football fields, track and field areas, and stadium and seating areas.

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.

A map of the designated smoking areas is available online and at all information desks.

Health and Psychological Services will offer assistance to staff and students who desire to quit smoking through cessation workshops and other support.

In the event of a disagreement between a non-smoker and smoker, the rights of the non-smoker to protect his/her health shall prevail over the rights of the smoker.

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 four weeks in advance; (If the program is open to only members of the sponsoring organization – and not open to other students or the public – then two weeks advance notice is sufficient). 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 with the Student Activities office 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 and the Coordinator of Media Relations 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.

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 individual organizations and faculty advisors, generally in March. The students are honored at an awards banquet sponsored by the College in May and given awards in the form of plaques, special awards or certificates depending upon the particular level of activity.

Student Service Awards reimburse full (up to 12 credit hours) or half-tuition for students who have made outstanding contributions to student activities. These awards are granted for one semester. Since the budget is limited, only a specific number of students in each club are eligible for consideration. 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. Only students who have served in their position for the entire semester are eligible for consideration. Evidence of significant contributions must be documented in the recommendation.

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

Student Code of Conduct and Dispute Resolution Procedures

I. Introduction

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

Integrity
Respect
Excellence
Collaboration

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 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 within 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 nonacademic 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 disciplinary 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 imposed, 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 non-forcible 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.

Technology and Information Resources Acceptable Use Guidelines
I. Philosophy
Harper College provides for the use of technology and information equipment, software, networks and facilities to further the College's mission of instruction, communication, research and public service. Access and use of facilities is a privilege and must be treated as such by all users. Acceptable use is based on common sense, common decency and civility, and users are subject to such procedures and processes, which operate in the College. Responsibility for the provision and support for the resources resides with the Information Technology organization.

II. Risk and Responsibility: E-mail, Internet Resources and Electronic Files
A. Security

The College cannot and does not guarantee the security of electronic files on its computer systems.

These systems can be breached by someone determined to do so. Additionally, it is impossible to filter all materials transmitted or received via these resources. Harper College assumes no liability for offensive material that any user may encounter, such as material that is illegal, defamatory, obscene, inaccurate or controversial.

B. Privacy

Users are strictly prohibited from accessing files and information other than their own, those which were intended for the user and those which the user has permission from authorized College personnel to access.

The College reserves the right to access its computer and network systems, including current and archival files of users' accounts; if that access would be imperative to conducting College business; if there is strong evidence of improper usage; or if there is strong evidence of impropriety. Under the Illinois Freedom of Information Act ("IFOIA"), electronic files are treated in the same way as paper files. Any public records as defined in the AFIRE may be subject to inspection. Any inspection of electronic files, and any action based upon such inspection, will be governed by all applicable Federal and State laws and College policies.

C. Education and Training

All users have the responsibility to use the facilities and all forms of technology resources in an efficient, ethical and legal manner. Users are expected to follow equipment and lab usage guidelines and, when necessary, receive training in the use of these resources. They should accept responsibility for their own work by learning appropriate uses of software to maintain the integrity of work created. Users should keep archives and back up important work. They are responsible for learning and properly using the features of securing and/or sharing access to files.

III. Unacceptable Uses

It is the joint responsibility of all users to help avoid unacceptable uses such as but not limited to:

1. Using the resources for any purpose, which violates Federal laws, State laws or College policies.

2. Using the resources for commercial purposes.

3. Misrepresenting the user's identity or affiliation in the use of information technology resources.

4. Creating, sending, storing or soliciting patently harassing, intimidating, abusive or offensive material to or about others.

5. Intercepting, disrupting or altering electronic communications.

6. Using another person's account, user ID, name or password.

7. Sharing of individual user accounts and resources with another person or another organization.

8. Attempting to exceed, evade or change assigned specifications or limitation of an account without the approval of appropriate College personnel.

9. Impeding the use of systems by others.

10. Attempting to corrupt the system.

11. Reproducing or distributing copyrighted materials without authorization.

Use of networks, technology, and information resources accessed from the College, such as Internet, satellite teleconferencing and distance learning facilities, is subject to the same principles and guidelines that are present within the College. Networks, technology or information resource providers outside the College may, in turn, impose additional conditions of appropriate use, which the user is responsible to observe when using those resources.

IV. Consequences

Abuse of these guidelines will result in possible legal action and/or official campus disciplinary procedures. Incidents involving unacceptable uses will be handled through existing processes.

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 Harper College Police at 911 or extension 6330.

Immediate Physical Danger

• Get out of the area and away from the immediate threat.

• Call Harper College Police immediately after you are in a safe place.

Violence Committed

• Call Harper College Police immediately if a person commits an act of violence against you or another person.

Intimidating Situation

• Call Harper College Police 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 Harper College Police 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 Associate 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 Associate Vice President for Diversity and Organizational Development. Recommendations for changes in this procedure will be brought to the Human Resources Committee.

Continuing Education

Extension Centers

Workforce Development

Workforce and Business Outreach

Harper College for Businesses

TECH

(Technical Education and Consulting @ Harper)

*Information Technology and AutoCAD
Noncredit Courses and Certificates*

Community Services

Community Orientation and Involvement

Community Career Services

Senior Citizen 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 (noncredit) 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.

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

- Youth programs in sports, enrichment, language and music are available for children of all ages throughout the year as well as during our In Zone summer program for students age 8-16.

- Continuing Education instructors are working 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, and online courses.

- Courses are scheduled at Harper College extension sites as well as at the 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 throughout the year. A full schedule of classes and program information is also available on the Harper Web site at harpercollege.edu/ce. For any questions, please contact Continuing Education at 847.925.6300 or e-mail ce@harpercollege.edu.

Extension Centers

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

- Northeast Center (NEC), Prospect Heights
- Harper Professional Center (HPC), Schaumburg

Northeast Center (NEC), the largest of the extension centers, is located at 1375 South Wolf Road in Prospect Heights. This center features 20 classrooms and 11 computer labs. Offerings at the NEC include a daytime general education transfer curriculum, nonnative literacy, general education

development (GED), the expanding Fast Track option, and a variety of professional and personal development courses. The Lifelong Learning Institute for adults 55+ is housed at the NEC and provides more than 100 learning opportunities at various off campus locations.

Located in the Harper Professional Center, the TECH Program 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 meets the demands of the high-tech industry. The HPC is a recognized certified IT testing center through Prometric Testing Certification, offering on-line testing for approximately 800 students per year. The Small Business Development Center is also located at the Harper Professional Center (HPC), as well as the accelerated Fast Track courses for degree seeking adults.

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 a.m.–9:30 p.m. and Saturday, 8 a.m.–3:30 p.m.

Workforce Development

Workforce and Business Outreach

Harper College for Businesses provides customized training, education and consulting for business and industry that meets specific needs and can be conducted at on-site or on the Harper campus.

As a true partner to the business community, Harper College for Businesses helps organizations translate business strategies into bottom line results through employee development. Harper College for Businesses is a major player in the learning arena. We listen to the needs of organizations and then design solutions that meet those unique needs.

Harper College for Businesses serves as a gateway to the vast resources and learning opportunities that Harper College has to offer. These resources include leading-edge programs and courses, a talented faculty and staff, all complemented by state-of-the-art facilities. As a partner for business learning, we help organizations move forward by:

- Identifying key training needs

- Developing solutions using a consultative partnership approach

- Providing comprehensive, responsive product and service offerings

- Providing flexible, efficient delivery options sourcing only expert workforce instructors and consultants

- Customizing solutions to the needs of the organization

- Developing highly motivated employees who place customer satisfaction first

- Providing leadership in workforce and organizational development

Harper College for Businesses is a service organization—the success of our business partners defines our future.

Finally, the Small Business Development Center (SBDC) offers one-on-one consulting to individuals who are considering starting a small business. The Center also provides consulting to existing businesses that are looking for growth strategies or funding sources.

For more information on how Harper College for Businesses can provide training, education or consulting opportunities that will help you develop your people and/or your organization, please call 847.925.6640 or E-mail training@harpercollege.edu, or visit our Web site at harpercollege.edu and look for Business Learning.

TECH (Technical Education and Consulting @ Harper)

Information Technology and AutoCAD Noncredit Courses and Certificates

TECH - Technical Education and Consulting at Harper brings a wealth of experience and knowledge into the classroom. A leader in certified information technology education and enterprise training solutions, Harper TECH specializes in advanced and introductory computer training courses that provide hands-on skills to take advantage of today's changing technologies.

With two convenient locations in Schaumburg and Prospect Heights, our flexible schedules, certified curriculum, experienced instructors and highly equipped labs produce an unparalleled learning experience that gives you the quality education that you have come to expect from Harper College.

Prometric Testing Certification exams are also offered at our Schaumburg Location. As an authorized Prometric Testing Center you can take all of your technical certification exams in one convenient location.

Instructor-led and blended training solutions are available in: Microsoft, Oracle, Cisco, Novell, Sun Microsystems Unix and Java, IBM/J2EE, Project Management Professional (PMP), CompTIA, Computer Forensics, Linux, Autodesk (CAD), Wireless/Datacom/Telephony, Software Testing, Video Game Development, Web Design and Development, Adobe, Macromedia, QuickBooks and a broad range of end-user applications.

Harper College TECH also offers you the opportunity to rent our state-of-the-art computer labs. Our classrooms seat up to 18 students and accommodate one instructor.

Harper TECH staff will help align training to your career objectives, so please give us a call at: 1.888.BE.A.TECH | 847.925.6066, E-mail: tech@harpercollege.edu or visit our Web site at harpercollege.edu/tech.

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 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 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 health care 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 12 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.

Community Career Services

Community Career Services provides fee-based individual career counseling for community members. Offerings include:

- Individual career counseling for job or career change or to improve current career skills

- 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 Center, Building A, 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 on most Continuing Education classes on a space available basis. Available space is determined by the number of class seats open three calendar days prior to the first class meeting. Those wishing to take advantage of the discount should register three calendar days (or less) prior to the start of the course.

If you are an in district senior and are registering for the first time and wish to receive the senior discount, you must call Continuing Education Registration at 847.925.6300 to register. Returning seniors may register online. Fees are due at the time of registration.

Students who wish to guarantee a seat in a particular course also have the option to pay the full tuition amount. Some residents (age 65 and older) may qualify for an early 100 percent tuition discount, increasing the chance of obtaining a seat, based on meeting income thresholds. An application is required and may be obtained by calling the Office of Student Financial Assistance at 847.925.6254.

Some Continuing Education courses including Aquacise and Lifelong Learning Institute offerings are already discounted and do not qualify for the 100 percent tuition discount.

Associate Degrees

Graduation Requirements

General Education

Transfer Options

Transfer Agreements

Illinois Articulation Initiative
Illinois Articulation Initiative Transcripting
Requirements
Transfer Compact Agreement
Other Transfer Agreements

Degree Requirements Overview

Career Programs

Cooperative Programs

Special Academic Programs

FlexEd®

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

International Studies Program

Honors Program

English as a Second Language (ESL)

Intensive English Program
Part-time Academic ESL Program

Adult Educational Development

Student Development Credit Courses and Seminars

Credit Courses
Noncredit Seminars

Alternative Credit Program/ Credit Options

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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 and is designed to prepare the graduate for immediate entry into a specific career field.

In addition to the graduation requirements outlined 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 cumulative 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 course work for the associate in applied science degree and certificate programs.

3.   For associate degrees, 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 allows.)

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.** (Students accepted into a limited enrollment program must fulfill the curriculum in effect at the time of acceptance into that degree or certificate program.)

6. Fulfillment of a World Cultures and Diversity Requirement. Students seeking an associate degree using the 2005 Academic Catalog and thereafter must satisfactorily complete a three credit hour World Cultures and Diversity course. Fulfillment of this requirement for one associate degree and/or program of study does not guarantee it has been met for another.

7.   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 their programs.

8.   A student must petition for graduation 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 which includes fall, spring and summer graduates. 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.

New World Cultures and Diversity Requirement

New students entering or using the 2005 catalog to meet graduation requirements must meet a World Culture and Diversity Requirement. The courses identified as satisfying this requirement include components designed to raise awareness, appreciation and understanding of one or more of the ways in which diversity is reflected in the global society.

Transfer Options

An important role of a community college is to provide plans of study to allow students to complete the requirements for the first two years of a baccalaureate degree. Harper defines these plans as transfer options. In most cases, students are better served by earning the associate in arts, associate in science, associate in engineering science, associate in fine arts – art or associate in fine arts – music before transfer. Individual baccalaureate-oriented credits earned at Harper are also transferable to other institutions of higher learning.

As a guide for students, sample plans that meet Harper degree requirements are available in the Student Development Centers and on the Harper College Web site. These plans include general freshman and sophomore level course work to prepare for transfer into specific baccalaureate majors. These guides are "samples" as transfer institution requirements may vary. 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 see a Harper counseling faculty member 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 Building I, Room I117, Building D, Room D142 and the Student Center, Room A347.

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 courses (3-6 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 -13 courses (37-41 credits)

Refer to specific approved courses under course descriptions listed in 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), 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 guides or agreements with the following public and private colleges and universities:

- Alverno College
- Argosy University (pending)
- Arizona State University
- Aurora University
- Benedictine University
- Bradley University
- Brigham Young University
- Columbia College–Chicago
- Concordia University
- DePaul University

- DeVry Institute of Technology
- Dominican University
- Elmhurst College
- Franklin University
- Gallaudet University
- Illinois Institute of Art
- Illinois Institute of Technology
- Indiana University – School of Continuing Studies
- Iowa State University
- Judson College
- Lake Forest College
- Lewis University
- Lexington College
- Loyola University of Chicago
- Marquette University
- Michigan State University
- Michigan Technological 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
- Northwestern University – School of Continuing Studies
- Northwood University
- Palmer College of Chiropractic
- Quincy University
- Robert Morris College
- Rockford College
- Roosevelt University
- Rush University
- Savannah College of Art & Design
- St. Anthony College of Nursing
- St. Joseph's College
- St. Xavier University
- Trinity International 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–Green Bay
- University of Wisconsin–Platteville
- University of Wisconsin–Stout
- University of Wisconsin–Whitewater

- Valparaiso University
- West Suburban College of Nursing

Contact the Student Development Center in Building D, Room D142, Building I, Room I117, or in the Student Center, Room 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		64	60	64	67	

- Nine credit-hours must be taken from a minimum of two groups.
- ♦ The World Cultures and Diversity graduation requirement must be met in at least one of these areas. See specific degree programs for courses that meet this requirement.

60

Requirements for Associate in Arts Degree (A.A.)†

These requirements apply to students who first enrolled for fall 2006 or later. Students who first enrolled prior to fall 2006 should obtain the appropriate sheet of requirements from a Student Development Center.

Fall 2006 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 1999 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*; DIT101 **Physical Sciences:** AST 101*; CHM 100*, 105*, 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; ART 130, 131 or 132, 133♦; ART 114; MUS 103, 104♦, 120; SPE 111 **Interdisciplinary Studies:** HUM 101, 102, 103♦, 110♦, LIT 112
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 100 or 101♦, 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♦, 235♦
Total General Education	**37-41**	
Group 6 **Special Electives**	6	**Creative Expression:** ART 110, 111, 121, 122, 201, 206, 225, 236, 240, 261, 291, 296; MUS 101, 102, 130, 136, 140, 145, 150, 165, 166, 167, 169, 180-199, 265, 280-299; SPE 107, 212, 216 **Languages:** ARB 101, 102, 201; FRN 101, 102, 201; GER 101, 102, 201; JPN 101, 102, 201 SGN101, 102; SPA 101, 102, 112, 113, 201 **Wellness:** ECE 250; PED 100, 203♦, 213 **Work and Life Skils:** CAS 160, CDV 110; CIS 100, 101; CSC 121, 208, 214; CWE 220; DIT 205♦; DIV 101♦; ECO 115; MGT 111, 160, 170, 204; ORN 101; PHI 150; PSY 106, 107; SPA 121, 122; SPE 115, 200, 205
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 10 credit hours from 100 to 200 level courses not included in 1. and 2. above 4. Up to two hours of PED activity courses may be used to fulfill degree requirements 5. Up to four hours of Independent Study credit
World Cultures and Diversity Requirement One 3-credit hour course is required. Courses that fulfill this requirement may also be used to fulfill requirements in Groups 4 – 7.	0-3	Select one course marked with a ♦ from the above Groups.
Total Hours Required	**60**	

[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.
♦   These courses meet the World Cultures and Diversity graduation requirement. One 3 credit-hour course is required for graduation.

Requirements for Associate in Science Degree (A.S.)†

These requirements apply to students who first enrolled for fall 2006 or later. Students who first enrolled prior to fall 2006 should obtain the appropriate sheet of requirements from a Student Development Center.

Fall 2006 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 1999 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*; DIT101 **Physical Sciences:** AST 101*; CHM 100*, 105*, 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, 32; FRN 210♦ or GER 210♦ or SPA 210♦ **Fine Arts:** ART 105; ART 130, 131, or 132, 133♦; ART 114; MUS 103, 104♦, 120; SPE 111 **Interdisciplinary Studies:** HUM 101, 102, 103♦, 110♦; LIT 112
Group 5 **Social and Behavioral Sciences** 3 courses with courses selected from at least two departments. May not choose SOC 215 and two PSY courses.	9	ANT 101♦, 202♦, 205, 206♦; ECO 200, 211, 212; GEG 100♦ or 101♦, 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♦, 235♦
Total General Education	**41**	
Group 6 **Special Electives**	3	**Creative Expression:** ART 110, 111, 121, 122, 201, 206, 225, 236, 240, 261, 291, 296; MUS 101, 102, 130, 136, 140, 145, 150, 165, 166, 167, 169, 180-199, 265, 280-299; SPE 107, 212, 216 **Languages:** ARB 101, 102, 201; FRN 101,102, 201 GER 101, 102, 201 JPN 101, 102, 201; SGN101, 102; SPA 101, 102, 112, 113, 201 **Wellness:** ECE 250; PED 100, 203♦, 213 **Work and Life Skils:** CDV 110; CIS 100,101,120; CSC 121,208, 214; CWE 220; DIT 205♦; DIV 101♦; ECO 115; MGT 111,160,170, 204; ORN 101; PHI 150; PSY 106,107; SPA 121,122; SPE 115,200,205
Group 7 **Approved Electives** At least six 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 10 credit hours from 100 to 200 level courses not included in 1. and 2. above 4. Up to two hours of PED activity courses may be used to fulfill degree requirements 5. Up to four hours of Independent Study credit
World Cultures and Diversity Requirement One 3-credit hour course is required. Courses that fulfill this requirement may also be used to fulfill requirements in Groups 4 – 7.	0-3	Select one course marked with a ♦ from the above Groups.
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.
♦ These courses meet the World Cultures and Diversity graduation requirement. One 3 credit-hour course is required for graduation.

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 10 credit hours from 100 to 200 level courses not included in 1. and 2. above.
4. Up to two hours of PED activity courses may be used to fulfill degree requirements.
5. Up to four hours of Independent Study credit.

ACC
101
102
201
202
203
211
212
213

ANT
203♦
207♦
208
209
215
220
250
255

ARB
205

ART
100
280

AST
201

BIO
161

CHM
125
201
204
205
295
296
297

CIS
130

CRJ
101
201
202
205
210
220

CSC
122
211
216
217

CWE
221

DIT
110

ECE
101
102
103
219
223
252
291

ECO
210
225

EDU
201
202
211
230
250
290

EGR
100
120
121
205
212
260
262
270

ENG
103
130
200
201
220
221
222

FRN
205♦

GEG
151
152

GEO
102
201

GER
205♦

HPI
102

HST
151
152
153
202
210♦
214♦
219
261

HUM
115

IDS
290

LIT
215
216
217
219
241

LNG
105
205♦
220

MCM
120
126
130
131
141
232

MGT
218
275

MKT
245

MTH
103
104
120
130
140
203
212
265

MUS
111
112
115
116
211
212
215
216
223
224
266
271
272

PED*
200
201
205
206
207
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209
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212
218
219
220
222
224
226
228
230
246
270

PHI
102
120
170
180
190♦
210

PSC
210
260♦

PSY
108
150
210
220
225
230
235
245

PST
110

RDG
105
106

SGN
101
102
103
104
201
202
205
212

SOC
210
220

SPA
205♦

SPE
102
180
181
182
183
190
191
192
193
213

*All level 100 courses.

♦ These courses meet the World Cultures and Diversity graduation requirement. One 3 credit-hour course is required for graduation.

Requirements for Associate in Engineering Science Degree (A.E.S.)[†, 2]

These requirements apply to students who first enrolled for fall 2006 or later. Students who first enrolled prior to fall 2006 should obtain the appropriate sheet of requirements from a Student Development Center.

Fall 2006	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 121, 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, 130, 131, or 132, 133♦; ART 114; MUS 103, 104♦, 120; SPE 111 Interdisciplinary Studies: HUM 101, 102, 103♦, 110♦; LIT 112
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 100♦ or 101♦, 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♦, 235♦
Group 7 **Engineering** Specialty courses approved in consultation with the engineering department chair.	18	EGR 100, 120, 210, 211, 212, 240, 260, 262, 270; CHM 122, 204, 205; MTH 220; PHY 203
World Cultures and Diversity Requirement One 3-credit hour course is required. Courses that fulfill this requirement may also be used to fulfill requirements in Groups 5 - 6.	0-3	Select one course marked with a ♦ from the above Groups.
Total Hours Required	**67**	

1 Students must select at least one course in either the humanities/fine arts or the social/behavioral sciences that emphasize 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 Science degree does not fulfill the requirements of the Illinois General Education core curriculum. After transfer, A.E.S. students will need to complete the general education requirements of the institution to which they transfer.

3 Computer Science elective should be chosen based on engineering specialty and requirements of institution to which students transfer.

† No more than two GEG and two HST courses (except HST 105) may be used to fulfill Groups 1-6.

♦ These courses meet the World Cultures and Diversity graduation requirement. One 3 credit-hour course is required for graduation.

Requirements for Associate in Fine Arts Degree (A.F.A.): Art Emphasis†, 1, 3

These requirements apply to students who first enrolled for fall 2006 or later. Students who first enrolled prior to fall 2006 should obtain the appropriate sheet of requirements from a Student Development Center.

Fall 2006	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*; DIT 101 **Physical Sciences:** AST 101*; CHM 100*, 105*, 110*, 121*, 122*; GEG 111, GEG 112*; GEO 101*; PHS 101, 105*, 111*, 112*; PHY 121*, 122*, 201*
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, 112, 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 100♦ or 101♦, 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♦, 235♦
Total General Education	**31**	
Group 6 **Core Courses²**	24	ART 110, 111, 121, 122, 130, 131, 132, 225
Group 7 **Media Specific Courses**	9	ART 206, 240, 261, 291, 296
World Cultures and Diversity Requirement One 3-credit hour course is required. Courses that fulfill this requirement may also be used to fulfill requirements in Groups 4 - 5.	0-3	Select one course marked with a ♦ from the above Groups.
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.

† 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.

♦ These courses meet the World Cultures and Diversity graduation requirement. One 3 credit-hour course is required for graduation.

Requirements for Associate in Fine Arts Degree (A.F.A.): Music Emphasis†, 1

These requirements apply to students who first enrolled for fall 2006 or later. Students who first enrolled prior to fall 2006 should obtain the appropriate sheet of requirements from a Student Development Center.

Fall 2006	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*; DIT 101 **Physical Sciences:** AST 101*; CHM 100*, 105*,110*, 121*, 122*; GEG 111, 112; GEO 101*; PHS 101, 105*, 111*, 112*; PHY 121*, 122*, 201*
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, 112, 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 100♦or 101♦, 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♦, 235♦
Total General Education	**28**	

Group 6
Core Courses
 	
Core Music Courses:
    Music Theory
    Music Literature/History
    Keyboard Skills^2
    Aural Skills
    Ensemble
    Applied Instruction
	
	12
	3
	8
	4
	4
	8
		
		Music Theory 111, 112, 211, 212
		Music Literature/History 120
		Keyboard Skills^2 165, 166, 265, 266
		Aural Skills 115, 116, 215, 216
		Ensemble 130, 136, 140, 145, 150
		Applied Instruction 180-199, 280-299

World Cultures and Diversity Requirement One 3-credit hour course is required. Courses that fulfill this requirement may also be used to fulfill requirements in Groups 4 - 5.	0-3	Select one course marked with a ♦ from the above Groups.
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.

♦ These courses meet the World Cultures and Diversity graduation requirement. One 3 credit-hour course is required for graduation.

Requirements for Associate in Fine Arts Degree (A.F.A.): Piano Pedagogy†,1

These requirements apply to students who first enrolled for fall 2006 or later. Students who first enrolled prior to fall 2006 should obtain the appropriate sheet of requirements from a Student Development Center.

Fall 2006	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*; DIT 101 **Physical Sciences:** AST 101*; CHM 100*, 105*,110*, 121*, 122*; GEG 111, 112; GEO 101*; PHS 101, 105*, 111*, 112*; PHY 121*, 122*, 201*
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, 112, 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 100♦ or 101♦, 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♦,235♦
Total General Education	**28**	

Group 6
Core Courses
 	
Core Music Courses:
  Music Theory
  Music Literature/History
  Keyboard Skills[2]
  Aural Skills
  Ensemble
  Applied Instruction
  Piano Pedagogy
	
	12
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		Music Theory 111, 112, 211, 212
		Music Literature/History 120
		Keyboard Skills[2] 266
		Aural Skills 115, 116, 215, 216
		Ensemble 130, 136, 140, 145, 150
		Applied Instruction 180-199, 280-299
		Piano Pedagogy 271, 272

World Cultures and Diversity Requirement One 3-credit hour course is required. Courses that fulfill this requirement may also be used to fulfill requirements in Groups 4 - 5.	0-3	Select one course marked with a ♦ from the above Groups.
Total Hours Required	**67**	

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[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.

[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.

♦ These courses meet the World Cultures and Diversity graduation requirement. One 3 credit-hour course is required for graduation.

Requirements for Associate in Applied Science Degree (A.A.S.)[1]

Fall 2006	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; MCM 130, 131, 133; SPE 101
Group 2 **Mathematics** [2,3] 1 course	3	MGT 150, 225; MTH 060, 061, 062, 063, 080, 101, 103, 104, 120, 124, 130, 131, 134, 140, 165, 200, 201, 202, 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; CHM 100, 105, 110, 121, 122, 125, 201, 204, 210; DIT 101; GEG 111, 112*; GEO 101, 102, 201, 202; PHS 101, 105, 111, 112; PHY 115, 116, 121, 122, 201, 202, 203
Group 4 **Humanities** 9 hours must be taken from a minimum of two of Groups 3, 4 and 5		ARB 101, 102, 201, 202, 205; ART 105, 110, 111, 114, 121, 122, 130, 131, 132, 133♦ 201, 206, 225, 236, 261, 291, 296; 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; HST 261; LNG 105♦; LIT 105, 110, 112, 115, 206, 207, 208♦, 210, 215, 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, 112, 113, 201, 202, 205♦, 210♦; SPE 107, 111, 212, 216
Group 5 **Social and Behavioral Sciences** 9 hours must be taken from a minimum of two of Groups 3, 4 and 5.		ANT 101♦, 202♦, 203♦, 205, 206♦, 207♦, 208, 210, 220; ECO 115, 200, 211, 212; EDU 211; GEG 100♦, 101♦, 103♦, 104, 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♦, 235♦
Total General Education	**15-18**[2]	
Group 6 **Technical Requirements and Electives**	**42-45**	
World Cultures and Diversity Requirement One 3-credit hour course is required. Courses that fulfill this requirement may also be used to fulfill requirements in Groups 4 – 6.	0-3	Refer to specific career program curriculum to determine which course marked with a ♦ is appropriate.
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.

♦ These courses meet the World Cultures and Diversity graduation requirement. One 3 credit-hour course is required for graduation.

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 Fawell Boulevard
Glen Ellyn, Illinois 60137-6599
- Advertising Design and Illustration
- Airframe and Power Plant Mechanics
- Automotive Technology
- Aviation Maintenance Technology
- Cisco Internet Technician
- Communication Art and Sciences–Multimedia Arts
- Human Services
- Library Technical Assistant
- Manufacturing Technology
- Media
- Medical Records Technology
- Nuclear Medicine
- Photography
- Plastics Technology
- Respiratory Therapy Technician
- Supermarket Management
- Therapeutic Massage
- Travel and Tourism
- 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
- Computerized Tomography
- Health Information Technology
- Human Services Technology
- Industrial Maintenance and Repair
- Library Technical Assistant
- Magnetic Resonance Imaging
- Technical Communications
- Tool and Mold Maker
- Wastewater Treatment Technician
- Water Supply Technician
- Welding–Advanced

Elgin Community College 847.697.1000
1700 Spartan Drive
Elgin, Illinois 60123-7193
- Automotive Service Excellence
- CAM/CAD
- Child and Youth Advocacy
- Clinical Laboratory Technology
- Computerized Graphic Design Option
- Culinary Arts
- Dental Assisting
- Food Manufacturing Technology
- Gerontology
- Human Services Family Violence Counseling
- Machine Tool Operation Technology
- Mental Health Generalist
- Plastics Processing and Fabricating
- Plastics Technology
- 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 Power Plant Mechanics

McHenry County College 815.455.3700
8900 U.S. Highway 14
Crystal Lake, Illinois 60014
- Automotive Technology
- Entrepreneurship
- 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
- Facilities Management and Engineering
- Health Information Technology
- Human Services
- Machine Technology Apprentice
- Manufacturing Technology
- Medical Laboratory Technology
- Photography[1]
- Physical Therapy Assistant
- Web Graphic Page Design

Rock Valley College………………..815.921.4251
3301 North Mulford Road
Rockford, Illinois 61101
• Airframe Technician
• Aviation Maintenance Technology
• Aviation Mechanical
• Power Plant Technician

Triton College 708.456.0300
2000 Fifth Avenue
River Grove, Illinois 60171
• Automotive Technology
• Basic Addiction Counseling
• Dental Laboratory Technology
• Diesel Technology
• Laser Electro-Optic
• Machine Repair Specialist
• Magnetic Resonance Imaging
• Ophthalmic Technician
• Photo Offset
• Respiratory Therapy Technician
• Surgical Technology[2]

[1]Courses only.
[2]Technical courses only.

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, McHenry, Oakton and Rock Valley districts
Building Codes
   and Enforcement.................................DuPage, Lake County and Oakton districts
Cardiac Technology ....DuPage, Elgin, Kishwaukee, Lake County, McHenry County and Triton districts
Cardiographic Technician ....DuPage, Elgin, Kishwaukee, Lake County, McHenry County, Oakton and Triton districts
Certified Professional
   Secretary ....Lake County district
Commercial Credit
   Management ....DuPage, Lake County and McHenry County districts
Culinary Arts...Elgin, Lake County, McHenry County, Oakton and Rock Valley districts
Dental Hygiene.......................................Elgin, McHenry County, Oakton and Triton districts
Diagnostic Cardiac Sonographer.............DuPage, Elgin, Kishwaukee, Lake County, McHenry County, Oakton, Rock Valley and Triton districts
Diagnostic Medical Sonography ....Elgin, Kishwaukee, Lake County, McHenry County, Oakton and Rock Valley districts
Dietary Manager......................................Oakton district
Dietetic Technician ....DuPage, Elgin, Lake County, McHenry County, Oakton and Triton districts
Electrocardiography ....DuPage, Elgin, Kishwaukee, Lake County, McHenry County, Oakton, Rock Valley 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
Food Service Management......................McHenry County and Oakton districts
Health Care Secretary.............................DuPage district
Hospitality Management...........................McHenry County and Oakton districts
Hotel Management...................................McHenry and Oakton districts
Interior Design ....Elgin, Lake County, McHenry County and Oakton districts
International Business..............................McHenry County district
Law Office Administrative Assistant.........Lake County district
Mammography…………………………… McHenry County and Oakton districts
Management ....DuPage district
Medical Assistant ....DuPage, Elgin, Lake County, McHenry County and Oakton districts
NetPrep™ Network Administration ....DuPage district
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
Plant Science Technology ....Oakton district
Radiologic Technology.............................Elgin, Kishwaukee, McHenry County and Oakton districts
Refrigeration and
   Air Conditioning Technology...............McHenry County district
Sales Management and Development.....DuPage district
Sign Language Interpreting.....................DuPage, Lake County, McHenry County and Triton districts
Supply Chain Management ....DuPage, Elgin, Lake County and McHenry County districts
Vascular Technologist..............................Elgin, Kishwaukee, Lake County, McHenry County, Oakton and Rock Valley districts

[3]Corrections courses only.

FlexEd®

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
- Internet Courses
- Late Start Classes
- Open Entry Classes
- Sunrise Classes
- Telecourses
- TeleWeb Classes
- 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, an Internet connection and a working email account.

Internet Courses

A wide variety of courses are now available to students via the Web. Not only will you have the flexibility of class scheduling and 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), and a working email account then Internet courses may be the perfect option for you.

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.

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 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 a.m. to 7:35 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. Most telecourses have a mandatory, on-campus orientation session to give you an introduction to the instructor and course expectations. Proctored testing on campus may be necessary. Any missed classes can be viewed at the main campus Library or select area libraries without cost. Classes on tape or DVD 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 or DVDs at home, at the Harper Library or in select public libraries. (Note: Some residents of Arlington Heights and Inverness 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 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 16-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: harpercollege.edu

International Studies Program

Harper College has joined 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. The Illinois Consortium for International Studies and Programs (ICISP) 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 ICISP Consortium. Harper College summer only programs change each summer.

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. To be eligible, a student must have completed 15 credit hours with a 2.75 grade point average. Further information about the International Studies Program is available through Student Development in the Multicultural Learning Center, Building D, Room 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 seven grades completed through completion of graduate/professional programs. Students with fewer than seven 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 in Building F, Room F340, or call 847.925.6226.

Intensive English Program

The Intensive English Program(IEP) at 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 integrated skills courses, as well as conversation, courses in reading, writing, grammar, TOEFL preparation and other supplemental courses. 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 (CESL literacy) 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.

Noncredit Seminars

Noncredit 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 Program/ Credit Options

Students with varied 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 (through such means) for up to 42 semester hours of the degree program requirements and up to one-half of the semester hours required for completion of a certificate program. 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).

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 or : harpercollege.edu/services/test/

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 and Testing Center. Information regarding CLEP examination may be obtained by requesting a CLEP brochure from the Assessment and Testing 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 Assessment and Testing Center. Permission forms are available in the office of each academic division.

American Council on Education Credit Recommendations

Credit through Defense Activity for Non-traditional Education Support (DANTES) is available by submitting an official score report. DANTES tests equivalent to College Level Examination Program (CLEP) tests will be evaluated using Harper College CLEP standards.

Transfer Options

The associate in arts, associate in science, associate in engineering science, associate in fine arts – art and associate in fine arts – music are designed for students planning to transfer and pursue a baccalaureate degree. The following pages contain sample planning guides to assist students in their preparation to transfer into a particular major at the baccalaureate level. Sample transfer planning guides not listed in the catalog are available in the Student Development Centers and on the Harper College web site.

Harper offers freshman and sophomore level coursework to prepare for transfer into the following majors:

Accounting
Anthropology
Architecture
Art
Art Education
Astronomy
Biological Sciences
Business Administration
Chemistry
Computer Science-Information Systems Emphasis
Computer Science-Technical Emphasis
Criminal Justice
Dietetics/Nutrition
Economics
Education–Early Childhood
Education–Elementary
Education–Secondary
Education–Special Education
Engineering
English
Environmental Science
Geography
Geology
Health Education
History
Humanities
Liberal Arts
Literature
Management
Marketing
Mathematics
Music
Music Education
Nursing
Philosophy
Physical Education
Physics
Political Science
Pre-Chiropractic
Pre-Dentistry
Pre-Law
Pre-Medical Technology
Pre-Medicine
Pre-Occupational Therapy
Pre-Pharmacy
Pre-Physical Therapy
Pre-Physician's Assistant
Pre-Veterinary
Psychology
Sociology
Speech Communication
Theatre Arts
World Languages
Undecided

Associate in Fine Arts – Art Sample Plan[1,2]

This sample transfer planning guide meets the requirements of the A.F.A. – Art degree and follows the Illinois Articulation Initiative art baccalaureate major recommendations. ***Transfer institution requirements may vary – students should check individual college/university requirements before completing the sample plan as outlined.*** *Baccalaureate admission may be 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[3]	3
Physical and Life Sciences[4]	7
Humanities[3]	6
Social and Behavioral Sciences[3]	6

Core Art Courses

ART	110	Drawing I	3
ART	111	Drawing II	3
ART	121	Design I	3
ART	122	Design II	3
ART	130	History of Art I	3
ART	131	History of Art II	3
ART	132	History of Art III	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. One course must meet the world cultures and diversity requirement.

[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 media for a total of 9 semester hours in consultation with an art department advisor.

Associate in Arts – Art Education Sample Plan

This sample transfer planning guide meets the requirements of the A. A. degree and follows the Illinois Articulation Initiative art education baccalaureate major recommendations. **Transfer institution requirements may vary – students should check individual college/university requirements before completing the sample plan as outlined.** *Baccalaureate admission may be 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:

ART	130	History of Art I	3
ART	131	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] Select one from: HUM 103, HUM 110, LIT 208, LIT 223, LIT 224, PHI 160, PHI 205.

[4] Recommended: HST 111 or HST 112, PSC 101, PSY 101. Approved courses 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 two or more courses are selected, they should be from different media.

Associate in Science – Biological Sciences Sample Plan

This sample transfer planning guide meets the requirements of the A.S. degree and follows the Illinois Articulation Initiative biological sciences baccalaureate major recommendations. Students should decide the specialization within the biological sciences major as early as possible, preferably by the beginning of the sophomore year. ***Transfer institution requirements may vary – students should check individual college/university requirements before completing the sample plan as outlined.*** *Baccalaureate admission may be 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
MGT	225	Applied General Statistics or	
MTH	165	Elementary Statistics or	
MTH	200	Calculus with Analytic Geometry I	4-5
	Mathematics elective[1,3]		1-2
			6

Physical and Life Sciences
BIO	110	Principles of Biology	4
CHM	121	General Chemistry I	5
			9

Humanities and Fine Arts[2,5] 9
Social and Behavioral Sciences[3,5] 9

Special Electives[3] 3

Approved Electives

BIO	120	General Botany	4
BIO	140	General Zoology	4
CHM	122	General Chemistry II	4
	Physics and Organic Chemistry[4]		10
			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.

[5] One course from humanities and fine arts or from social and behavioral sciences must meet the world cultures and diversity requirement. Approved courses are listed with the requirements for the associate degrees.

Associate in Arts – Business Administration Sample Plan

This sample transfer planning guide meets the requirements of the A. A. degree and follows the Illinois Articulation Initiative business administration baccalaureate major recommendations. Students will choose a major within the business field at the four-year institution they attend. **Transfer institution requirements may vary – students should check individual college/university requirements before completing the sample plan as outlined.** *Baccalaureate admission may be 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	134	Calculus for Social Scientists or	
MTH	200	Calculus with Analytic Geometry I	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

CIS	100	Computer Literacy or	
CIS	101	Introduction to Computer Information Systems	3
MGT	111[4]	Introduction to Business Organizations	3
			6

Approved Electives

ACC	101	Introduction to Financial Accounting	4
ACC	102	Introduction to Managerial Accounting	3
ACC	211[5]	Business Law I or	
ACC	213	Legal Environment of Business	3
MGT	225	Applied General Statistics	4
Other elective credit[6]			1-2
			15-16
		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] PHI 115 is recommended. Select at least one course from humanities and one from fine arts. Interdisciplinary courses may count in either category. One course must meet the world cultures and diversity requirement. 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] 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.

[6] Approved courses are listed with the requirements for the associate degrees.

Associate in Science – Chemistry Sample Plan

*This sample transfer planning guide meets the requirements of the A. S. degree and follows the Illinois Articulation Initiative chemistry baccalaureate major recommendations. Students are also encouraged to complete course sequences at the same institution prior to transfer. **Transfer institution requirements may vary – students should check individual college/university requirements before completing the sample plan as outlined.** Baccalaureate admission may be 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

PHY	201	General Physics I–Mechanics	5
		Life Science elective[1]	4
			9

Humanities and Fine Arts[2,3]	9
Social and Behavioral Sciences[1,3]	9

Special Electives[1] 3

Approved Electives Select four courses from:[4]

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	5
			20
		Total	**69**

[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] One course from humanities and fine arts or from social and behavioral sciences must meet the world cultures and diversity requirement. Approved courses are listed with the requirements for the associate degrees.

[4] 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.

Associate in Science – Computer Science –
Information Systems Emphasis Sample Plan

This sample transfer planning guide meets the requirements of the A. S. degree and follows the Illinois Articulation Initiative computer science – information systems emphasis baccalaureate major recommendations. 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. **Transfer institution requirements may vary – students should check individual college/university requirements before completing the sample plan as outlined.** *Baccalaureate admission may be 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	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[2,4] 9
Social and Behavioral Sciences

ECO	211	Microeconomics	3
ECO	212	Macroeconomics	3
		Social and Behavioral Science elective[3,4]	3
			9

Special Electives

CSC	121	Computer Science I	4

Approved Electives

ACC	101	Introduction to Financial Accounting	4
ACC	102	Introduction to Managerial Accounting	3
CSC	122	Computer Science II	4
CSC	217	Assembler Programming and Machine Organization	4
MTH	220	Discrete Mathematics	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.

[4] One course from humanities and fine arts or from social and behavioral sciences must meet the world cultures and diversity requirement. Approved courses are listed with the requirements for the associate degrees.

Associate in Science – Computer Science – Technical Emphasis Sample Plan

This sample transfer planning guide meets the requirements of the A. S. degree and follows the Illinois Articulation Initiative computer science – technical emphasis baccalaureate major recommendations. 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. **Transfer institution requirements may vary – students should check individual college/university requirements before completing the sample plan as outlined.** *Baccalaureate admission may be 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

PHY	201	General Physics I–Mechanics	5
Life Science elective[1]			4
			9

Humanities and Fine Arts[2,4] 9

Social and Behavioral Sciences[3,4] 9

Special Electives

CSC	121	Computer Science I	4

Approved Electives

CSC	122	Computer Science II	4
MTH	220	Discrete Mathematics	3

Select 8 hours from:[5]

CSC	216	Data Structures and Algorithm Analysis	3
CSC	217	Assembler Programming and Machine Organization	4
PHY	202	General Physics II–Electricity and Magnetism	5
PHY	203	General Physics III–Thermal and Quantum Physics	5
MTH	202	Calculus with Analytic Geometry III	5
			15
		Total	**65**

[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] PSY 101 recommended. Approved courses are listed with the requirements for the associate degrees.

[4] One course from humanities and fine arts or from social and behavioral sciences must meet the world cultures and diversity requirement. Approved courses are listed with the requirements for the associate degrees.

[5] 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.

Associate in Arts – Criminal Justice Sample Plan

This sample transfer planning guide meets the requirements of the A. A. degree and follows the Illinois Articulation Initiative criminal justice baccalaureate major recommendations. Harper also offers an associate in applied science degree in criminal justice. **Transfer institution requirements may vary – students should check individual college/university requirements before completing the sample plan as outlined.** *Baccalaureate admission may be 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
Physical and Life Sciences[2]	7
Humanities and Fine Arts[3,5]	9
Social and Behavioral Sciences[4,5]	9

Special Electives[1] 6

Approved Electives[6]

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] One course from humanities and fine arts or from social and behavioral sciences must meet the world cultures and diversity requirement. 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 these CRJ courses as general electives if not accepted as core or elective courses in the major.

Associate in Arts – Early Childhood Education Sample Plan

*This sample transfer planning guide meets the requirements of the A. A. degree and follows the Illinois Articulation Initiative early childhood education baccalaureate major recommendations. Harper also offers an associate in applied science degree in early childhood education. **Transfer institution requirements may vary – students should check individual college/university requirements before completing the sample plan as outlined**. Baccalaureate admission may be 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[3,5]	9

Social and Behavioral Sciences

PSY	101	Introduction to Psychology	3
		Social and Behavioral Sciences elective [4,5]	6
			9

Special Electives[6] 6

Approved Electives[7]

ECE	101	Introduction to Early Childhood Education	3
ECE	102	Child Development I	3
EDU	201	Introduction to Education	3
EDU	211	Educational Psychology	3
EDU	250	Introduction to Technology in Education	3
		Other elective credit[1]	3
			18
		Total	**61**

[1] Students should check the curriculum of the transfer school they are considering. Approved courses are listed with the requirements for the associate degrees.

[2] CHM 105 recommended. 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] Approved courses are listed with the requirements for the associate degrees.

[5] One course from humanities and fine arts or from social and behavioral sciences must meet the world cultures and diversity requirement. Approved courses are listed with the requirements for the associate degrees.

[6] Some schools may require a foreign language. Approved courses are listed with the requirements for the associate degrees.

[7] A grade of C or better is required in ECE 101, ECE 102, EDU 201, EDU 211, EDU 250. It may be in the student's best interest to repeat these courses if taken more than five years before transfer. These credits, while transferable to participating institutions, may or may not substitute for upper-division professional coursework required for certification.

Associate in Arts – Elementary Education Sample Plan

This sample transfer planning guide meets the requirements of the A. A. degree and follows the Illinois Articulation Initiative teacher education baccalaureate major recommendations. **Transfer institution requirements may vary – students should check individual college/university requirements before completing the sample plan as outlined.** *Baccalaureate admission may be 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] 7-8
Humanities and Fine Arts[2,4] 9
Social and Behavioral Sciences

PSY	101	Introduction to Psychology	3
		Social and Behavioral Sciences elective [4,5]	6
			9

Special Electives[5] 6

Approved Electives[6]

ECE	102	Child Development I	3
EDU	201	Introduction to Education	3
EDU	202	Pre-Student Teaching Clinical Experience	1
EDU	211	Educational Psychology	3
EDU	250	Introduction to Technology in Education	3
MTH	130	Mathematics for Elementary Teaching I	4
			17
		Total	**61**

[1] CHM 105 recommended. 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.

[4] One course from humanities and fine arts or from social and behavioral sciences must meet the world cultures and diversity requirement. Approved courses are listed with the requirements for the associate degrees.

[5] Some schools may require a foreign language. 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 ECE 102, EDU 201, EDU 211 and EDU 250 in transfer, however, they may or may not substitute for upper division professional course work required for certification.

Associate in Arts – Secondary Education Sample Plan

This sample transfer planning guide meets the requirements of the A. A. degree and follows the Illinois Articulation Initiative teacher education baccalaureate major recommendations. **Transfer institution requirements may vary – students should check individual college/university requirements before completing the sample plan as outlined**. *Baccalaureate admission may be 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[3,5] 9
Social and Behavioral Sciences

PSY	101	Introduction to Psychology	3
		Social and Behavioral Sciences elective [4,5]	6
			9

Special Electives[6] 6

Approved Electives[7]

ECE	102	Child Development I	3
EDU	201	Introduction to Education	3
EDU	202	Pre-student Teaching Clinical Experience	1
EDU	211	Educational Psychology	3
EDU	250	Introduction to Technology in Education	3
		Area of teaching major or minor[8]	4
			17
		Total	**60**

[1] Students should check with the curriculum of the transfer school they are considering. Approved courses are listed with the requirements for the associate degrees.

[2] CHM 105 recommended. 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] Approved courses are listed with the requirements for the associate degrees.

[5] One course from humanities and fine arts or from social and behavioral sciences must meet the world cultures and diversity requirement. Approved courses are listed with the requirements for the associate degrees.

[6] Some schools may require a foreign language. Approved courses are listed with the requirements for the associate degrees.

[7] As part of the Illinois Articulation Initiative (Phase II), participating schools will accept ECE 102, EDU 201, EDU 211 and EDU 250 in transfer, however, they may or may not substitute for upper division professional course work required for certification.

[8] 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.

Associate in Arts – Special Education Sample Plan

This sample transfer planning guide meets the requirements of the A. A. degree and follows the Illinois Articulation Initiative teacher education baccalaureate major recommendations. **Transfer institution requirements may vary – students should check individual college/university requirements before completing the sample plan as outlined.** *Baccalaureate admission may be 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[3,5]	9

Social and Behavioral Sciences

PSY	101	Introduction to Psychology	3
		Social and Behavioral Sciences elective [4,5]	6
			9

Special Electives[6] 6

Approved Electives[7]

ECE	102	Child Development I	3
EDU	201	Introduction to Education	3
EDU	202	Pre-student Teaching Clinical Experience	1
EDU	211	Educational Psychology	3
EDU	250	Introduction to Technology in Education	3
		Other elective credit[1]	4
			17
		Total	**60**

[1] Students should check with the curriculum of the transfer school they are considering. Approved courses are listed with the requirements for the associate degrees.

[2] CHM 105 recommended. 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] Approved courses are listed with the requirements for the associate degrees.

[5] One course from humanities and fine arts or from social and behavioral sciences must meet the world cultures and diversity requirement. Approved courses are listed with the requirements for the associate degrees.

[6] Some schools may require a foreign language. Approved courses are listed with the requirements for the associate degrees.

[7] As part of the Illinois Articulation Initiative (Phase II), participating schools will accept ECE 102, EDU 201, EDU 211 and EDU 250 in transfer, however, they may or may not substitute for upper division professional course work required for certification.

Associate in Engineering Science – Engineering Sample Plan[1]

This sample transfer planning guide meets the requirements of the A. E. S. degree and follows the Illinois Articulation Initiative engineering baccalaureate major recommendations. Students should have a strong background in mathematics and the physical sciences. **Transfer institution requirements may vary – students should check individual college/university requirements before completing the sample plan as outlined.** *Baccalaureate admission may be competitive; 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
Select one course from:			
CSC	121[2]	Computer Science I	4
CSC	208[2]	Problem Solving for Science and Engineering Using FORTRAN	4
MTH	201	Calculus with Analytic Geometry II	5
PHY	201	General Physics I–Mechanics	5
			17

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–Electricity and Magnetism	5
			16-17

Second Year, Second Semester

Engineering specialty[4]			8-10
MTH	212	Differential Equations	3
Social and Behavioral Sciences or Humanities and Fine Arts Elective[3]			3
			14-16
	Total		**68-71**

1 Completion of the associate in engineering science (A.E.S) degree does not fulfill the requirements of the Illinois General Education Core Curriculum. After transfer, A.E.S. 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 must select at least one course in either the humanities/fine arts or social/behavioral sciences that meets the world cultures and diversity requirement. 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.

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, 210, 211, 212
   Computer–CSC 122 or MTH 220; EGR 260, 262, 270
   Electrical–EGR 260, 262, 270; PHY 203
   Industrial–EGR 121, 210, 211, 212
   Mechanical–EGR 121, 210, 211, 212, 240, 260, 262

Associate in Arts – English Sample Plan

This sample transfer planning guide meets the requirements of the A. A. degree and follows the Illinois Articulation Initiative English baccalaureate major recommendations. **Transfer institution requirements may vary – students should check individual college/university requirements before completing the sample plan as outlined.** *Baccalaureate admission may be 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 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[1,4] 3

9

Social and Behavioral Sciences[1,4] 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[1,3,5,6] 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 counseling faculty member to determine which foreign language course(s) is appropriate to take.

[4] One course from fine arts or from social and behavioral sciences must meet the world cultures and diversity requirement. Approved courses are listed with the requirements for the associate degrees.

[5] 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.

[6] Some universities offer a specialization in creative writing. Consult the university to which you intend to transfer and your advisor. Universities with such a requirement will accept either ENG 221 or ENG 222.

Associate in Arts – Health Education Sample Plan

This sample transfer planning guide meets the requirements of the A. A. degree and the core general education requirements of the Illinois Articulation Initiative. **Transfer institution requirements may vary – students should check individual college/university requirements before completing the sample plan as outlined.** *Baccalaureate admission may be 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	101	Quantitative Literacy	4
Physical and Life Sciences[1]			7
Humanities and Fine Arts[2,4]			9
Social and Behavioral Sciences[3,4]			9

Special Electives

Select six credit hours from:

DIT	101	Fundamentals of Nutrition	3
PED	100	Nutrition and Exercise	2
PED	203[4]	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.

[4] If PED 203 is not selected, then one course from humanities and fine arts or from social and behavioral sciences must meet the world cultures and diversity requirement. Approved courses are listed with the requirements for the associate degrees.

Associate in Arts – History Sample Plan

This sample transfer planning guide meets the requirements of the A. A. degree and follows the Illinois Articulation Initiative history baccalaureate major recommendations. **Transfer institution requirements may vary – students should check individual college/university requirements before completing the sample plan as outlined.** *Baccalaureate admission may be 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[3,5]	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[1,5]	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[6]	9
			17
		Total	**60**

[1] Approved courses are listed with the requirements for the associate degrees.

[2] Select at least one physical and one life science course. 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] Some schools may require a foreign language. Approved courses are listed with the requirements for the associate degrees.

[5] One course from humanities and fine arts or from social and behavioral sciences must meet the world cultures and diversity requirement. Approved courses are listed with the requirements for the associate degrees.

[6] 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.

Associate in Arts – Liberal Arts Sample Plan

This sample transfer planning guide meets the requirements of the A. A. degree and the core general education requirements of the Illinois Articulation Initiative. **Transfer institution requirements may vary – students should check individual college/university requirements before completing the sample plan as outlined.** *Baccalaureate admission may be 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[3,5]	9
Social and Behavioral Sciences[1,5]	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 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.

[5] One course from humanities and fine arts or from social and behavioral sciences must meet the world cultures and diversity requirement. Approved courses are listed with the requirements for the associate degrees.

Associate in Science – Mathematics Sample Plan

This sample transfer planning guide meets the requirements of the A. S. degree and follows the Illinois Articulation Initiative mathematics baccalaureate major recommendations. **Transfer institution requirements may vary – students should check individual college/university requirements before completing the sample plan as outlined.** *Baccalaureate admission may be 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[2,4]	9
Social and Behavioral Sciences[3,4]	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.

[4] One course from humanities and fine arts or from social and behavioral sciences must meet the world cultures and diversity requirement. Approved courses are listed with the requirements for the associate degrees.

Associate in Fine Arts – Music – Music Emphasis Sample Plan[1]

This sample transfer planning guide meets the requirements of the A. F. A. - Music degree and follows the Illinois Articulation Initiative music baccalaureate major recommendations. 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. **Transfer institution requirements may vary – students should check individual college/university requirements before completing the sample plan as outlined.** *Baccalaureate admission may be 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[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[3]	Class Piano I	2
MUS	166[3]	Class Piano II	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[3]	Class Piano III	2
MUS	266	Class Piano IV	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] Approved courses are listed with the requirements for the associate in fine arts - music degree. One course from humanities or from social and behavioral sciences must meet the world cultures and diversity requirement.

[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.

Associate in Fine Arts – Music – Piano Pedagogy Emphasis Sample Plan[1]

*This sample transfer planning guide meets the requirements of the A. F. A. - Music degree and follows the Illinois Articulation Initiative music baccalaureate major recommendations. 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. **Transfer institution requirements may vary – students should check individual college/university requirements before completing the sample plan as outlined.** Baccalaureate admission may be 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[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[3]	Class Piano IV	2
MUS	271	Piano Pedagogy I	3
MUS	272	Piano Pedagogy II	3
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] Approved courses are listed with the requirements for the associate in fine arts - music degree. One course from humanities or from social and behavioral sciences must meet the world cultures and diversity requirement.

[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.

Associate in Fine Arts – Music – Music Education Sample Plan[1]

This sample transfer planning guide meets the requirements of the A. F. A. - Music degree and follows the Illinois Articulation Initiative music education baccalaureate major recommendations. **Transfer institution requirements may vary – students should check individual college/university requirements before completing the sample plan as outlined.** *Baccalaureate admission may be 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[5]	Class Piano I	2
MUS	166[5]	Class Piano II	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[5]	Class Piano III	2
MUS	266	Class Piano IV	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] Approved courses are listed with the requirements for the associate in fine arts-music degree.

[3] Approved courses are listed with the requirements for the associate in fine arts–music degree. Select one course from HUM 103, LIT 208, PHI 160 or 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.

Associate in Science – Nursing Sample Plan

*This sample transfer planning guide meets the requirements of the A. S. degree and follows the Illinois Articulation Initiative nursing baccalaureate major recommendations. Harper also offers an associate in applied science degree in nursing. **Transfer institution requirements may vary – students should check individual college/university requirements before completing the sample plan as outlined.** Baccalaureate admission may be 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] 6

Physical and Life Sciences

BIO	130	Microbiology	4
CHM	121	General Chemistry I	5
			9

Humanities and Fine Arts[2,4] 9
Social and Behavioral Sciences[1,3,4] 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.

[4] One course from humanities and fine arts or from social and behavioral sciences must meet the world cultures and diversity requirement. Approved courses are listed with the requirements for the associate degrees.

Associate in Arts – Physical Education Sample Plan

This sample transfer planning guide meets the requirements of the A. A. degree and the core general education requirements of the Illinois Articulation Initiative. **Transfer institution requirements may vary – students should check individual college/university requirements before completing the sample plan as outlined.** *Baccalaureate admission may be 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	101	Quantitative Literacy	4

Physical and Life Sciences[1]	7
Humanities and Fine Arts[2,4]	9
Social and Behavioral Sciences[3,4]	9

Special Electives

Select six credit hours from:

DIT	101	Fundamentals of Nutrition	3
PED	100	Nutrition and Exercise	2
PED	203[4]	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**

[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 requirements for the associate degrees.

[3] Approved courses are listed with the requirements for the associate degrees.

[4] If PED 203 is not selected, then one course from humanities and fine arts or from social and behavioral sciences must meet the world cultures and diversity requirement. Approved courses are listed with the requirements for the associate degrees.

Associate in Arts – Political Science Sample Plan

This sample transfer planning guide meets the requirements of the A. A. degree and follows the Illinois Articulation Initiative political science baccalaureate major recommendations. **Transfer institution requirements may vary – students should check individual college/university requirements before completing the sample plan as outlined.** *Baccalaureate admission may be 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

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 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 from fine arts. Interdisciplinary courses may count in either category. Approved courses are listed with the requirements for the associate degrees.

Associate in Arts – Psychology Sample Plan

This sample transfer planning guide meets the requirements of the A. A. degree and follows the Illinois Articulation Initiative psychology baccalaureate major recommendations. **Transfer institution requirements may vary – students should check individual college/university requirements before completing the sample plan as outlined.** *Baccalaureate admission may be 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[3,5]	9

Social and Behavioral Sciences

PSY	101	Introduction to Psychology	3
		Social and Behavioral Sciences electives[4,5]	6
			9

Special Electives[4] 6

Approved Electives

Select three courses from:

PSY	216	Child Psychology	3
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 200 and/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.

[5] One course from humanities and fine arts or from social and behavioral sciences must meet the world cultures and diversity requirement. Approved courses are listed with the requirements for the associate degrees.

Associate in Arts – Sociology Sample Plan

This sample transfer planning guide meets the requirements of the A. A. degree and follows the Illinois Articulation Initiative sociology baccalaureate major recommendations. **Transfer institution requirements may vary – students should check individual college/university requirements before completing the sample plan as outlined.** *Baccalaureate admission may be 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

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 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.

Associate in Arts – Speech Communication Sample Plan

This sample transfer planning guide meets the requirements of the A. A. degree and follows the Illinois Articulation Initiative speech communication baccalaureate major recommendations. **Transfer institution requirements may vary – students should check individual college/university requirements before completing the sample plan as outlined.** *Baccalaureate admission may be 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[3,4]	9
Social and Behavioral Sciences[1,4]	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.

[3] Approved courses are listed with the requirements for the associate degrees.
  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] One course from humanities and fine arts or from social and behavioral sciences must meet the world cultures and diversity requirement. Approved courses are listed with the requirements for the associate degrees.

Associate in Arts – Theatre Arts Sample Plan

This sample transfer planning guide meets the requirements of the A. A. degree and follows the Illinois Articulation Initiative theatre arts baccalaureate major recommendations. **Transfer institution requirements may vary – students should check individual college/university requirements before completing the sample plan as outlined.** *Baccalaureate admission may be 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[3,4]	9
Social and Behavioral Sciences[1,4]	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 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] One course from humanities and fine arts or from social and behavioral sciences must meet the world cultures and diversity requirement. 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.

ACCOUNTING ASSOCIATE
Associate in Applied Science Degree
Accounting Associate Certificate
Accounting Clerk Certificate
Accounting-Payroll, State and Local Taxes Certificate
Professional Accounting—CPA Preparation 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

BUILDING CODES AND ENFORCEMENT
Building Codes and Enforcement Certificate

CARDIAC TECHNOLOGY
Associate in Applied Science Degree
Cardiographic Technician Certificate
Diagnostic Cardiac Sonographer Certificate
Electrocardiography Certificate
Pediatric Echocardiography Certificate

COMPUTER INFORMATION SYSTEMS
Associate in Applied Science Degree:
Computers in Business
Associate in Applied Science Degree: Programming
Associate in Applied Science Degree: Web Development
Advanced LAN Management Certificate
Cisco Network Administration Certificate
Computer Support Specialist Certificate
Computers in Business Certificate
LAN Management Certificate
Linux Network Administration Certificate
Microsoft Network Administration Certificate
NetPrep™ Network Administration Certificate
NetPrep™ Senior Network Specialist Certificate
Network Security Certificate
Programming Certificate
Technical Certificate
Web Development Certificate
Web Visual Design Certificate

CRIMINAL JUSTICE
Associate in Applied Science Degree
Criminal Justice Certificate

DENTAL HYGIENE
Associate in Applied Science Degree

DIAGNOSTIC MEDICAL SONOGRAPHY
Associate in Applied Science Degree
Diagnostic Medical Sonography Certificate
Vascular Technologist Certificate

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

ELECTRONICS ENGINEERING TECHNOLOGY
Associate in Applied Science Degree
Electrical Maintenance Certificate
Electronics Certificate
Industrial Electronics Maintenance Certificate

EMERGENCY MEDICAL SERVICES
Associate in Applied Science Degree
Emergency Medical Services: EMT Basic Certificate
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

GRAPHIC ARTS TECHNOLOGY
Associate in Applied Science Degree
Graphic Arts Certificate
Graphic Arts Design Certificate
Graphic Arts Desktop Publishing Certificate

HEATING, VENTILATION AND AIR CONDITIONING (HVAC)
Refrigeration and Air Conditioning Technology:
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

HOSPITALITY MANAGEMENT
Associate in Applied Science Degree
Bread and Pastry Arts Certificate
Culinary Arts Certificate
Food Service Management Certificate
Hotel Management Certificate

INTERIOR DESIGN
Associate in Applied Science Degree

INTERNATIONAL BUSINESS
Associate in Applied Science Degree
International Business Certificate

JOURNALISM
Media Writing and Design Certificate
Online Communications Certificate

LAW OFFICE ADMINISTRATIVE ASSISTANT
Associate in Applied Science Degree
Law Office Administrative Assistant Certificate

MAINTENANCE
Associate in Applied Science Degree
Basic Maintenance Certificate
Commercial Maintenance Certificate
Supervisory Maintenance Technology Certificate
Welding Maintenance 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 Business Certificate
Marketing Certificate
Marketing Research Certificate
Retail Merchandising Certificate
Sales Management and Development Certificate

MEDICAL OFFICE ADMINISTRATION
Associate in Applied Science Degree: Health Care Office Manager
Health Care Secretary Certificate
Health Insurance Specialist Certificate
Medical Assistant Certificate
Medical Transcriptionist Certificate

NURSING
Associate in Applied Science Degree
Certified Nursing Assistant Certificate
Licensed Practical Nursing Certificate

PARALEGAL STUDIES
Associate in Applied Science Degree
Paralegal Studies Certificate

PARAPROFESSIONAL EDUCATOR
Associate in Applied Science Degree
Paraprofessional Educator Certificate

PARK AND GOLF MAINTENANCE
Associate in Applied Science Degree
Arboriculture Certificate
Golf Course and Athletic Field Maintenance Certificate
Turfgrass and Grounds Maintenance Certificate

PHLEBOTOMY
Phlebotomy Certificate

PLANT SCIENCE TECHNOLOGY
Associate in Applied Science Degree
Advanced Floral Design Certificate
Basic Horticultural Skills Certificate
Floral Design Certificate
Garden Center Operations Certificate
Landscape Design Certificate

RADIOLOGIC TECHNOLOGY
Associate in Applied Science Degree
Mammography 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 course work 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
CAS	218	E-Commerce Development or	
CIS	106	Computer Logic and Programming Technology	3
ECO	200	Introduction to Economics or	
ECO	211	Microeconomics	3
ENG	130[1]	Business Writing	3
Humanities elective♦			3
			15

SECOND YEAR
First Semester

ACC or CIS[3]		Elective	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: CAS 160 or CAS 105, CAS 115, CAS 125, CAS 215.

♦ At least one of the Humanities or Social Science requirements must also meet the World Cultures and Diversity graduation requirement.

ACCOUNTING ASSOCIATE

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
CAS	105	Word Processing Software	1
CAS	115	Spreadsheet Software	1
CAS	215	Advanced Spreadsheet Software	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 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.

Required:

ACC	101	Introduction to Financial Accounting	4
ACC	102	Introduction to Managerial Accounting	3
CAS	105	Word Processing Software	1
CAS	115	Spreadsheet Software	1
CAS	215	Advanced Spreadsheet Software	1

ACCOUNTING ASSOCIATE

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.

Required:

ACC	155	Tax and Payroll Accounting	4
CAS	105	Word Processing Software	1
CAS	115	Spreadsheet Software	1
CAS	215	Advanced Spreadsheet Software	1

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 variety of business courses are offered including: ACC 211, ACC 212, ACC 213 and MGT 225.

Requirements for the CMA Certificate

The Certified Management Accountant (CMA) 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 two of the CMA examination.

Recommended courses at 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 150.

Professional Accounting–CPA Preparation Certificate

This 28 credit-hour certificate is designed to provide individuals with the necessary accounting courses to qualify for the Certified Public Accountant (CPA) exam. The program is intended for individuals who already have a bachelor's degree and wish to transition to a career in the field of accounting. To qualify for the CPA exam, a candidate must have a bachelor's degree and a total of 150 semester hours of credit, including 24 hours in business and a minimum of 24 hours in accounting. (It is strongly recommended that the 24 business hours include at least three hours in business law; at Harper, ACC 211 [Business Law I] and ACC 213 [Legal Environment of Business]) are available.) The Illinois Board of Examiners provides more detailed information on educational requirements at www.illinois-cpa-exam.com. Harper will accept up to 14 credit hours in equivalent courses from regionally accredited institutions.

Required:

ACC	101	Introduction to Financial Accounting	4
ACC	102	Introduction to Managerial Accounting	3
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

ADMINISTRATIVE TECHNOLOGY

Also see: Law Office Administrative Assistant

Associate in Applied Science Degree: Executive Assistant

The 62 credit-hour program 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	111	Beginning Computer Keyboarding w/Applications	3
OFC	134	Word Processing Software II	2
OFC	201	Advanced Features in Word Processing	2
OFC	203	Proofreading and Editing	2
			16

Second Semester

OFC	113[1]	Computer Keyboarding Production	3
OFC	133	Word Processing Software I	2
OFC	202	Desktop Publishing Using Word Processing	2
OFC	227	Business Presentations	1
OFC	228	Records Control for the Office	1
OFC	229	Meeting and Conference Planning	1
OFC	230	Executive Machine Transcription	2
SPE	101	Fundamentals of Speech Communication	3
			15

SECOND YEAR
First Semester

CAS elective[2]			1
CAS	115	Spreadsheet Software	1
CAS	215	Advanced Spreadsheet Software	1
MGT	111	Introduction to Business Organization	3
OFC	130	Office Technology Applications	1
OFC	220[1]	Automated Office Procedures	4
OFC	237	Administrative Technology Internship I	3
OFC	247	Professional Development	2
			16

ADMINISTRATIVE TECHNOLOGY

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/counselor. MGT 150 is recommended.

♦ At least one of the Humanities or Social Science requirements must also meet the World Cultures and Diversity graduation requirement.

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/counselor.

Required:

ACC	101	Introduction to Financial Accounting	4
ENG	130	Business Writing	3
MGT	111[1]	Introduction to Business Organization	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:

ACC elective		....	3
ACC	211	Business Law	3
CIS	101	Introduction to Computer Information Systems	3
CAS	115	Spreadsheet Software	1
CAS	116	General Accounting Applications	2
CAS	125	Database Software	1
CAS	215	Advanced Spreadsheet Software................................	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[1]	Records Control for the Office.....................................	1
OFC	229[1]	Meeting and Conference Planning...............................	1

ADMINISTRATIVE TECHNOLOGY

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
OFC 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] OFC 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.

Required:

OFC	263	Accounting (CPS)	1
OFC	264	Office Administration (CPS)	2
OFC	265	Office Systems and Technology (CPS)	2
OFC	266	Management (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:

CAS	115	Spreadsheet Software	1
ENG	100	Composition	3
MGT	111	Introduction to Business Organization	3
MGT	150	Business Math	3
OFC	104	Introduction to Administrative Technology	1

ADMINISTRATIVE TECHNOLOGY

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[1]	Computer Keyboarding Review	3
OFC	113[1]	Computer Keyboarding/Production	3
OFC	130	Office Technology Applications	1
OFC	133	Word Processing Software I	2
OFC	134	Word Processing Software II	2
OFC	201[1]	Advanced Features in Word Processing	2
OFC	202[1]	Desktop Publishing Using Word Processing	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 and Information Management I	3
OFC	252	Records and 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[1]	Computer Keyboarding Production	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 a Student Development faculty/counselor.

Required:

OFC	104	Introduction to Administrative Technology	1
OFC	105	Administrative Human Relations	1
OFC	106	Administrative Time Management	1
OFC	134	Word Processing Software II	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:

CAS	115	Spreadsheet Software	1
CAS	125	Database Software	1
CAS	215	Advanced Spreadsheet Software	1
ENG	130	Business Writing	3
OFC	107	Internet Applications	1
OFC	111	Beginning Computer Keyboarding w/Applications	3
OFC	113[1]	Computer Keyboarding Production	3
OFC	130	Office Technology Applications	1
OFC	133	Word Processing Software I	2
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 and Information Management I	3
OFC	252	Records and Information Management II	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 64 credit-hour program 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[1]	Composition	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

[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

♦ At least one of the Humanities or Social Science requirements must also meet the World Cultures and Diversity graduation requirement.

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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.

Required:

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

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/counselor or the program coordinator. 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	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	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

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 a Student Development faculty/counselor before registering for this program.

Required:

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[1]	Advanced Fire Prevention Principles	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*

This 65.5 credit-hour program prepares students as cardiovascular technologists who work in hospitals and cardiology offices performing tests that assist physicians in the diagnosis of heart diseases. After completing ECG related course work, the student is prepared to pursue work as a cardiographic technician performing rhythm and 12-lead ECG, holter monitoring, stress testing and telemetry surveillance, and to take the Cardiovascular Credentialing International (CCI). After degree completion the student is prepared to seek employment as a diagnostic cardiac sonographer performing ultrasound examinations of the heart (echocardiograms). After one year of work the graduate is encouraged to become a Registered Cardiac Sonographer (RDCS).

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 CTE prefix. Tuition for the courses in this program is 200 percent of the standard tuition rate.

A 320-hour internship at an area hospital is required once all course work is completed with a grade of C or better.

Admission Requirements

For admission requirements, please contact the Admissions Outreach Office at 847.925.6700 or check the web site: harpercollege.edu

Students who apply for this limited enrollment program are obligated to meet current admission requirements and follow program curriculum as defined at the time of acceptance to the program.

FIRST YEAR[1]
First Semester

BIO	160	Human Anatomy	4
ENG	101	Composition	3
HSC	104	Health Care Technology and Informatics	2
HSC	105	Introduction to Health Care Today	2
HSC	107	Basic Health Care Skills	1
HSC	112	Medical Terminology	2
HSC	213	Health Care Law and Ethics	2
Mathematics[2]			0
			16

Second Semester

BIO	161	Human Physiology	4
CTE	106	Ultrasound Physics and Instrumentation	4
HSC	201	Pharmacology	2
SOC	101♦	Introduction to Sociology	3
SPE	101	Fundamentals of Speech Communication	3
			16

SECOND YEAR
First Semester

CTE	101	Electrocardiography	4
CTE	104	Cardiovascular Principles	3
CTE	107	Diagnostics I	4
CTE	109	Laboratory Techniques I	3
			14

Second Semester

CTE	102	ECG Surveillance and Stress Testing	3
CTE	103[3]	Cardiac Emergencies	1
CTE	105	Cardiac Pathophysiology	3
CTE	108	Diagnostic II	4
CTE	110	Laboratory Techniques II	3
CTE	120	Introduction to the Cardiac Technology Internship	1.5
			15.5

Summer/Fall Semester

CTE	112[4]	Laboratory Techniques III	1
CTE	130[5]	Cardiac Technology Internship	4

* Cardiac Technology is a limited enrollment program. See Limited Enrollment Programs section of this catalog for details. Requirements subject to change. Contact the Admissions Outreach Office for updated information.
[1] A grade of C or better in all BIO, CTE and HSC courses is required for all students.
[2] Group 2 math requirement is met by Cardiac Technology program admission requirements.
[3] This course may be waived with proof of current health care provider CPR certification.
[4] This course is an elective and is not required for graduation.
[5] Assignments will be based on site availability.

♦ This course meets the World Cultures and Diversity graduation requirement.

CARDIAC TECHNOLOGY*

Cardiographic Technician Certificate*

This 33 credit-hour certificate trains students to pursue work as a cardiographic technician performing rhythm and 12-lead ECG, holter monitoring, stress testing and telemetry surveillance in hospitals and cardiology offices, and to take the Certified Cardiographic Technician (CCT) examination given through Cardiovascular Credentialing International (CCI).

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 CTE prefix. Tuition for these courses in this program is 200 percent of the standard tuition rate.

Admission Requirements

For admission requirements, please contact the Admissions Outreach Office at 847.925.6700 or check the Web site: harpercollege.edu

*Students who apply for this limited enrollment program are obligated to meet current admission requirements and follow program curriculum as defined **at the time of acceptance to the program**.*

FIRST YEAR[1]
First Semester

BIO	160	Human Anatomy	4
ENG	101	Composition	3
HSC	104	Health Care Technology and Informatics	2
HSC	105	Introduction to Health Care Today	2
HSC	107	Basic Health Care Skills	1
HSC	112	Medical Terminology	2
			14

Second Semester

BIO	161	Human Physiology	4
HSC	201	Pharmacology	2
HSC	213	Legal and Ethical Issues in Health Care	2
			8

SECOND YEAR
First Semester

CTE	101	Electrocardiography	4
CTE	104	Cardiovascular Principles	3
			7

Second Semester

CTE	102	ECG Surveillance and Stress Testing	3
CTE	103	Cardiac Emergencies	1
			4

Summer/Fall Semester

CTE	112[2]	Laboratory Techniques III	1

* Cardiographic Technician is a limited enrollment program. See Limited Enrollment Programs section of this catalog for details. Requirements subject to change. Contact the Admissions Outreach Office for updated information.

[1] A grade of C or better in all BIO, CTE and HSC courses is required for all students.

[2] This course is an elective and not required for certificate completion

CARDIAC TECHNOLOGY*

Diagnostic Cardiac Sonographer Certificate*

This 34.5 credit-hour certificate program prepares direct patient care providers with a recognized two year allied health career degree to change careers by becoming a diagnostic cardiac sonographer performing ultrasound examinations of the heart (echocardiograms) in hospitals or cardiology offices. After one year of work, the graduate is encouraged to take the American Registry of Diagnostic Medical Sonography (ARDMS) examination to be a Registered Diagnostic Cardiac Sonographer (RDCS).

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 CTE prefix. Tuition for these courses in this program is 200 percent of the standard tuition rate.

A 360-hour internship at an area hospital is required once all course work is completed with a grade of C or better.

Admission Requirements

For admission requirements, please contact the Admissions Outreach Office at 847.925.6700 or check the Web site: harpercollege.edu

*Students who apply for this limited enrollment program are obligated to meet current admission requirements and follow program curriculum as defined **at the time of acceptance to the program**.*

FIRST YEAR[1]
Spring/Summer Semester

CTE	106[4]	Ultrasound Physics and Instrumentation	4

First Semester

CTE	101[4]	Electrocardiography...	4
CTE	104[4]	Cardiovascular Principles...	3
CTE	107[4]	Diagnostics I	4
CTE	109	Laboratory Techniques I...	3
			14

Second Semester

CTE	103[3]	Cardiac Emergencies	1
CTE	105	Cardiac Pathophysiology..	3
CTE	108	Diagnostics II	4
CTE	110	Laboratory Techniques II..	3
CTE	120	Introduction to the Cardiac Technology Internship	1.5
			12.5

SECOND YEAR
Summer/Fall Semester

CTE	111[4]	Cardiac Technology Internship	4

* Diagnostic Cardiac Sonographer is a limited enrollment program. See Limited Enrollment Programs section of this catalog for details. Requirements subject to change. Contact the Admissions Outreach Office for updated information.

[1] A grade of C or better in all CTE courses is required for all students.

[2] Prerequisite of BIO 160 waived for Diagnostic Cardiac Sonographer certificate students.

[3] This course will be waived with proof of current health care provider CPR certification.

[4] Assignments will be based on site availability.

Electrocardiography Certificate

This 10 credit-hour certificate program is for health care professionals who would like to add an additional clinical skill to their repertoire by learning how to interpret 12-lead and rhythm ECGs. Those eligible must be health care professionals with direct patient care responsibilities or students in an allied health care program who will obtain work as direct patient care providers.

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 CTE prefix. Tuition for these courses in this program is 200 percent of the standard tuition rate.

Required: [1]

BIO	135	Introduction to Human Anatomy and Physiology........	4
CTE	101	Electrocardiography..	4
HSC	112	Medical Terminology	2

[1] A grade of C or better in all BIO, CTE and HSC courses is required for all students.

Pediatric Echocardiography Certificate*

This 8.5 credit-hour, one semester certificate will allow ultrasound professionals with ARDMS registry status in adult echocardiography to expand their skills into pediatric cardiac sonography. Pediatric cardiac sonographers perform echocardiograms of the heart to assist the physician in the diagnosis of congenital or acquired hear disease in children. After completing the necessary number of pediatric examinations at their workplace, the graduate is encouraged to take the American Registry of Diagnostic Medical Sonography (ARDMS) examination to be a Registered Cardiac Sonographer (RDCS) in Pediatric 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 CTE prefix. Tuition for these courses in this program is 200 percent of the standard tuition rate.

An 80-hour clinical internship is included during this program at an area hospital.

Admission Requirements

For admission requirements, please contact the Admissions Outreach Office at 847.925.6700 or check the Web site: harpercollege.edu

Students who apply for this limited enrollment program are obligated to meet current admission requirements and follow program curriculum as defined at the time of acceptance to the program.

Fall Semester: [1]

CTE	200	Pediatric Echocardiography	4
CTE	201	Pediatric Echoocardiography Techniques	3
CTE	202	Pediatric Echocardiography Clinical	1.5

[1] A grade of C or better in all CTE courses is required for all students.

COMPUTER INFORMATION SYSTEMS

Associate in Applied Science Degree: Computers in Business

The 66-67 credit-hour technical curriculum trains students for various positions in the field of computers. The student will take courses in business, computer information systems and general education. The student may choose from seven specialized study areas: Computer Desktop Support, Database Management, Geographic Information Systems, LAN Administration, Management Information Systems, NetPrep[TM] Network Technology, and Packages. Graduates of the program may find employment as network technicians and consultants.

Required General Education Courses:

ENG	101	Composition...	3
ENG	102	Composition or	
ENG	103[1]	Technical and Report Writing.......................	3
		Humanities♦, Natural Science, or Social Science electives[2],♦	6
		MTH elective[3]	3-4
PHI	115	Ethics or	
PHI	150	Business Ethics	3
SPE	101	Fundamentals of Speech Communication..................	3

Required Core Courses:

CIS	101	Introduction to Computer Information Systems	3
CIS	106[4]	Computer Logic and Programming Technology	3
MGT	111	Introduction to Business Organization	3
NET	101	Windows or	
NET	106	Introduction to Linux	3

Specialized Study Areas:

COMPUTER DESKTOP SUPPORT

Required:

CAS	105	Word Processing Software (1) and	
CAS	115	Spreadsheet Software (1) and	
CAS	125	Database Software (1) or	
CAS	160	Introduction to Business Software Packages (3)........	3
CAS	135	Business Graphics.......................................	1
CAS	215	Advanced Spreadsheet Software.............................	1
CAS	225	Advanced Database Software.................................	1
		Electives[5]	6
NET	111	A+ Hardware...	3
NET	112	A+ Operating Systems Technologies........................	3
NET	121	Introduction to Networking..........................	3
NET	122	Internet Protocols	3
NET	201	Help Desk/Soft Skills	3
NET	211	Supporting Operating Systems	3
NET	212	Supporting Applications..............................	3

DATABASE MANAGEMENT

Required:

CAS	105	Word Professing Software (1) and	
CAS	115	Spreadsheet Software (1) and	
CAS	125	Database Software (1) or	
CAS	160	Introduction to Business Software Packages (3)........	3
CIS	143	Introduction to Database Systems	3
CIS	243	Database Management..	3
CIS	244	Database Design and Implementation........................	3
		Electives[6]	9
NET	111	A+ Hardware...	3
NET	112	A+ Operating Systems Technologies	3
NET	121	Introduction to Networking..........................	3
NET	122	Internet Protocols	3

COMPUTER INFORMATION SYSTEMS

GEOGRAPHIC INFORMATION SYSTEMS

Required:

CAS	105	Word Professing Software (1) and	
CAS	115	Spreadsheet Software (1) and	
CAS	125	Database Software (1) or	
CAS	160	Introduction to Business Software Packages (3)........	3
CIS	130	Visual Basic Programming I	4
CIS	143	Introduction to Database Systems	3
CIS	231	Visual Basic Programming II	4
CIS	280	Visual Basic Programming III	4
GEG	151	Geographic Information Systems I.............................	3
GEG	152	Geographic Information Systems II............................	3
MGT	115	Introduction to International Business or	
MKT	248	Direct Marketing or	
MKT	260	International Marketing	3
MKT	245	Principles of Marketing	3
MKT	255	Internet Marketing..	3

LAN ADMINISTRATION

Required:

CAS	105	Word Professing Software (1) and	
CAS	115	Spreadsheet Software (1) and	
CAS	125	Database Software (1) or	
CAS	160	Introduction to Business Software Packages (3)........	3
NET	111	A+ Hardware..	3
NET	112	A+ Operating Systems Technologies	3
NET	121	Introduction to Networking...	3
NET	122	Internet Protocols	3
NET	141	Linux Administration	3
NET	201	Help Desk/Soft Skills	3
NET	221	Wireless Networking (CWNA).....................................	3
NET	270	Cisco Networking (CCNA)..	3
NET	280	Network Security Fundamentals (Security +)	3
NET	299	Networking Capstone	3

COMPUTER INFORMATION SYSTEMS

Associate in Applied Science Degree: Computers in Business...continued

MANAGEMENT INFORMATION SYSTEMS

Required:

ACC	101	Introduction to Financial Accounting	4
ACC	211	Business Law I	3
CAS	105	Word Professing Software (1) and	
CAS	115	Spreadsheet Software (1) and	
CAS	125	Database Software (1) or	
CAS	160	Introduction to Business Software Packages (3)	3
CAS	215	Advanced Spreadsheet Software	1
CAS	225	Advanced Database Software	1
CIS	143	Introduction to Database Management	3
MGT	218	Introduction to Finance	3
MGT	270	Principles of Management	3
MKT	245	Principles of Marketing	3
NET	121	Introduction to Networking	3
WEB	150	Web Development I	3
WEB	240	E-Commerce Development	3

NETPREP™ NETWORK TECHNOLOGY

Required:

Electives[7]			3
NET	111	A+ Hardware	3
NET	112	A+ Operating Systems Technologies	3
NET	151	NetPrep™ Networking Fundamentals	3
NET	152	NetPrep™ Local Area Networks	3
NET	153	NetPrep™ Wide Area Networks	3
NET	154	NetPrep™ TCP/IP	3
NET	251	NetPrep™—The Internet	3
NET	252	NetPrep™ Internetworking Devices and Concepts	3
NET	253	NetPrep™ Protocol Analysis	3
NET	254	NetPrep™ Network Analysis and Design	3

COMPUTER INFORMATION SYSTEMS

Associate in Applied Science Degree: Computers in Business...continued

PACKAGES

Required:

CAS	105	Word Professing Software (1) and	
CAS	115	Spreadsheet Software (1) and	
CAS	125	Database Software (1) or	
CAS	160	Introduction to Business Software Packages (3)........	3
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	135	Business Graphics..	1
CAS	215	Advanced Spreadsheet Software..............................	1
Electives[8]		....	13
NET	111	A+ Hardware...	3
NET	112	A+ Operating Systems Technologies	3
NET	201	Help Desk/Soft Skills	3
OFC	105	Administrative Human Relations	1
OFC	247	Professional Development	2

[1] ENG 103 is recommended for students in Database Management or LAN Administration specializations.

[2] Students must take six hours in a minimum of two of these areas; three hours must be in a course that meets the World Cultures and Diversity graduation requirement. Students in Geographic Information Systems are required to take ECO 200 or GEG 210; a second course must be taken that meets the World Cultures and Diversity graduation requirement. Students in Management Information Systems are required to take ECO 200 or PSY 101; a second course must be taken that meets the World Cultures and Diversity graduation requirement.

[3] Students must take at least three credit hours in a mathematics course at the level of MTH 101 or above; students in Geographic Information Systems are required to take MTH 165.

[4] Students in LAN Administration are required to take either NET 231 or NET 236 in place of CIS 106; students in Packages must take CAS 260 in place of CIS 106.

[5] Electives: CIS 143, CIS 243, NET 161, NET 261, WEB 101, WEB 105, WEB 150, WEB 170, WEB 190.

[6] Electives: CIS 203, CIS 204, NET 141, NET 161, NET 236, NET 241, NET 242, NET 261, NET 262, NET 267.

[7] Electives: CAS 215, CAS 225, CIS 151, CIS 170, NET 121, NET 122, NET 141, NET 221, NET 280 or up to 3 credit hours from: CAS 105, CAS 115, CAS 125, CAS 160.

[8] Electives: ACC 101, CAS 116, CAS 140, CAS 150, CAS 175, CAS 210, CAS 216, CAS 217, CAS 220, CAS 225, CAS 226, CAS 235, CIS 104, CIS 129, CIS 130, CIS 133, CIS 148, WEB 101, WEB 150, WEB 180, WEB 200, WEB 220.

♦ At least one of the Humanities or Social Science requirements must also meet the World Cultures and Diversity graduation requirement.

COMPUTER INFORMATION SYSTEMS

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 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

Required Core Courses:

CAS	125	Database Software..	1
CIS	101	Introduction to Computer Information Systems	3
CIS	106	Computer Logic and Programming Technology	3
CIS	143	Introduction to Database Systems	3
CIS	203	Systems Analysis and Design I..................................	3
CIS	204	Systems Analysis and Design II.................................	3
NET	101	Windows	3
WEB	150	Web Development I..	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

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 101 or above.

[3] CAS 160, CAS 226, CIS 130, CIS 137, CIS 166, CIS 168, CIS 230, NET 151, NET 171, NET 231, WEB 101, WEB 200, WEB 205, WEB 230, WEB 240.

◆ At least one of the Humanities or Social Science requirements must also meet the World Cultures and Diversity graduation requirement.

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COMPUTER INFORMATION SYSTEMS

Associate in Applied Science Degree: Web Development

The 64-65 credit-hour technical curriculum trains students for various positions in the field of web site design, development and maintenance. The student will take courses in business, marketing, web scripting, web graphics, e-commerce and database. 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 developers, web designers, web site managers and consultants.

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],♦			6
Mathematics elective[2]			4

Required Core Courses:

CAS	125	Database Software	1
CIS	101	Introduction to Computer Information Systems	3
NET	101	Windows	3
NET	121	Introduction to Networking	3
WEB	150	Web Development I	3
WEB	190	Web Authoring Tools	3
WEB	200	Web Development II	3
WEB	210	Web Usability and Accessibility	3
WEB	240	E-Commerce Development	3
WEB	299	Web Management Capstone	3

Specialized Study Areas:

E-LEARNING DEVELOPMENT

Required:

EIT	200	E-Learning Tools and Technology	3
EIT	220	E-Learning Instructional Systems Design	3
EIT	250	E-Learning Web Development	3
EIT	280	E-Learning Development and Management	3
Humanities, Natural Science or Social Science elective[1]			3
WEB	180	Flash Multimedia I	3
WEB	220	Flash Multimedia II	3

WEB APPLICATION DEVELOPMENT

Required:

CIS	143	Introduction to Database Systems	3
Humanities, Natural Science or Social Science electives[1]			3
MKT	245	Principles of Marketing or	
MKT	252	Internet Marketing	3
NET	122	Internet Protocols	3
WEB	205	Perl Web Programming or	
WEB	255	Open Source Web Application Development	3
WEB	230	Extensible Markup Language	3
WEB	250	Web Development III	3

WEB VISUAL DESIGN

Required:

ART	105	Introduction to Art	3
ART	121	Design I	3
MCM	230	Graphic Design Communication	3
MKT	245	Principles of Marketing or	
MKT	252	Internet Marketing	3
WEB	170	Web Graphics	3
WEB	180	Flash Multimedia I	3
WEB	220	Flash Multimedia II	3

[1] Students must take six credit hours in a minimum of two of these areas; three hours must be in a course that meets the World Cultures and Diversity graduation requirement.

[2] Students must take four credit hours in a mathematics course at the level of MTH 101 or above.

♦ At least one of the Humanities or Social Science requirements must also meet the World Cultures and Diversity graduation requirement.

Advanced LAN Management Certificate

This 33 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:

NET	101	Windows or	
NET	106	Introduction to Linux	3
NET	111	A+ Hardware..	3
NET	112	A+ Operating Systems Technologies	3
NET	122	Internet Protocols	3
NET	141	Linux Administration	3
NET	201	Help Desk/Soft Skills	3
NET	231	Windows Scripting or	
NET	236	Linux Shell Scripting...	3
NET	270	Cisco Networking (CCNA)..	3
NET	280	Network Security Fundamentals (Security +)	3
NET	299	Networking Capstone	3

Cisco Network Administration Certificate

This 18 credit-hour certificate program is for those students who choose to specialize in Cisco network training. These courses will help prepare students for the CISCO CCNA certification exam as well as qualify them for entry-level jobs as associate network specialists/technicians.

Required:

NET	111	A+ Hardware..	3
NET	112	A+ Operating Systems Technologies	3
NET	171	Cisco Networking Basics..	3
NET	172	Cisco Routes and Routing Basics................................	3
NET	173	Cisco Switching Basics and Intermediate Routing	3
NET	174	Cisco WAN Technologies...	3

Computer Support Specialist Certificate

This 25 credit-hour certificate program is designed to prepare students for employment as HELP Desk personnel, computer desktop support technicians, or other computer support positions.

Required:

CIS	101	Introduction to Computer Information Systems	3
CAS	105	Word Processing Software (1) and	
CAS	115	Spreadsheet Software (1) and	
CAS	125	Database Software (1) or	
CAS	160	Introduction to Business Software Packages	3
CAS	135	Business Graphics...	1
NET	101	Windows	3
NET	112	A+ Operating Systems Technologies	3
NET	121	Introduction to Networking..	3
NET	201	Help Desk/Soft Skills	3
NET	211	Supporting Operating Systems	3
NET	212	Supporting Applications...	3

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COMPUTER INFORMATION SYSTEMS

Computers in Business Certificate

This is a 16 credit-hour certificate program designed to familiarize a student with the business uses of computers. The student will gain exposure to computers and computer software. This exposure will be useful to the person whose job or business requires the use of a computer.

Required:

CAS	105	Word Processing Software (1) and	
CAS	115	Spreadsheet Software (1) and	
CAS	125	Database Software (1) or	
CAS	160	Introduction to Business Software Packages	3
CAS	135	Business Graphics..	1
CIS	100	Computer Fundamentals or	
CIS	101	Introduction to Computer Information Systems	3

Electives: Select nine credit hours from the following: [1]

CAS	110	Core Microsoft Office Specialist Certification: Word...	1
CAS	116	General Accounting Applications	2
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	175	Desktop Publishing...	3
CAS	210	Expert Microsoft Office Specialist Certification: Word	1
CAS	215	Advanced Spreadsheet Software................................	1
CAS	216	Spreadsheet Macros and Other Advanced Topics.....	1
CAS	217	Spreadsheet Graphics..	1
CAS	220	Expert Microsoft Office Specialist Certification: Excel	1
CAS	225	Advanced Database Software.....................................	1
CAS	226	Database Programming	3
CAS	235	Advanced Business Graphics	1
CAS	260	Advanced Business Software Packages	4
CIS	104	Multimedia Presentations...	2
CIS	106	Computer Logic and Programming Technology	3
CIS	129	Personal Information Management.............................	1
CIS	130	Visual Basic Programming I	4

COMPUTER INFORMATION SYSTEMS

Computers in Business Certificate...continued

CIS	133	Personal Computer Programming-Assembler Language	4
CIS	146	Operating System-OS/2	2
CIS	148	Personal Computer Utilities	2
CIS	153	Expert Systems	3
CIS	166	C++ Programming I	4
CIS	168	Java Programming I	4
CIS	170	Introduction to Data Communications	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	203	System Analysis and Design I	3
CIS	204	System Analysis and Design II	3
CIS	231	Visual Basic Programming II	4
CIS	266	C++ Programming II	4
NET	100	Windows Fundamentals	3
NET	101	Windows	3
NET	111	A+ Hardware	3
NET	112	A+ Operating Systems Technologies	3
NET	121	Introduction to Networking	3
NET	231	Windows Scripting	3
WEB	101	Internet Fundamentals	1
WEB	150	Web Development I	3
WEB	180	Flash Multimedia I	3
WEB	220	Flash Multimedia II	3

[1] Students must satisfy prerequisites for each course selected.

LAN Management Certificate

This 18 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 of to help install hardware and software.

Required:

NET	101	Windows or	
NET	106	Introduction to Linux	3
NET	111	A+ Hardware	3
NET	112	A+ Operating Systems Technologies	3
NET	121	Introduction to Networking	3
NET	122	Internet Protocols	3
NET	201	Help Desk/Soft Skills	3

Linux Network Administration Certificate

This 21 credit-hour certificate program is designed for those students who choose to specialize in Linux network training. These courses will help students prepare for Linux certification exams as well as qualify them for entry-level jobs as associate network specialists/technicians.

Required:

NET	111	A+ Hardware	3
NET	121	Introduction to Networking	3
NET	122	Internet Protocols	3
NET	141	Linux Administration	3
NET	236	Linux Shell Scripting	3
NET	241	Linux Networking	3
NET	242	Linux Security	3

Microsoft Network Administration Certificate

This 241 credit-hour certificate program is designed for those students who choose to specialize in Microsoft network training. These courses will help students prepare for Microsoft MCSA certification exams as well as qualify them for entry-level jobs as associate network specialists/technicians.

Required:

NET	111	A+ Hardware	3
NET	112	A+ Operating Systems Technologies	3
NET	121	Introduction to Networking	3
NET	122	Internet Protocols	3
NET	161	Windows Client Administration	3
NET	261	Windows Server Administration	3
NET	262	Windows Network Administration	3
NET	263	Windows Directory Services Administration	3

NetPrep™ Network Administration Certificate

This is a 12 credit-hour certificate program designed for those students who choose to specialize in NetPrep™ network training. These courses will help students prepare for NetPrep™ certification exams. 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:

NET	151	NetPrep™ Networking Fundamentals	3
NET	152	NetPrep™ Local Area Networks	3
NET	153	NetPrep™ Wide Area Networks	3
NET	154	NetPrep™ TCP/IP	3

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:

NET	251	NetPrep™ -- The Internet	3
NET	252	NetPrep™ Internetworking Devices and Concepts	3
NET	253	NetPrep™ Protocol Analysis	3
NET	254	NetPrep™ Network Analysis and Design	3

COMPUTER INFORMATION SYSTEMS

Network Security Certificate

This 24 credit-hour certificate program is designed for those students who choose to specialize in computer network security. These courses will help prepare students for security certifications.

Required:

NET	111	A+ Hardware	3
NET	112	A+ Operating Systems Technologies	3
NET	121	Introduction to Networking	3
NET	122	Internet Protocols	3
NET	182	Computer Forensics	3
NET	280	Networking Security Fundamentals (Security +)	3
NET	281	Networking Systems Security	3
NET	282	Network Defense and Countermeasures	3

Programming Certificate

This is an 28 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:

CAS	125	Database Software	1
CIS	101	Introduction to Computer Information Systems	3
CIS	106	Computer Logic and Programming Technology	3
CIS	143	Introduction to Database Management	3
WEB	150	Web Development I	3
WEB	230	Extensible Markup Language	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	105[1]	Word Processing Software...	1
CAS	110[1]	Core Microsoft Office Specialist Certification: Word...	1
CAS	115[1]	Spreadsheet Software..	1
CAS	116[1]	General Accounting Applications	2
CAS	120[1]	Core Microsoft Office Specialist Certification: Excel...	1
CAS	125[1]	Database Software...	1
CAS	130[1]	Core Microsoft Office Specialist Certification: Access	1
CAS	135[1]	Business Graphics...	1
CAS	140[1]	Core Microsoft Office Specialist Certification: PowerPoint	1
CAS	150[1]	Core Microsoft Office Specialist Certificate: Outlook¨	1
CAS	160[1]	Introduction to Business Software Packages	3
CAS	175	Desktop Publishing..	3
CAS	210[1]	Expert Microsoft Office Specialist Certification: Word	1
CAS	215[1]	Advanced Spreadsheet Software................................	1
CAS	216[1]	Spreadsheet Macros and Other Advanced Topics.....	1
CAS	217[1]	Spreadsheet Graphics..	1
CAS	220[1]	Expert Microsoft Office Specialist Certificate: Excel...	1
CAS	226	Database Programming	3
CAS	235[1]	Advanced Business Graphics	1
CAS	260	Advanced Business Software Packages	4
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	129[1]	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	153	Expert Systems	3
CIS	166	C++ Programming I	4
CIS	168	Java Programming I	4
CIS	170	Introduction to Data Communication...........................	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 Computer Information Systems...................	1-6
CIS	231	Visual Basic Programming II	4
CIS	266	C++ Programming III	4
CIS	280	Visual Basic Programming III	4
NET	121	Introduction to Networking..	3
NET	231	Windows Scripting	3
WEB	180	Flash Multimedia I	3

[1] No more than four hours may be selected from this group.

COMPUTER INFORMATION SYSTEMS

Web Development Certificate

This 25 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:

CAS	125	Database Software	1
WEB	150	Web Development I	3
WEB	190	Web Authoring Tools	3
WEB	200	Web Development II	3
WEB	230	Extensible Markup Language	3
WEB	240	E-Commerce Development	3
WEB	299	Web Management Capstone	3

Electives: Select six credit hours from either the Web Application Developer or Multimedia Developer sequence:

Web Application Developer:

WEB	250	Web Development III	3
WEB	255	Open Source Web Application Development	3

or

Multimedia Developer:

WEB	**180**	**Flash Multimedia I**	**3**
WEB	**220**	**Flash Multimedia II**	**3**

Web Visual Design Certificate

This 18 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:

WEB	150	Web Development I	3
WEB	170	Web Graphics	3
WEB	180	Flash Multimedia I	3
WEB	190	Web Authoring Tools	3
WEB	200	Web Development II	3
WEB	299	Web Management Capstone	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 General Education Courses:

ENG	101	Composition	3
ENG elective			3
Humanities or Science elective			3-4
Mathematics elective[2]			3
Social Science electives[3]			3
SOC	101♦	Introduction to Sociology	3
SPE	101	Fundamentals of Speech Communication	3

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[1]	Introduction to Criminology	3
CRJ	222	Police Operations	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.

♦ This course meets the World Cultures and Diversity graduation requirement.

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

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 percent 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

• *For admission requirements, please contact the Admissions Outreach Office at 847.925.6700 or check the Web site: harpercollege.edu*

*Students who apply for this limited enrollment program are obligated to meet current admission requirements and follow program curriculum as defined **at the time of acceptance to the program**.*

FIRST YEAR[1]

Summer Semester

BIO	160[2]	Human Anatomy	4
CHM	100[2]	Chemistry for the Health Sciences or	
CHM	125[2,3]	Organic and Biochemistry for the Health Sciences	4
			8

First Semester

BIO	130[2]	Microbiology	4
DHY	100	Pre-Clinic	5
DHY	159	Head and Neck Anatomy	3
DHY	161	Dental Anatomy	2
DIT	101[3]	Fundamentals of Nutrition	3
			17

Second Semester

BIO	161[2]	Human Physiology	4
DHY	101	Clinical Dental Hygiene I	5
DHY	111	Dental Radiology	3
DHY	190	General 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

DENTAL HYGIENE*

Associate in Applied Science Degree continued...

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[4]...			0
SOC	101♦	Introduction to Sociology	3
			13

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[*] Dental Hygiene is a limited enrollment program. See Limited Enrollment Programs section of this catalog for details. Requirements subject to change. Contact the Admissions Outreach Office for updated information.

[1] A grade of C or better in all BIO, CHM, DHY and DIT courses is required for all students.

[2] Must be completed with a grade of C or better no earlier than five years prior to beginning the Dental Hygiene program.

[3] Meet with the Student Development faculty member or coordinator of the Dental Hygiene program for appropriate testing and/or placement.

[4] Group 2 math requirement is met by Dental Hygiene program admission requirements.

♦This course meets the World Cultures and Diversity graduation requirement.

DIAGNOSTIC MEDICAL SONOGRAPHY*

Associate in Applied Science Degree*

This 65.5 credit-hour program prepares students as a diagnostic medical sonographer who work in hospitals and physician offices. After degree completion, the student is prepared to seek employment as a diagnostic medical sonographer performing ultrasound examinations of the abdomen, pelvis, pregnant uterus, blood vessels, neck, chest and extremities to assist the physician in the diagnosis of numerous types of diseases. The graduate is encouraged to take the American Registry of Diagnostic Medical Sonography (ARDMS) examination to be a Registered Diagnostic Medical Sonographer (RDMS).

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 CTE or DMS prefix. Tuition for these courses in this program is 200 percent of the standard tuition rate.

An 920-hour clinical education rotation is included during this program at area hospitals.

Admission Requirements

For admission requirements, please contact the Admissions Outreach Office at 847.925.6700 or check the Web site: harpercollege.edu

*Students who apply for this limited enrollment program are obligated to meet current admission requirements and follow program curriculum as defined **at the time of acceptance to the program**.*

FIRST YEAR[1]
First Semester

BIO	160	Human Anatomy	4
ENG	101	Composition	3
HSC	104	Health Care Technology and Informatics	2
HSC	105	Introduction to Health Care Today	2
HSC	107	Basic Health Care Skills	1
HSC	112	Medical Terminology	2
HSC	213	Legal and Ethical Issues in Health Care	2
Mathematics[2]			0
			16

Second Semester

BIO	161	Human Physiology	4
CTE	106	Ultrasound Physics and Instrumentation	4
HSC	201	Pharmacology	2
SOC	101♦	Introduction to Sociology	3
SPE	101	Fundamentals of Speech Communication	3
			16

Summer Semester

CTE	103[3]	Cardiac Emergencies	1
DMS	202[4]	Introduction to Ultrasound	2
			3

SECOND YEAR
First Semester

DMS	204	Essentials of Abdominal and Small Parts Sonography I	5
DMS	205	Essentials of Obstetrical and Gynecological Ultrasound I	3
DMS	206	Ultrasound Practicum I	2
DMS	207[5]	Sonography Clinical Education I	4
			14

DIAGNOSTIC MEDICAL SONOGRAPHY*

Associate in Applied Science Degree continued...

Second Semester

DMS	208	Essentials of Abdominal and Small Parts Sonography II	4
DMS	209	Ultrasound Practicum II	2
DMS	210	Essentials of Obstetrical and Gynecological Ultrasound II..	3
DMS	211[5]	Sonography Clinical Education II	5
			14

Summer Semester

DMS	214	Sonography Clinical Education III	2.5

* Diagnostic Medical Sonography is a limited enrollment program. See Limited Enrollment Programs section of this catalog for details. Requirements subject to change. Contact the Admissions Outreach Office for updated information.

[1] A grade of C or better in all BIO, CTE, DMS, CTE and HSC courses is required for all students.

[2] Group 2 math is met by the Diagnostic Medical Sonography program admission requirements.

[3] This course will be waived with proof of current health care provider cardiopulmonary resuscitation (CPR) certification.

[4] Students that are Registered Diagnostic Cardiac Sonographer (RDCS), Registered Vascular Technologist (RVT) or have equivalent past experience in ultrasound may not be required to take this course.

[5] Assignments will be based on site availability.

♦ This course meets the World Cultures and Diversity graduation requirement.

Diagnostic Medical Sonography Certificate*

This 37.5 credit-hour certificate program prepares direct patient care providers with a recognized two-year allied health degree to change careers by becoming a diagnostic medical sonographer performing ultrasound examinations of the abdomen, pelvis, pregnant uterus, blood vessels, neck, chest and extremities to assist the physician in the diagnosis of numerous types of diseases in hospitals or physician offices. The graduate is encouraged to be a Registered Diagnostic Medical Sonographer (RDMS).

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 CTE or DMS prefix. Tuition for these courses in this program is 200 percent of the standard tuition rate.

An 920-hour clinical education rotation is included during this program at area hospitals.

Admission Requirements

For admission requirements, please contact the Admissions Outreach Office at 847.925.6700 or check the Web site: harpercollege.edu

*Students who apply for this limited enrollment program are obligated to meet current admission requirements and follow program curriculum as defined **at the time of acceptance to the program**.*

Spring/Summer Semester[1]

CTE	103[2]	Cardiac Emergencies	1
CTE	106	Ultrasound Physics and Instrumentation	4
DMS	202[3,4]	Introduction to Ultrasound	2
			7

DIAGNOSTIC MEDICAL SONOGRAPHY*

Diagnostic Medical Sonography Certificate continued...

First Semester

DMS	204	Essentials of Abdominal and Small parts Sonography I	5
DMS	205	Essentials of Obstetrical and Gynecological Ultrasound I	3
DMS	206	Ultrasound Practicum I	2
DMS	207[5]	Sonography Clinical Education I	4
			14

Second Semester

DMS	208	Essentials of Abdominal and Small Parts Sonography II	4
DMS	209	Ultrasound Practicum II	2
DMS	210	Essentials of Obstetrical and Gynecological Ultrasound II	3
DMS	211[5]	Sonography Clinical Education II	5
			14

Summer Semester

DMS	214	Sonography Clinical Education III	2.5

[*] Diagnostic Medical Sonography is a limited enrollment program. See Limited Enrollment Programs section of this catalog for details. Requirements subject to change. Contact the Admissions Outreach Office for updated information.

[1] A grade of C or better in all CTE and DMS courses is required for all students.

[2] This course will be waived with proof of current health care provider cardiopulmonary resuscitation (CPR) certification.

[3] Students that are Registered Diagnostic Cardiac Sonographer (RDCS), Registered Vascular Technologist (RVT) or have equivalent past experience in ultrasound may not be required to take this course.

[4] BIO and HSC prerequisites will be waived for Diagnostic Medical Sonography certificate students.

[5] Assignments will be based on site availability.

DIAGNOSTIC MEDICAL SONOGRAPHY*

Vascular Technologist Certificate*

This 9.5 credit-hour certificate program will allow experienced working ultrasound professionals with American Registry of Diagnostic Medical Sonography (ARDMS) registry status in Adult Echocardiography or Abdominal specialty areas to expand their skills into vascular sonograph. The student will receive instruction in the most common vascular studies being performed in the vascular laboratory including carotids, peripheral arterial, and peripheral venous exams. Classes are offered evening and Saturday.

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 DMS prefix. Tuition for these courses in this program is 200 percent of the standard tuition rate.

An 80 hour clinical internship is included during this program at an area hospital. Sonographers will need to have one day a week available for this experience the final 8-10 weeks of the semester.

Admission Requirements

For admission requirements, please contact the Admissions Outreach Office at 847.925.6700 or check the Web site: harpercollege.edu

*Students who apply for this limited enrollment program are obligated to meet current admission requirements and follow program curriculum as defined **at the time of acceptance to the program**.*

Fall Semester[1]

DMS	220[2]	Vascular Principles and Instrumentation....................		1
				1

Spring Semester

DMS	222	Essentials of Vascular Sonography	4
DMS	223	Art of Vascular Sonography	3
DMS	230	Vascular Sonography Clinical	1.5
			8.5

Elective:

DMS	225[3]	Abdominal Vascular Sonography...............................	3

[*] Vascular Technologist is a limited enrollment program. See Limited Enrollment Programs section of this catalog for details. Requirements subject to change. Contact the Admissions Outreach Office for updated information.

[1] A grade of C or better in all DMS courses is required for all students.

[2] Meets the last two weeks of the fall semester for four class periods.

[3] This elective is not necessary for certificate completion and will only be offered when minimum enrollment has been reached.

DIETETIC TECHNICIAN

Associate in Applied Science Degree

This 62 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. Graduates of the program are eligible to take the registration examination for Dietetic Technicians.

The Dietetic Technician program may be taken on a part-time basis and not all courses in the program are offered every semester. To help avoid scheduling conflicts an orientation and planning session with coordinator is recommended.

FIRST YEAR
First Semester[1]

BIO	135[2,2]	Introductory to Human Anatomy and Physiology	4
DIT	101	Fundamentals of Nutrition	3
FSM	114	Food Standards and Sanitation..................................	2
HSC	105	Introduction to Health Care Today	2
HSC	112	Medical Terminology	2
		Mathematics elective[3]..	3
			16

Second Semester

BIO	136[2]	Introduction to Human Disease..................................	3
DIT	102	Medical Nutrition Therapy	3
DIT	150[4]	Dietetic Clinical Laboratory I	5
DIT	220	Food Systems Administration	3
ENG	101	Composition...	3
			17

SECOND YEAR
First Semester

DIT	110	Principles of Food Preparation...................................	3
DIT	200[4,5]	Dietetic Clinical Laboratory II	5
DIT	201[6]	Community Nutrition...	3
FSM	212	Hospitality Supervision or	
MGT	160	Principles of Supervision	3
			14

Second Semester

DIT	202[5]	Nutrition Care Seminar...	2
DIT	203[5]	Dietetic Technician Seminar	1
DIT	250[4,6]	Dietetic Clinical Laboratory III	3
PSY	101	Introduction to Psychology	3
SPE	101	Fundamentals of Speech Communication..................	3
		World Cultures and Diversity elective♦..	3
			15

[1] A grade of C or better in all BIO, DIT, FSM, HSC and MGT courses is required for all students.

[2] BIO 160 and BIO 161 may be substituted for BIO 135 and BIO 136.

[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.

[5] Course offered in odd calendar years only.

[6] Course offered in even calendar years only.

♦Students may choose from: ANT 101, ANT 202, GEG 103, PHI 160, PHI 205, SOC 101.

DIETETIC TECHNICIAN

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[1]

DIT	101	Basic Nutrition	3
HSC	105	Introduction to Health Care Today	2
FSM	114	Food Standards and Sanitation	2
			7

Second Semester

DIT	102	Medical Nutrition Therapy	3
DIT	150	Dietetic Clinical Laboratory I	5
DIT	220	Food Systems Administration	3
			11

[1] A grade of C or better in all DIT, FSM and HSC courses is required for all students.

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 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[♦]		3
		Mathematics[1]		3
		Natural Science elective[2]		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	Students with Disabilities in School 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[3]	3

Early Childhood Education: Director

CAS	160	Introduction to Business Software Packages	3
ECE	219	Students with Disabilities in School	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] 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.

[2] Natural Science elective: BIO 101 or BIO 103.

[3] 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.

♦ Humanities elective: HST 210, HUM 110, or MUS 104. All courses meet the World Cultures and Diversity graduation requirement.

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.

Required:

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.

Required:

ECE	102	Child Development I	3
ECE	111	Infant/Toddler Programs...	3
ECE	112	Play and Assessment for the Young Child	3

EARLY CHILDHOOD EDUCATION

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.

Required:

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.

Required:

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: 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.

Required:

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.

Required:

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	Students with Disabilities in School 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

ELECTRONICS ENGINEERING TECHNOLOGY

Associate in Applied Science Degree

This 67 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		3
				17

Second Semester

	Communications elective[1]			3
	CIS/CSC elective[3]			3
ELT	102	AC Network Analysis		4
ELT	111	Semiconductor Devices and Circuits		2
MTH	140	Precalculus		5
				17

SECOND YEAR
First Semester

ELT	103	RF Network Analysis		4
ELT	203	Digital Electronics		4
	Humanities or Social Science elective[2,♦]			3
PHY	121	Introductory Physics I		5
				16

Second Semester

ELT	204	Analog Electronics		4
ELT	207	Communications Systems		4
ELT	218	Microprocessors and Microcomputers		4
PHY	122[4]	Introductory Physics II		5
				17

[1] Communications electives must satisfy associate in applied science degree Group 1 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.

♦ At least one of the Humanities or Social Science requirements must also meet the World Cultures and Diversity graduation requirement.

ELECTRONICS ENGINEERING 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.

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/counselor prior to beginningthe program, and also when planning their schedule each semester.

Required:

ELT	110	Introductory Electronics	4
ELT	142	Electrical Wiring	2
ELT	215	Industrial Control Systems	4

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/counselor prior to beginning the program and also when planning their schedule each semester.

Any combination of 16 semester hours may be selected from the following list with program coordinator approval.

ELT	101	DC Network Analysis	4
ELT	102	AC Network Analysis	4
ELT	103	RF Network Analysis	4
ELT	110	Introductory Electronics	4
ELT	111	Semiconductor Devices and Circuits	2
ELT	203	Digital Electronics	4
ELT	204	Analog Electronics	4
ELT	207	Communications Systems	4
ELT	208	Advanced Communications Systems	4
ELT	215	Industrial Control Systems	4
ELT	218	Microprocessors and Microcomputers	4
ELT	281	Topics in Electronics Engineering Technology	1-3

Industrial Electronics Maintenance

This 16 credit-hour certificate program is designed to prepare students for careers in the field of industrial electronics and facilities maintenance, and other related technology maintenance areas. The curriculum is tailored to provide intermediate-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, electrical and electronic controls, variable frequency drives, optics and senors, and programmable logic controllers.

Students completing this program may find employment as electrical technicians, electrician apprentices, electricians, and facilities or plant maintenance technicians.

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/counselor prior to beginning the program, and also when planning their schedule each semester.

Any combination of 16 semester hours may be selected from the following list with program coordinator approval.

ELT	110	Introductory Electronics	4
ELT	120	Introductory Industrial Electronics Maintenance	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	143	Advanced Electrical Wiring	2
ELT	144	AC and DC Motors	2
ELT	145	Variable Frequency Drives	2
ELT	146	Industrial Motor Controls	2
ELT	161	Industrial Control Applications	3
ELT	215	Industrial Control Systems	4

EMERGENCY MEDICAL SERVICES*

Associate in Applied Science Degree*

This 60 credit-hour program is a joint educational venture with Northwest Community Healthcare, the Emergency Medical Services (EMS) Department and 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 admission requirements, please contact the Admissions Outreach Office at 847.925.6700 or check the Web site: harpercollege.edu

*Students who apply for this limited enrollment program are obligated to meet current admission requirements and follow program curriculum as defined **at the time of acceptance to the program**.*

Required Core Courses:[1]

Emergency Medical Services: EMT Basic Certificate:[2]

EMS	110	Emergency Medical Technician Training	7

EMT—Paramedic: [3]

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

Required General Education and Support Courses:[1]

BIO	160	Human Anatomy	4
BIO	161	Human Physiology	4
Electives[4]			4
ENG	101	Composition	3
HSC	112	Medical Terminology	2
Mathematics elective[5]			0
NUR	210	Physical Assessment	1
SOC	101♦	Introduction to Sociology	3
SPE	101	Fundamentals of Speech Communication	3

* 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 Outreach Office for updated information. Courses with an EMS prefix are limited enrollment.

[1] A grade of C or better in all BIO, EMS, (EMS 214 and EMS 215 with a grade of P), HSC and NUR courses is required for all students.

[2,3] Separate application and admission policies exist for both EMT-- Basic and EMT--Paramedic. Please contact the Admissions Outreach at 847.925.6700 or check the following Web site: harpercollege.edu for specific admission requirements.

[4] Electives: BIO 130, CHM 100, HSC 104, or HSC 213.

[5] Group 2 math requirement is met by the Emergency Medical Services admission requirements.

♦ This course meets the World Cultures and Diversity graduation requirement.

EMERGENCY MEDICAL SERVICES*

Emergency Medical Services: EMT Basic Certificate*

The 7 credit-hour certificate program 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. This program is offered at Northwest Community Hospital.

Admission Requirements

For admission requirements, please contact the Admissions Outreach Office at 847.925.6700 or check the Web site: harpercollege.edu

*Students who apply for this limited enrollment program are obligated to meet current admission requirements and follow program curriculum as defined **at the time of acceptance to the program**.*

Required:

EMS	110[1]	Emergency Medical Technician Training	7

* Emergency Medical Services: EMT Basic is a limited enrollment program. See Limited Enrollment Programs section of this catalog for details. Requirements subject to change. Contact the Admissions Outreach Office for updated information.

[1] A grade of C or better in EMS 110 is required for all students.

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 course work 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 admission requirements, please contact the Admissions Outreach Office at 847.925.6700 or check the Web site: harpercollege.edu

*Students who apply for this limited enrollment program are obligated to meet current admission requirements and follow program curriculum as defined **at the time of acceptance to the program**.*

Required:[1]

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
			29

* Paramedic is a limited enrollment program. See Limited Enrollment Programs section of this catalog for details. Requirements subject to change. Contact the Admissions Outreach Office for updated information.

[1] A grade of C or better in all EMS courses is required for all students.

FASHION DESIGN

Associate in Applied Science Degree

This 67 credit-hour program is designed to provide students with entry level skills in apparel design, flat pattern design, draping, fashion illustrating and professional design room practices of tailoring. Facilities will simulate the professional atmosphere of the fashion industry Students enrolled in the program need to demonstrate mastery of basic sewing. For individuals who do not possess these skills, Harper College offers the following courses: FAS100 and FAS 113 (see Fashion Design course information).

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	110	Costume History	2
FAS	112	Fashion Basics	3
Mathematics elective[2]		....	3
			18

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	107	Textiles I	2
Humanities elective[3],♦		....	3
			17

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
FAS	212	Visual Fashion Merchandising	2
Social Science elective♦		....	3
			16

Second Semester

FAS	108	Textiles II	2
FAS	109	Fashion Arts and Design	2
FAS	202	Advanced Flat Pattern Design and Draping II	4
FAS	204	Advanced Diversified Apparel Design II.....................	4
FAS	210	Advanced Fashion Illustration II	1
Humanities elective♦		....	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/counselor.

[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.

♦ At least one of the Humanities or Social Science requirements must also meet the World Cultures and Diversity graduation requirement.

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	100	Industrial Sewing Methods	3
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	112	Fashion Basics	3
FAS	113	Advanced Industrial Sewing Methods	3
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	209	Advanced Fashion Illustration I	1
FAS	210	Advanced Fashion Illustration II	1
FAS	212	Visual Fashion Merchandising	2
FAS	245	Topics in Fashion Design	1-3

FASHION MERCHANDISING

Associate in Applied Science Degree

This 66 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	110	Costume History	2
FAS	112	Fashion Basics	3
MGT	111	Introduction to Business Organization	3
MGT	150	Business Math	3
MKT	106	Retail Merchandising	3
			17

Second Semester

ART	105	Introduction to Arts	3
ENG	102	Composition	3
FAS	107	Textiles I	2
FAS	111	20th Century Costume and Trends	3
PSY	101	Introduction to Psychology	3
SPE	101	Fundamentals of Speech Communication	3
			17

SECOND YEAR
First Semester

FAS	212	Visual Fashion Merchandising	2
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
			17

Second Semester

CIS	101	Introduction to Computer Information Systems	3
FAS	230	Fashion Forecasting	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

♦This course meets the World Cultures and Diversity graduation requirement.

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
ACC	211	Business Law I	3
CAS	160	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 a Student Development faculty/counselor.

Banking

Required:

BFC	101	Principles of Financial Institution Operations	3
BFC	115	Advanced Principles of Financial Institution Operations	3
BFC	215	Financial Statements Interpretation and Analysis	3
BFC	225	International Finance	3
ECO	210	Money and Banking	3
		Electives[1]	5
MKT	245	Principles of Marketing	3

FINANCIAL SERVICES

Associate in Applied Science Degree continued...

Commercial Credit Management

Required:

BFC	101	Principles of Financial Institution Operations..............	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
MKT	245	Principles of Marketing	3

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, CAS 115, CAS 125, CAS 135, CAS 215, 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, CAS 115, CAS 125, CAS 135, CAS 215, 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, CAS 115, CAS 125, CAS 135, CAS 215, MGT 270.

[4] Select at least 11 credit hours from one of the following: CAS 115, CAS 125, MTH 103 or MTH 134, MGT 225, NET 100, PHI 150, PSY 101, PSY 245.

[5] Select at least 20 credit hours from the following: ATE 209, BFC 101, CAS 115, 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 22, WEB 101, WEB 150.

♦ Students need to choose a course to meet this requirement that also meets the World Cultures and Diversity graduation requirement.

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.

Required:

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

FINANCIAL SERVICES

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.

Required:

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.

Required:

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.

Required:

RES	101	Real Estate Transactions	3

FIRE SCIENCE TECHNOLOGY

Associate in Applied Science Degree

This 60-62 credit-hour program is applicable to both current firefighters and fire officers, as well as those wishing to enter the fire service. Some fire departments require a two-year degree in fire science before the student is eligible for entry level positions, while other departments offer promotional and salary incentives to associate degree program graduates.

Many of the courses offered are articulated with the Office of the Illinois State Fire Marshal and count toward requirements for Instructor I, Instructor II, Fire Officer I, Fire Officer II, Fire Apparatus Engineer, Hazardous Materials First Responder and Technician. Other areas of employment for fire science graduates include fire equipment sales and service, municipal fire protection, fire prevention and inspection in industry and private insurance companies, and emergency medical services.

Students wishing to pursue a career in fire science should discuss these opportunities with the program coordinator or a Student Development faculty/counselor before entering the program.

Required General Education Courses:

ENG	101	Composition	3
		Humanities elective♦	3
		Mathematics elective[1]	3-4
		Natural Science elective	3-4
PSY	101	Introduction to Psychology	3
SPE	101	Fundamentals of Speech Communication	3

Required Core Courses:

CIS	100	Computer Fundamentals or	
CIS	101	Introduction to Computer Information Systems	3
FIS	100	Fundamentals of Fire Protection	3
FIS	102	Fire Service Management I	3
FIS	103	Fire Strategies and Tactics I	3
FIS	104	Building Construction for Fire Protection	3
FIS	121	Fire Behavior and Combustion	3
FIS	122	Introduction to Fire Prevention Principles	3
FIS	132	Hazardous Materials I	3
FIS	145	Fire and Emergency Service Instructor I	3

Electives:

Select at least 15 credit hours from the following courses:

EMS	110	Emergency Medical Technician Training	7
FIS	109	Firefighter II Certification	12
FIS	123	Advanced Fire Prevention Principles	3
FIS	133	Hazardous Materials II	3
FIS	200	Fire Service Internship	3
FIS	202	Fire Service Management II	3
FIS	203	Fire Strategies and Tactics II	3
FIS	210	Fire-Arson Investigation	3
FIS	212	Fire Protection Systems	3
FIS	220	Fire and Emergency Services Instructor II	3
FIS	230	Fire and Emergency Services Law	3
FIS	240	Fire Apparatus Engineer	3
FIS	250	Industrial Fire Protection	3

[1] Students must take mathematics course at the level of MTH 080 or above.

♦Students need to choose a course to meet this requirement that also meets the World Cultures and Diversity graduation requirement.

GRAPHIC ARTS TECHNOLOGY

Associate in Applied Science Degree

This 60-61 credit-hour program is designed to prepare students for a wide range of employment opportunities in the printing industry. The program provides a well-rounded foundation of knowledge and skills to prepare students for new jobs as well as provide career advancement opportunities. This degree covers all of the latest computer software and production techniques. Emphasis is on digital prepress and production.

FIRST YEAR
First Semester

CIS elective[1]		....	3
ENG	101	Composition...	3
GRA	101	Introduction to Graphic Arts Technology....................	3
GRA	102	Graphic Arts Desktop Publishing	3
GRA	103	Digital Imaging I..	3
			15

Second Semester

ENG	102	Composition...	3
GRA	105	Introduction to Color Theory/Management	3
GRA	112	Digital Illustration I	3
GRA	113	Digital Imaging II..	3
Social Science elective♦		....	3
			15

SECOND YEAR
First Semester

GRA	111	Press Operations..	3
GRA	212	Paper and Ink Technology	3
Graphic Arts elective[2]		....	3
Mathematics elective[3]		....	3
Social Science elective♦		....	3
			15

Second Semester

GRA	202	Advanced Color Management....................................	3
GRA	212	Project Management, Scheduling & Estimating	3
GRA	213	Bindery and Finishing Operations..............................	3
Graphic Arts elective[2]		....	3-4
Humanities elective♦		....	3
			15-16

[1] CIS Electives: CIS 100, CIS 101, WEB 150, WEB 200.

[2] Graphic Arts electives: ART 105, ART 121, ART 240, CIS 119, CIS 138, CIS 139, GRA 130, GRA 214, GRA 221, GRA 232.

[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 complete a three credit-hour graphic arts elective listed above in footnote [2].

♦At least one of the Humanities or Social Science requirements must also meet the World Cultures and Diversity graduation requirement.

Graphic Arts Certificate

This 27 credit-hour program is designed to prepare students for direct employment in the printing industry. These technical courses are designed to provide students with basic knowledge of the graphic arts industry. This program covers the latest computer software and production techniques.

Required:

GRA	101	Introduction to Graphic Arts Technology....................	3
GRA	102	Graphic Arts Desktop Publishing	3
GRA	103	Digital Imaging I..	3
GRA	111	Press Operations..	3
GRA	112	Digital Illustration I	3
GRA	211	Project Management, Scheduling & Estimating	3
GRA	213	Bindery and Finishing Operations..............................	3
GRA	229	Advanced Quark and InDesign	3
WEB	150	Web Development I....................................	3

GRAPHIC ARTS TECHNOLOGY

Graphic Arts Design Certificate

This 34 credit-hour certificate program is designed to provide students with the skills to gain creative understanding and design materials for print production. This program covers type and graphic design, page layout, computer graphics, and the production needs of good design.

Required:

ART	105	Introduction to Arts	3
GRA	101	Introduction to Graphic Arts Technology	3
GRA	102	Graphic Arts Desktop Publishing	3
GRA	103	Digital Imaging I	3
GRA	105	Introduction to Color Theory/Management	3
GRA	120	Graphic Design I	3
GRA	130	Introduction to Photography	2
GRA	131	Digital Photography I	3
GRA	220	Graphic Design II	3
GRA	221	Graphic Portfolio Design	2
WEB	150	Web Development I	3

Graphic Arts Desktop Publishing Certificate

This 30credit-hour certification program is designed for students interested in specializing in electronic prepress highlighting the latest software. This program will highlight the latest software. This certificate will enhance a student's current employment position, as well as provide new employment opportunities.

Required:

GRA	101	Introduction to Graphic Arts Technology	3
GRA	102	Graphic Arts Desktop Publishing	3
GRA	103	Digital Imaging I	3
GRA	105	Introduction to Color Theory/Management	3
GRA	111	Press Operations	3
GRA	112	Digital Illustration I	3
GRA	202	Advanced Color Management	3
GRA	229	Advanced Quark and InDesign	3
GRA	230	Prepress Production	3
WEB	150	Web Development I	3

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 63 credit-hour program may be employed as engineering laboratory assistants, equipment salesmen, heating and refrigeration servicemen, estimators and system designers.

FIRST YEAR
First Semester

English elective[1]		....	3
RAC	101	Refrigeration Fundamentals.......................................	4
RAC	103	Heating Principles..	4
RAC	105	Heating and Cooling Controls	4
			15

Second Semester

ELT	142	Electrical Wiring..	2
RAC	102	Refrigeration Systems	4
RAC	104	Residential Comfort Systems.....................................	4
RAC	106	Advanced Controls	4
			14

Summer Semester

RAC	108	Domestic Refrigeration Appliances............................	4

SECOND YEAR
First Semester

English elective[1]		....	3
RAC	201	Refrigeration System Design I	4
RAC	203	Air Conditioning Principles	4
Social Science elective♦		....	3
			14

Second Semester

Humanities elective[2]♦		....	3
Mathematics elective[3]		....	3
RAC	202	Refrigeration System Design II	4
RAC	204	Air Distribution	3
Social Science elective♦		....	3
			16

[1] Students may take ENG 100 or ENG 101 the first semester, depending upon their test scores and the advice of a Student Development faculty/counselor. ENG 102, ENG 103, or ENG 130 are suggested second semester electives.

[2] Suggested humanities elective: ART 122 or PHI 110.

[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 take MNT 110.

♦ At least one of the Humanities or Social Science requirements must also meet the World Cultures and Diversity graduation requirement.

HEATING, VENTILATION
AND AIR CONDITIONING (HVAC)

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:

ELT	142	Electrical Wiring	2
ELT	143	Advanced Electrical Wiring	2
RAC	101	Refrigeration Fundamentals	3
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

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

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	Fundamentals of Nutrition	3
ENG	101	Composition	3
ENG	102	Composition	3
		Humanities elective♦	3
		Mathematics elective[1]	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 Fundamentals	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	3
FSM	299	Topics in Hospitality Management	.5-3

HOTEL OPERATIONS MANAGEMENT

Electives:

Select at least 15 credit hours from the courses listed below:

CIS	100	Computer Fundamentals	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	3
FSM	299	Topics in Hospitality Management	.5-3

[1] 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.

♦ Students must choose a humanities course that meets the World Cultures and Diversity graduation requirement.

HOSPITALITY MANAGEMENT

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.

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

HOSPITALITY MANAGEMENT

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.

Required:

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

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 Fundamentals	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

ART	121	Design I	3
English[1]			3
IND	100	Interior Design Theory	1
IND	101	Basic Interior Design I	3
IND	103	Furniture History	3
IND	106	Materials and Sources	3
			16

Second Semester

ART	130	History of Art I or	
ART	131	History of Art II or	
ART	132	History of Art III	3
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
			16

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] An 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.

♦ By completing all required courses in this program, the World Cultures and Diversity graduation requirement has been meet for this A.A.S. degree.

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 Fundamentals or	
CIS	101	Introduction to Computer Information Systems	3
ENG	130	Business Writing	3
MKT	190	Export Documentation	3
MKT	290	Principles of Exporting and Importing	3
SCM	101	Supply Chain Management	3
			18

Second Semester

		Electives[2]	9
		Foreign Language elective	4
GEG	210	Economic Geography or	
HST	243♦	The Far East in the Modern World	3
			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: MKT 191, MKT 193, MKT 196, MKT 252, SCM 230,

♦ These courses meet the World Cultures and Diversity graduation requirement.

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
MKT	191	Business in the European Union	3
MKT	193	Business in Asia	3
MKT	196	Business in Latin America	3
MKT	252	Internet Marketing	3
SCM	230	International Supply Chain Management	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 MCM 230, MCM 232, MCM 233 and MCM 235. Contact the program coordinator for assistance in planning and selecting courses.

Media Writing and Design Certificate

This is a 21 credit-hour certificate program designed for those students obtain skills in both media writing and design. The preparation is suitable for certain entry level jobs in magazine and newsletter design, marketing, public relations and advertising as well as those interested in free-lance careers. It is also appropriate for students changing careers who have a background in another field.

Required:

MCM	120	Introduction to Mass Communication	3
MCM	130	Introduction to Journalism	3
MCM	140	Writing, Editing, and Design for the Internet	3
MCM	230[1]	Graphic Design Communication	3
MCM	232	Introduction to Advertising	3

Electives: Select six credit hours from the following:

ART	121	Design I	3
MCM	126	Introduction to Broadcasting	3
MCM	131	News Reporting and Writing	3
MCM	133	Feature Writing	3
MCM	136	Broadcast Writing	3
MCM	141	Basic News Editing	3
MCM	233	Introduction to Public Relations	3
MCM	235	Magazine Editing and Design	3
MCM	240	Topics in Mass Communication	1-6

[1] This course is strongly recommended before taking MCM 232, MCM 233, or MCM 235.

Online Communications Certificate

This is an 18-19 credit-hour certificate program that provides a background in writing, editing, and design.

Required:

MCM	130	Introduction to Journalism	3
MCM	140	Writing, Editing, and Design for the Internet	3
MCM	230	Graphic Design Communications	3
MCM	241	Online Magazine Publishing	3
MCM	243	Communication Web Site Applications	3
WEB	101	Internet Fundamentals	1

Electives: Select one course from the following:

MCM	120	Introduction to Mass Communication	3
MCM	131	News Reporting and Writing	3
MCM	133	Feature Writing	3
MCM	232	Introduction to Advertising	3
MCM	233	Introduction to Public Relations	3
MCM	242	Using the Internet as a Communications Tool	2
WEB	150	Web Site Development I	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	134	Word Processing Software II......................................	2
OFC	201	Advance Features in Word Processing.......................	2
			14

Second Semester

CAS	115	Spreadsheet Software..	1
OFC	113[1]	Computer Keyboarding Production.............................	3
OFC	133	Word Processing Software I..	2
OFC	202	Desktop Publishing Using Word Processing	2
OFC	228	Records Control for the Office....................................	1
OFC	229	Meeting and Conference Planning..............................	1
OFC	234	Legal Office Procedures...	3
SPE	101	Fundamentals of Speech Communication	3
			16

SECOND YEAR
First Semester

	CAS electives[1]	....	1
OFC	203	Proofreading and Editing..	2
OFC	227	Business Presentations..	1
OFC	233	Document Processing in the Law Office.....................	3
OFC	235	Legal Transcription..	3
OFC	237	Administrative Technology Internship I.......................	3
PSC	101	American Politics and Government.............................	3
			16

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.

♦ At least one of the Humanities or Social Science requirements must also meet the World Cultures and Diversity graduation requirement.

LAW OFFICE ADMINISTRATIVE ASSISTANT

Law Office Administrative Assistant Certificate

This 29 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.

Required:

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	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	2
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

MAINTENANCE TECHNOLOGY

Associate in Applied Science Degree

Students can prepare for employment in the fast growing building maintenance service sector of urban society. Graduates of this 65 credit-hour program may be employed directly in building maintenance as directors. managers or operators for industrial and commercial properties. Other graduates may find employment as assistants in residential properties managed through associations including assisted living housing for the elderly.

FIRST YEAR
First Semester

		Communications elective	3
ELT	142	Electrical Wiring..	2
MNT	110	Basic Welding...	3
MNT	111	Prints and Schematics..	2
MNT	115	Basic Carpentry	2
MTH	101[1]	Foundations of Mathematics I	4
			16

Second Semester

CIS	100[2]	Computer Fundamentals	3
		Communications elective	3
MNT	125	Basic Plumbing..	2
MNT	210	Advanced Welding..	3
MNT	215	Commercial Carpentry	2
		Natural Science or Social Science elective♦...........................	3
			16

SECOND YEAR
First Semester

FIS	122	Introduction to Fire Prevention Principles	3
MNT	225	Commercial Plumbing	2
MNT	255	Belts/Bearings and Mechanical Drives	2
		Natural Science or Social Science elective♦...........................	3
RAC	101	Refrigeration Fundamentals.......................................	4
		Technical elective*...	3
			17

Second Semester

		Humanities elective♦..	3
MGT	160	Principles of Supervision	3
MNT	235	Maintenance Troubleshooting Skills	3
		Technical electives*...	7
			16

*Technical Electives:

ACC	099	Business Recordkeeping	3
ATE	210	Cost Estimating	3
ATE	213	Construction Management Process............................	3
BCE	104	Basic Mechanical and Energy Conservation Codes...	3
ELT	120	Introductory Industrial Electronics Maintenance	2
ELT	140	Programmable Logic Controllers................................	2
ELT	143	Advanced Electrical Wiring..	2
ELT	144	AC and DC Motors	2
ELT	145	Variable Frequency Drives...	2
MNT	105	Machining Processes I	3
MNT	120	Machining Processes II	3
MNT	210	Advanced Welding..	3
MNT	211	Welding III..	4
MNT	212	Welding IV	4
PKM	140	Grounds Equipment and Shop Operation...................	4
RAC	103	Heating Principles..	4
RAC	104	Residential Comfort Systems.....................................	4

[1] A competency test, available in the Assessment and Testing Center, may be utilized to meet the mathematics requirement.

[2] A proficiency test, available in the Assessment and Testing Center, may be utilized to meet the computer requirement.

♦ At least one of the Humanities or Social Science requirements must also meet the World Cultures and Diversity graduation requirement.

MAINTENANCE TECHNOLOGY

Basic Maintenance Certificate

This 16 credit-hour certificate program provides the basic knowledge and skill for entry-level jobs in building and residential maintenance.

Electives: Select 16 credit hours from the following courses:

CIS	100	Computer Fundamentals	3
ELT	142	Electrical Wiring	2
MNT	105	Machining Processes I	3
MNT	110	Basic Welding	3
MNT	111	Prints and Schematics	2
MNT	115	Basic Carpentry	2
MNT	125	Basic Plumbing	2
PKM	140	Grounds Equipment and Shop Operations	4
RAC	101	Refrigeration Fundamentals	4

Commercial Maintenance Certificate

This 16 credit-hour certificate program builds on the Basic Maintenance certificate to prepare students for more advanced maintenance jobs in commercial or industrial maintenance. t

Electives: Select 16 credit hours from the following courses:

BCE	104	Basic Mechanical and Energy Conservation Codes	3
ELT	120	Introductory Industrial Electronics Maintenance	2
ELT	143	Advanced Electrical Wiring	2
ELT	144	AC and DC Motors	2
MNT	120	Machining Processes II	3
MNT	210	Advanced Welding	3
MNT	211	Welding III	4
MNT	212	Welding IV	4
MNT	215	Commercial Carpentry	2
MNT	225	Commercial Plumbing	2
MNT	235	Maintenance Troubleshooting Skills	2
RAC	103	Heating Principles	4

Supervisory Maintenance Technology Certificate

This 16 credit-hour certificate program builds on the Basic Maintenance and Commercial Maintenance certificates to prepare students for supervisory positions in commercial, industrial or residential maintenance.

Electives: Select 16 credit hours from the following courses:

ACC	099	Business Recordkeeping	3
ATE	210	Costing Estimating	3
ATE	213	Construction Management Process	3
ELT	140	Programmable Logic Controllers	2
FIS	122	Introduction to Fire Prevention Principles	3
MGT	160	Principles of Supervision	3
MNT	255	Belts/Bearings and Mechanical Drives	2
SPE	205	Group Discussion	3

MAINTENANCE TECHNOLOGY

Welding Maintenance Certificate

This 16 credit-hour certificate program is designed to give students entry level skills in welding repairs. The program of study will emphasize advanced welding theory, extensive practice in major arc welding process, and out-of-position and multi-pass arc welding including GMAW, SMAW, and GTAW. Students will work from blueprints and develop the welding skills necessary to pass welder qualification tests. Upon completion this certificate, students should be prepared to pass guided bend tests to become 'certified welders' in accordance with AWS (American Welding Society) D1.1 Structural Welding Code.

Required::

MNT	110	Basic Welding	3
MNT	111	Prints and Schematics	2
MNT	210	Advanced Welding	3
MNT	211	Welding III	4
MNT	212	Welding IV	4

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[1]	Business Math	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

Electives[2]			6
Humanities elective♦			3
MGT	218	Introduction to Finance	3
MGT	291	Problems in Management and Supervision	3
			15

[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, MGT 280.

♦ Students need to choose a course to meet this requirement that also meets the World Cultures and Diversity graduation requirement.

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
CAS	125	Database Software	1
Elective[1]			3
ENG	130	Business Writing	3
MGT	154	Small Business Management	3
OFC	133[2]	Word Processing Software I	2
			15

SECOND YEAR
First Semester

CAS	215	Advanced Spreadsheet Software	1
Elective[1]			3
MGT	160	Principles of Supervision	3
PHI	150	Business Ethics	3
PSY	245	Industrial/Organizational Psychology	3
SOC	101♦	Introduction to Sociology or	
SOC	215	Introductory Social 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, 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, SCM 101,

[2] Prerequisite waived for Small Business Management students.

♦ Select one course, both courses meet the World Cultures and Diversity graduation requirement.

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	Organizational Behavior	3
MGT	291	Problems of Management and Supervision	3

MANAGEMENT

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.

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	Organizational Behavior	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

Associate in Applied Science Degree

This 61-62 credit-hour program 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[3]	Introduction to Managerial Accounting or	
ACC	211	Business Law I	3
CIS	100[3]	Computer Fundamentals or	
CIS	101	Introduction to Computer Information Systems	3
ECO	200[3]	Introduction to Economics or	
ECO	211	Microeconomics	3
MGT	111	Introduction to Business Organization	3
MGT	270	Principles of Management	3
MKT	245	Principles of Marketing	3

MARKETING

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/counselor.

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
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

MARKETING

Associate in Applied Science Degree continued....

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]

MCM	232	Introduction to Advertising or	
MKT	217	Advertising	3
MCM	233	Introduction to Public Relations	3
MKT	255	Marketing Research	3

Electives:

Select at least 12 credit hours from the following:[4]

MCM	136	Broadcast Writing	3
MCM	235	Publications Editing and Design	3
MKT	105	Sports Marketing	3
MKT	140	Principles of Professional Selling	3
MKT	202	Marketing for Non-Profit Organizations	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/counselor 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.

♦ Students need to choose a course to meet this requirement that also meets the World Cultures and Diversity graduation requirement.

MARKETING

E-Commerce Business Certificate

This 15 credit-hour certificate program is designed to give individuals with little technical or business training the skills necessary to start and manage viable Web-based businesses or consult with others on e-commerce business start-ups. The principles learned in this program could also be applied to existing businesses wishing to expand by offering a Web-based alternatives.

Required:

MGT	154	Small Business Management	3
MKT	252	Internet Marketing	3
WEB	240	E-Commerce Development	3

Electives: Select six credit hours from the following courses:

CIS	100	Computer Fundamentals or	
CIS	101	Introduction to Computer Information Systems	3
MKT	245	Principles of Marketing	3
MKT	247	Consumer Behavior	3
MKT	255	Marketing Research	3
PLS	222	Intellectual Property	3
WEB	150[1]	Web Site Development I	3

[1] Students must satisfy prerequisite.

Marketing Certificate

This is 12 credit-hour certificate program is designed for those interested in obtaining basic marketing skills that can be used in entry-level marketing positions.

Required:

MKT	245	Principles of Marketing	3

Electives: Select nine credit hours from the following:

MKT	105	Sports Marketing	3
MKT	140	Principles of Professional Selling	3
MKT	202	Marketing for Non-Profit Organizations	3
MKT	217	Advertising	3
MKT	247	Consumer Buying Behavior	3
MKT	252	Internet Marketing	3
MKT	255	Marketing Research	3
MKT	281	Internship in Marketing	3

Marketing Research Certificate

This 6 credit-hour certificate program is designed to give individuals with little or no formal training the skills necessary to function as a market research analyst. The principles learned in these classes will help individuals efficiently target markets, design research instruments, and identify potential markets for new and existing products and services.

Required:

GEG	151	Geographic Information Systems I	3
MKT	255	Market Research	3

MARKETING

Retail Merchandising Certificate

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 62-63 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: [1]

BIO	135	Introduction to Anatomy and Physiology or	
BIO	160[2]	Human Anatomy..	4
BIO	136	Introduction to Human Disease (3) or	
BIO	161[2]	Human Physiology (4)	3-4
Communications electives..			6
Humanities or Social Science elective♦			3
Mathematics elective[3]..			3
HSC	104	Health Care Technology and Informatics	2
HSC	105	Introduction to Health Care Today	2
HSC	112	Medical Terminology	2
HSC	201[4]	Pharmacology..	2
HSC	213[4]	Legal and Ethical Issues in Health Care....................	2
MGT	111	Introduction to Business Organization	3
MOA	145[4]	Health Care Records Management	2
MOA	150	Math Applications in Health Care……………………..	1
MOA	195[4]	Principles of Health Insurance Billing.........................	3
MOA	235[4, 6]	Health Care Office Procedures	3
MOA	245[4, 7]	Health Care Office Management.................................	3
MOA	265[4, 7]	Medical Office Administration Externship	3
PED	201	Standard First Aid...	3

MEDICAL OFFICE ADMINISTRATION

Electives:[1] Group I Select any combination of a minimum of six credit hours from the following courses:

MOA	196[4]	Current Procedural Terminology (CPT) Coding..	3
MOA	197[4]	International Classification of Disease (ICD) Coding	3
MOA	215[4,6]	Clinical Procedures..	8
MOA	240	Medical Transcription I	3
MOA	242	Medical Transcription II	3

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[4]	Introduction to Managerial Accounting........................	3
ACC	216	Employment Law	3
CAS	160	Introduction to Business Software Packages	3
CIS	101	Introduction to Computer Information Systems	3
ECO	200[5]	Introduction to Economics..	3
HSC	106[4]	Health Occupations Career Observation	1.5
MGT	150[5]	Business Math	3
MGT	205	Leadership Foundations...	1
MGT	206	Leadership Skills	1
MGT	207	Leadership Trends..	1
MGT	265	Human Resource Management	3
MGT	270[4]	Principles of Management...	3

[1] A grade of C or better in all BIO, HSC and MOA courses is required for all students. [2] Students may take BIO 135 and BIO 136 or BIO 160 and BIO 161 or BIO 160 and BIO 136.
[3] A competency test, available in the Assessment and Testing Center, may be utilized to meet the mathematics elective requirement.
[4] Students must satisfy prerequisites for each course selected.
[5] May be used to fulfill general education requirement(s); meet with program coordinator or Student Development faculty/counselor for advice on electives.
[6] Offered during fall semester only.
[7] Offered during spring semester only.
♦ Students need to choose a course to meet this requirement that also meets the World Cultures and Diversity graduation requirement.

MEDICAL OFFICE ADMINISTRATION

Health Care Secretary Certificate

This 20 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 30 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.

Required:[1]

HSC	104	Health Care Technology and Informatics	2
HSC	105	Introduction to Health Care Today	2
HSC	112	Medical Terminology	2
MOA	145[2]	Health Care Records Management	2
MOA	195[2,3]	Principles of Health Insurance Billing.........................	3
MOA	235[2,4]	Health Care Office Procedures	3
MOA	240[3]	Medical Transcription I	3
MOA	265[5]	Medical Office Administration Externship	3

[1] A grade of C or better in all HSC and MOA courses is required for all students.
[2] Students must satisfy prerequisites for each course selected.
[3] Prerequisite of BIO 135 and BIO 136 waived for Health Care Secretary students.
[4] Offered during fall semester only.
[5] Offered during spring semester only.

Health Insurance Specialist Certificate

This concentrated 32 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.

Some keyboarding skills and knowledge of computers is recommended.

Professional Certification:
Students in the Health Insurance Specialist 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).

Required:[1]

BIO	135	Introduction to Human Anatomy and Physiology........	4
BIO	136	Introduction to Human Diseases.................................	3
HSC	104	Health Care Technology and Informatics	2
HSC	105	Introduction to Health Care Today	2
HSC	112	Medical Terminology	2
HSC	213[2]	Health Care Law and Ethics.......................................	2
MOA	145[2]	Health Care Records Management	2
MOA	195[2]	Principles of Health Insurance Billing.........................	3
MOA	196[2]	Current Procedural Terminology (CPT) Coding..........	3
MOA	197[2]	International Classification of Disease (ICD) Coding	3
MOA	235[2,3]	Health Care Office Procedures	3
MOA	265[2,4]	Medical Office Administration Externship	3

[1] A grade of C or better in all BIO, HSC and MOA courses is required for all students.
[2] Students must satisfy prerequisites for each course selected.
[3] Offered during fall semester only.
[4] Offered during spring semester only.

MEDICAL OFFICE ADMINISTRATION

Medical Assistant Certificate

This concentrated 44 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, diagnostic testing, patient education, and preparation and administration of medications.

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 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).

Required: [1]

BIO	135[2]	Introduction to Human Anatomy and Physiology	4
HSC	104	Health Care Technology and Informatics	2
HSC	105	Introduction to Health Care Today	2
HSC	107	Basic Health Care Skills	1
HSC	112	Medical Terminology	2
HSC	201	Pharmacology	2
HSC	213	Health Care Law and Ethics	2
MOA	145[2]	Health Care Records Management	2
MOA	150	Math Applications in Health Care	1
MOA	195[2]	Principles of Health Insurance Billing	3
MOA	215[2,3,4]	Clinical Procedures	8
MOA	235[4]	Health Care Office Procedures	3
MOA	245[2,5,]	Health Care Office Management	3
MOA	280[2,3,5]	Medical Assistant Externship	3
PED	201	Standard First Aid	3
PSY	101	Introduction to Psychology	3

[1] A grade of C or better in all BIO, HSC and MOA courses is required for all students.
[2] Students must satisfy prerequisites for each course selected.
[3] Students must submit an American Heart Association Cardiopulmonary Resuscitation for the Health Care Provider (CPR) certificate before entering externship.
[4] Offered during fall semester only.
[5] Offered during spring semester only.

MEDICAL OFFICE ADMINISTRATION

Medical Transcriptionist Certificate

This concentrated 24 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.

Required: [1]

BIO	135	Introduction to Human Anatomy and Physiology........	4
BIO	136	Introduction to Human Diseases................................	3
HSC	104	Health Care Technology and Informatics	2
HSC	112	Medical Terminology	2
HSC	213[2]	Legal and Ethical Issues in Health Care....................	2
MOA	145[2]	Health Care Records Management	2
MOA	240[2]	Medical Transcription I	3
MOA	242[2]	Medical Transcription II	3
MOA	265[2,3]	Medical Office Administration Externship	3

[1] A grade of C or better in all BIO, HSC and MOA courses is required for all students.

[2] Students must satisfy prerequisites for each course selected.

[3] Offered during spring semester only.

NETWORKING

See: Computer Information Systems

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

For admission requirements, please contact the Admissions Outreach Office at 847.925.6700 or check the Web site: harpercollege.edu

*Students who apply for this limited enrollment program are obligated to meet current admission requirements and follow program curriculum as defined **at the time of acceptance to the program**.*

FIRST YEAR[1]
First Semester

BIO	160	Human Anatomy...	4
HSC	201[2]	Pharmacology...	2
NUR	101	Nursing Fundamentals	9
PSY	101	Introduction to Psychology	3
Mathematics[3]		....	0
			18

Second Semester

BIO	161[4]	Human Physiology..	4
NUR	102	Nursing Care of Clients with Commonly Occurring Health Needs...................	9
PSY	228	Human Development..	3
			16

Summer Semester

NUR	199[5]	Bridge to Advanced Nursing	1

SECOND YEAR[1]
First Semester

BIO	130	Microbiology...	4
ENG	101	Composition...	3
NUR	201	Advanced Nursing I	10
			17

Second Semester

NUR	202	Advanced Nursing II	10
NUR	210[6]	Physical Assessment	1
SOC	101♦	Introduction to Sociology	3
SPE	101	Fundamentals of Speech Communication..................	3
			17

* Nursing is a limited enrollment program. See Limited Enrollment Programs section of this catalog for details. Requirements subject to change. Contact the Admissions Outreach Office for updated information.

**Subject to change. Contact the Admissions Outreach Office for additional information.

[1] A grade of C or better in BIO 130, BIO 160, BIO 161, HSC 201 and all NUR courses is required for all students.

[2] Must be completed no earlier than three years before graduation.

[3] Group 2 math requirement is met by Nursing program admission requirements.

[4] Must be taken within three years of the required semester.

[5] Required for the LPN admit and the student reentering the second level.

[6] Can be taken any time after NUR 102.

♦ This course meets the World Cultures and Diversity graduation requirement.

NURSING*

Licensed Practical Nursing Certificate*

Admission Requirements

For admission requirements, please contact the Admissions Outreach Office at 847.925.6700 or check the Web site: harpercollege.edu

The Licensed Practical Nursing certificate qualifies the graduate to sit for the NCLEX-PN and application for Illinois licensure as a practical nurse.

Students who apply for this limited enrollment program are obligated to meet current admission requirements and follow program curriculum as defined at the time of acceptance to the program.

FIRST YEAR[1]
First Semester

BIO	160	Human Anatomy	4
HSC	201[2]	Pharmacology	2
NUR	101	Nursing Fundamentals	9
PSY	101	Introduction to Psychology	3
Mathematics[3]			0
			18

Second Semester

BIO	161[4]	Human Physiology	4
NUR	102	Nursing Care of Clients with Commonly Occurring Health Needs	9
PSY	228	Human Development	3
			16

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. Requirements subject to change. Contact the Admissions Outreach Office for updated information.

[1] A grade of C or better in BIO 130, BIO 160, BIO 161, HSC 201 and all NUR courses NUR is required for all students.

[2] Must be completed no earlier than three years before graduation.

[3] Group 2 math requirements are met by Nursing program admission requirements.

[4] Must be taken within three years of the required semester.

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.

Admission Requirements

For admission requirements, please contact the Admissions Outreach Office at 847.925.6700 or check the Web site: harpercollege.edu

Students who apply for this limited enrollment program are obligated to meet current admission requirements and follow program curriculum as defined at the time of acceptance to the program.

Required:[1]

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 Outreach Office for updated information.

[1] A grade of C or better in all CNA courses is required for all students.

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

CAS	160	Introduction to Business Software Packages	3
		Electives[3]	12
PLS	208[4]	Internship in Paralegal Studies	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, or either SPE 107 or SPE 111.

[2] Only 100 level or higher mathematics courses are acceptable for the mathematics elective.

[3] CRJ 201 or CRJ 202, PLS 200, PLS 202, PLS 206, PLS 212, PLS 220, PLS 221, PLS 222, PLS 223, PLS 224, PLS 230

[4] Required for individuals without any legal experience. Individuals with legal experience may substitute another PLS course with coordinator approval.

♦ This course meets the World Cultures and Diversity graduation requirement.

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, an associate in arts degree, or a bachelor's degree which include general education courses equivalent to those required in Harper College's associate in applied science degree in paralegal studies. 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[1]	Criminal Law 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	206	Environmental 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	224	Commercial Real Estate Law	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

PARAPROFESSIONAL EDUCATOR

Associate in Applied Science Degree

This 62 credit-hour program is designed to promote the development of skills necessary when working with children in Title 1 programs in the K-12 public or private school classrooms. Students must complete the required courses for the program and 18 hours of approved electives.

Required General Education Courses:

ENG	101	Composition	3
		Humanities elective	3
MTH	130	Mathematics for Elementary Teaching I	4
PSC	101	American Politics and Governments	3
PSY	101	Introduction to Psychology	3
SPE	101	Fundamentals of Speech Communication	3

Required Core Courses:

DIV	101♦	Exploring Diversity in the U.S.	3
ECE	102	Child Development I	3
ECE	219	Students with Disabilities in School	3
EDU	201	Introduction to Education	3
EDU	202	Pre-Student Teaching Clinical Experience	1
EDU	211	Educational Psychology	3
EDU	230	Introduction to Language Arts in Elementary/Middle School Teaching	3
EDU	250	Introduction to Technology in Education	3
LIT	219	Children's Literature	3

Electives: Select 18 credit-hours from the following courses:

ANT	101	Introduction to Anthropology	3
ANT	202	Cultural Anthropology	3
ART	105	Introduction to the Arts or	
ART	130	History of Art I	3
ECE	103	Child Development II	3
ECE	120	Introduction to Special Education for Paraprofessionals	3
ECE	121	Behavioral Management in Special Education Setting	3
ENG	102	Composition	3
GEG	101	World/Regional Geography	3
HST	111	The American Experience to 1877	3
HST	112	The American Experience Since 1877	3
LNG	105	Introduction to Language and Linguistics	3
MTH	131	Mathematics for Elementary Teaching II	4
PHS	111	Introduction to Physical Science or	
PHS	112	Exploring the Earth and Universe	4
PSY	217	Adolescent Psychology or	
PSY	228	Psychology of Human Development	3
SGN	101	American Sign Language	4

♦This course meets the World Cultures and Diversity graduation requirement.

PARAPROFESSIONAL EDUCATOR

Paraprofessional Educator Certificate

This 32 credit-hour program is designed to promote the skills necessary when working with children in non-title 1 positions in K-12 public of private schools. Individuals can also use the certificate program toward completion of the Paraprofessional Education associate in applied science degree.

Required:

DIV	101	Exploring Diversity in the U.S.	3
ECE	102	Child Development I	3
ECE	219	Students with Disabilities in School	3
EDU	201	Introduction to Education	3
EDU	202	Pre-Student Teaching Clinical Experience	1
EDU	211	Educational Psychology	3
EDU	230	Introduction to Language Arts in Elementary/Middle School Teaching	3
EDU	250	Introduction to Technology in Education	3
LIT	219	Children's Literature	3
MTH	130	Mathematics for Elementary Teaching I	4
PSY	101	Introduction to Psychology	3

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 63 credit hours.

Required General Education Courses:

BIO	120	Botany	4
Communications electives[1]			6
Mathematics elective[2]			3
PED	201[3]	Safety and First Aid	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[4]	Park and Horticulture Careers	1
PKM	140	Grounds Equipment and Shop Operation	4
PKM	210[4]	Drainage and Irrigation	3
PKM	213	Landscape Graphics	3
PKM	220[5]	Arboriculture	4
PKM	242[7]	Golf Course and Athletic Field Management	4
PKM	250	Park Management Seminar (5)	1
PST	101[4]	Woody Plants	4
PST	102[5]	Plant Diseases and Pests	4
PST	104	Beginning Floral Design	3
PST	110	Soil Science	4
PST	111	Basic Horticultural Skills	3
PST	212[4]	Turfgrass Science	4

[1] Students may elect ENG 100, ENG 101 or ENG 102, depending on their test scores and advice of a Student Development faculty/counselor. 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.

♦ At least one of the Humanities or Social Science requirements must also meet the World Cultures and Diversity graduation requirement.

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.

Required:

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..	3

Golf Course and Athletic Field Maintenance Certificate

Graduates of this 27 credit-hour certificate program are prepared for employment or promotion in the golf course industry, turfgrass production and athletic field maintenance.

Required:

PKM	100	Park and Horticulture Careers.....................................	1
PKM	140	Grounds Equipment and Shop Operation...................	4
PKM	210	Drainage and Irrigation...	3
PKM	242	Golf Course and Athletic Field Management..............	4
PST	102	Plant Diseases and Pests	4
PST	110	Soil Science..	4
PST	111	Basic Horticultural Skills..	3
PST	212	Turfgrass Science...	4

Turfgrass and Grounds Maintenance Certificate

Graduates of this 27 credit-hour certificate program prepared for employment or promotion culture and care of gardens, landscapes, parks, turfgrass and other passive or active grounds areas.

Required:

PKM	100	Park and Horticulture Careers.....................................	1
PKM	140	Grounds Equipment and Shop Operation...................	4
PKM	210	Drainage and Irrigation...	3
PST	101	Woody Plants	4
PST	102	Plant Diseases and Pests	4
PST	110	Soil Science..	4
PST	111	Basic Horticultural Skills..	3
PST	212	Turfgrass Science...	4

PHLEBOTOMY*

Phlebotomy Certificate*

This 8 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 standardized educational curriculum and accepted routes for national certification.

Admission Requirements

For admission requirements, please contact the Admissions Outreach Office at 847.925.6700 or check the Web site: harpercollege.edu

*Students who apply for this limited enrollment program are obligated to meet current admission requirements and follow program curriculum as defined **at the time of acceptance to the program**.*

Required: [1]

HSC	112	Medical Terminology	2
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 Outreach Office for updated information.

[1] A grade of C or better in all HSC and PHB courses is required for all students.

PLANT SCIENCE TECHNOLOGY

Associate in Applied Science Degree

This 64 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[2]	Safety and First Aid	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	3

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[4]	High Style and Tropical Floral Design	3
PST	206[4]	Wedding and Sympathy Floral Design	3
PST	207[3]	Permanent Botanical Design	3
PST	208[4]	Advanced Floral Techniques	4
PST	245	History of Floral Design II	3
PST	247[3]	Floral Shop Management	3

PLANT SCIENCE TECHNOLOGY

Associate in Applied Science Degree...continued

HORTICULTURE

Required*:*

PKM	140	Grounds Equipment and Shop Operation	4
PKM	213	Landscape Graphics	3
PKM	214	Landscape Design I	3
PKM	250[4]	Park Management and Plant Science Seminar	1
PST	101	Woody Plants	4
PST	102	Plant Diseases and Pests	4
PST	103[3]	Herbaceous Plants	4
PST	110	Soil Science	4

Electives:

Horticulture students must select at least five credit hours from the following:

MGT elective[5]			3
PKM	210	Drainage and Irrigation	3
PKM	220	Arboriculture	4
PKM	230[6]	Contracts, Specifications, Estimating	3
PKM	240[6]	Grounds Equipment Power Units	4
PKM	242[6]	Golf Course and Athletic Field Management	4
PST	212	Turfgrass Science	4
PST	248[6]	Garden Center Operations	3

LANDSCAPE DESIGN

Required:

PKM	210	Drainage and Irrigation	3
PKM	213	Landscape Graphics	3
PKM	214	Landscape Design I	3
PKM	215	Landscape Design II	3
PKM	216	Landscape Construction Process and Materials	4
PST	101	Woody Plants	4
PST	103[3]	Herbaceous Plants	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	220	Arboriculture	4
PKM	230[6]	Contracts, Specifications, Estimating	3
PKM	240[6]	Grounds Equipment Power Units	4
PKM	242[6]	Golf Course and Athletic Field Management	4
PST	212	Turfgrass Science	4
PST	248[6]	Garden Center Operations	3

[1] Students may elect any mathematics course offered, depending on their test score and advice of a Student Development faculty/counselor; 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 and 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.

♦ At least one of the Humanities or Social Science requirements must also meet the World Cultures and Diversity graduation requirement.

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PLANT SCIENCE TECHNOLOGY

Advanced Floral Design Certificate

Graduates of this 33 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.

Required:

PKM	100	Park and Horticulture Careers....................................	1
PST	104	Beginning Floral Design	3
PST	107	Cut Flower and Foliage Identification.........................	4
PST	112	History of Floral Design I	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	208	Advanced Floral Techniques......................................	4
PST	245	History of Floral Design II	3
PST	247	Floral Shop Management	3

Basic Horticultural Skills Certificate

Graduates of this 20 credit-hour certificate program will be able to produce disease and pest free plants from seeds as well as by a variety of vegetative methods as commonly encountered in the greenhouse and nursery industry.

Required:

PKM	100	Park and Horticulture Careers....................................	1
PST	101	Woody Plants	4
PST	102	Plant Diseases and Pests	4
PST	105	Indoor Plants..	4
PST	110	Soil Science...	4
PST	111	Basic Horticulture Skills...	3

Floral Design Certificate

Graduates of this 17 credit-hour certificate program are prepared for employment or promotion in retail and wholesale floral businesses.

Required:

PKM	100	Park and Horticulture Careers....................................	1
PST	104	Beginning Floral Design	3
PST	107	Cut Flower and Foliage Identification.........................	4
PST	112	History of Floral Design I	3
PST	204	Intermediate Floral Design	3
PST	247	Floral Shop Management	3

Garden Center Operations Certificate

Graduates of this 30 credit-hour certificate program are prepared for employment or promotion with garden center and retail outlets of plant materials and associated merchandise.

Required:

PKM	100	Park and Horticulture Careers....................................	1
PKM	213	Landscape Graphics	3
PST	101	Woody Plants	4
PST	102	Plant Diseases and Pests	4
PST	103	Herbaceous Plants	4
PST	105	Indoor Plants..	4
PST	110	Soil Science...	4
PST	111	Basic Horticultural Skills...	3
PST	248	Garden Center Operations...	3

PLANT SCIENCE TECHNOLOGY

Landscape Design Certificate

Graduates of this 44 credit-hour certificate are prepared for employment or promotion in residential and commercial landscape design and landscape construction planning and estimating.

Required:

PKM	100	Park and Horticulture Careers	1
PKM	140	Grounds Equipment and Shop Operation	4
PKM	210	Drainage and Irrigation	3
PKM	213	Landscape Graphics	3
PKM	214	Landscape Design I	3
PKM	215	Landscape Design II	3
PKM	216	Landscape Construction Process and Materials	4
PST	101	Woody Plants	4
PST	102	Plant Diseases and Pests	4
PST	103	Herbaceous Plants	4
PST	110	Soil Science	4
PST	111	Basic Horticultural Skills	3
PST	212	Turfgrass Sciences	4

RADIOLOGIC TECHNOLOGY*

Associate in Applied Science Degree*

This 77 credit-hour full-time curriculum prepares radiographers to produce X-ray films (radiographs) of parts of the human body for use in diagnosing medical problems. Additional duties may include processing film, evaluating radiology equipment, managing radiographic quality assurance programs, and providing relevant patient education. The program provides both classroom and clinical instruction in anatomy and physiology, radiobiology, pathology, medical image processing, radiation physics, positioning of patients, patient care procedures, radiation protection, and medical ethics.

Radiographers are employed in health care facilities including hospitals and clinics, specialized imaging centers; urgent care clinics, physician offices and government offices. Some radiographers are employed in educational institutions and in industry.

Because of the nature of clinical experiences and individualized instruction 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 RAD prefix. Tuition for these courses in this program is 200 percent of the standard tuition rate.

Admission Requirements

For admission requirements, please contact the Admissions Outreach Office at 847.925.6700 or check the Web site: harpercollege.edu

*Students who apply for this limited enrollment program are obligated to meet current admission requirements and follow program curriculum as defined **at the time of acceptance to the program**.*

FIRST YEAR[1]

First Semester

BIO	160	Human Anatomy	4
HSC	104	Health Care Technology and Informatics	2
HSC	105	Introduction to Health Care Today	2
HSC	107	Basic Health Care Skills	1
HSC	112	Medical Terminology	2
RAD	102	Radiologic Procedures I	3
RAD	103	Radiologic Principles I	3
Mathematics[2]			0
			17

Second Semester

BIO	161	Human Physiology	4
HSC	201	Pharmacology	2
HSC	213	Legal and Ethical Issues in Health Care	2
RAD	105	Radiologic Procedures II	3
RAD	106	Radiologic Principles II	3
RAD	107	Radiologic Clinical Education I	3
			17

Summer Semester

RAD	201	Radiologic Clinical Education II	4
SOC	101♦	Introduction to Sociology	3
			6

SECOND YEAR

First Semester

ENG	101	Composition	3
RAD	202	Radiologic Procedures III	3
RAD	203	Advanced Radiologic Principles	3
RAD	204	Radiobiology	3
RAD	205	Radiologic Clinical Education III	4
			16

Second Semester

RAD	206	Radiologic Pathology	3
RAD	207	Radiologic Quality Assurance	1
RAD	208	Radiologic Seminar	1
RAD	209	Radiologic Special Procedures	3
RAD	210	Radiologic Clinical Education IV	4
SPE	101	Fundamentals of Speech Communication	3
			15

Summer Semester

RAD	211	Radiologic Clinical Education V	5

* Radiologic Technology Program is a limited enrollment program. See Limited Enrollment Programs section of this Catalog for details. Requirements subject to change. Contact the Admissions Outreach Office for updated information.

[1] A grade if C in all BIO, HSC and RAD courses is required for all students.

[2] Group 2 math requirement is met by placement into MTH 080.

♦ This course meets the World Cultures and Diversity graduation requirement.

RADIOLOGIC TECHNOLOGY*

Mammography Certificate*

This four credit-hour certificate program provides a study in the theory and practice of mammography technology. The mammogram is a non-invasive procedure that assists in the detection of breast cancer.

The individual who successfully completes this program will be eligible to sit for the Mammography Technologist Certification exam.

Admission Requirements

For admission requirements, please contact the Admissions Outreach Office at 847.925.6700 or check the Web site: harpercollege.edu

Students who apply for this limited enrollment program are obligated to meet current admission requirements and follow program curriculum as defined at the time of acceptance to the program.

Required: [1]

RAD	215	Principles and Procedures in Mammography	3
RAD	216	Mammography Internship	1

* Mammography is a limited enrollment program. See Limited Enrollment Programs section of this catalog for details. Requirements subject to change. Contact the Admissions Outreach Office for updated information.

[1] A grade of C or better in all RAD courses is required for all students.

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.

Required:

ITP	101	Introduction to Interpreting	3
ITP	110[1]	Consecutive Interpreting: English to ASL	3
ITP	111[1]	Consecutive Interpreting: ASL to English	3
ITP	120	Simultaneous Interpreting: English to ASL	3
ITP	121	Simultaneous Interpreting: ASL to English I	3
ITP	200	Transliteration and Educational Interpreting	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

Electives:

ITP	105	Vocabulary Development for Interpreters: English	1
ITP	106	Vocabulary Development for Interpreters: American Sign Language	1
ITP	201	Topics in Interpreting	1-4

[1] Prerequisites include a grade of B or better in ITP 101 and SGN 205 before ITP 110 and ITP 111 may be taken.

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
CAS	115	Database Software	1
CAS	125	Spreadsheet Software	1
CAS	215	Advanced Spreadsheet Software	1
ENG	101	Composition	3
MGT	111	Introduction to Business Organization	3
SCM	101	Supply Chain Management	3
			16

Second Semester

ACC	102	Introduction to Managerial Accounting	3
ENG	130	Business Writing	3
SCM elective[1]			3
MGT	270[2]	Principles of Management	3
PSY	245[2]	Industrial/Organizational Psychology	3
			15

SECOND YEAR
First Semester

ACC	211	Business Law I	3
ECO	200	Introduction to Economics	3
SCM electives[1]			6
MGT	150[3]	Business Math	3
			15

Second Semester

PHI	150	Business Ethics	3
SCM elective[1]			3
SCM	230♦	International Supply Chain Management	3
MGT/SCM electives[4]			6
			15

[1] SCM electives: SCM 120, SCM 121, SCM 122, SCM 123, SCM 124, SCM 125.
[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 SCM course.
[4] Supply Chain Management electives: MGT 274, SCM 226, SCM 227, SCM 259, SCM 281.
♦ This course meets the World Cultures and Diversity graduation requirement.

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 course work is specific to those jobs and issues that deal with all aspects of maintaining inventory for increasing production levels.

Required:

SCM	101	Supply Chain Management	3
SCM	120	Production Control Concepts	3
SCM	122	Inventory Control	3
SCM	226	Material Requirements Planning (MRP)	3

SUPPLY CHAIN MANAGEMENT

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:

SCM	101	Supply Chain Management	3

Electives: Group I (Select 12 credit hours from the following):

SCM	120	Production Control Concepts	3
SCM	121	Principles of Physical Distribution	3
SCM	122	Inventory Control	3
SCM	123	Traffic and Transportation	3
SCM	125	Purchasing	3

Electives: Group II (Select one course):

SCM	226	Material Requirements Planning (MRP)	3
SCM	227	Just-In-Time (JIT)	3
SCM	230	International Supply Chain Management	3
SCM	259	Advanced Purchasing	3

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:

SCM	101	Supply Chain Management	3
SCM	121	Principles of Physical Distribution	3
SCM	122	Inventory Control	3
SCM	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:

SCM	101	Supply Chain Management	3
SCM	122	Inventory Control	3
SCM	125	Purchasing	3
SCM	259	Advanced Purchasing	3

WEB DEVELOPMENT

See: Computer Information Systems

Discipline/Prefix

Illinois Articulation Initiative (IAI)

Course Numbering System

Courses Offered at Harper College

Discipline/Prefix

Below is an alphabetized list of disciplines followed by a prefix. (Course descriptions contained on the following pages are in alphabetical order by prefix.)

Discipline	Prefix
Accounting	ACC
Administrative Technology	OFC
Adult Educational Development	AED
Anthropology	ANT
Arabic	ARB
Architectural Technology	ATE
Art	ART
Astronomy	AST
Biology	BIO
Building Codes and Enforcement	BCE
Cardiac Technology	CTE
Career Development	CDV
Career Foundations	OCC
Certified Nursing Assistant	CNA
Chemistry	CHM
Computer Applications Software	CAS
Computer Information Systems	CIS
Computer Science	CSC
Cooperative Work Experience	CWE
Criminal Justice	CRJ
Dental Hygiene	DHY
Diagnostic Medical Sonography	DMS
Dietetic Technician	DIT
Diversity	DIV
Early Childhood Education	ECE
Economics	ECO
Education	EDU
E-Learning Instructional Technology	EIT
Electronics Engineering Technology	ELT
Emergency Medical Services	EMS
Engineering	EGR
English	ENG
English as a Second Language	ESL
ESL: English for Special Purposes	ESP
Fashion Design/Merchandising	FAS
Financial Services	BFC
Fire Science	FIS
French	FRN
Geography	GEG
Geology	GEO
German	GER
Graphic Arts	GRA

Discipline	Prefix
Heating, Ventilation and Air Conditioning (HVAC)	RAC
History	HST
Hospitality Management	FSM
Humanities	HUM
Human Services	HSC
Independent Study	IDS
Interior Design	IND
Japanese	JPN
Journalism	MCM
Linguistics	LNG
Literature	LIT
Maintenance	MNT
Management	MGT
Marketing	MKT
Mathematics	MTH
Medical Office Administration	MOA
Music	MUS
Networking	NET
Nursing	NUR
Orientation	ORN
Paralegal Studies	PLS
Park and Golf Maintenance	PKM
Philosophy	PHI
Phlebotomy	PHB
Physical Education	PED
Physical Science	PHS
Physics	PHY
Plant Science Technology	PST
Political Science	PSC
Psychology	PSY
Radiologic Technology	RAD
Reading	RDG
Real Estate	RES
Sign Language	SGN
Sign Language Interpreting	ITP
Sociology	SOC
Spanish	SPA
Speech	SPE
Supply Chain Management	SCM
Web Development	WEB

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:

Discipline	Prefix
Communications	IAI C
Social and Behavioral Sciences	IAI S
Humanities	IAI H
Humanities/Fine Arts	IAI HF
Fine Arts	IAI F
Mathematics	IAI M
Physical Sciences	IAI P
Life Sciences	IAI L

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., A.F.A.—Art, or A.F.A.—Music 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/counselor for clarification of the transferability of these courses.

Courses numbered 200 and above are intended for the sophomore level.

Sample Course Listing

hours of lecture per week   hours of lab per week

ACC   211   Business Law I (3-0)   3 hrs.

course prefix   course title   semester hours of credit

course number
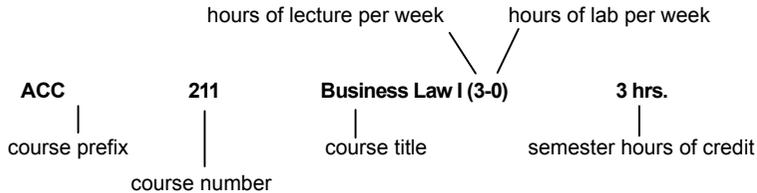
The following outlines of courses offered at Harper College describe the content of each course at the time of publication of the Catalog. Harper College reserves the right to revise course content to reflect changing conditions, trends and information within the discipline.

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 Associate Vice President of Academic Affairs.

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

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ACC Accounting

ACC   099   Business Recordkeeping (3-0)   3 hrs.
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 Financial Accounting (4-0)   4 hrs.
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 Accounting (3-0)   3 hrs.
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 Accounting (4-0)   4 hrs.
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 Accounting I (3-0)   3 hrs.
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 Accounting (3-0)   3 hrs.
Includes an examination of the nature of costs and the use of relevant accounting data for purposes of improved decision making. Topics covered are product costs (process, job order and standard), overhead variance, by-product costs, joint-product cost and direct and variable costing.
Prerequisite: ACC 102 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 Business (3-0)   3 hrs.
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 Accounting (3-0)   3 hrs.
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 Accounting (3-0)   3 hrs.
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 inter-company 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 Skills I (1-0 to 4-0)   1-4 hrs.
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. Carries no transfer credit.

AED 002 Nonnative Literacy Skills II (1-0 to 4-0)   1-4 hrs.
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. Carries no transfer credit.

AED 003 Nonnative Literacy Skills III (1-0 to 4-0)   1-4 hrs.
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. Carries no transfer credit.

AED 004 Nonnative Literacy Skills IV (1-0 to 4-0)   1-4 hrs.
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. Carries no transfer credit.

**AED 013 Topics in Adult Educational
              Development/Basic (.5-0 to 4-0)   .5-4 hrs.**
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. Carries no transfer credit.
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
              Development (.5-0 to 4-0)   .5-4 hrs.**
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. Carries no transfer credit.

AED 021 Basic Reading Skills (1-0 to 6-0)   1-6 hrs.
Introduces basic word recognition and word attack skills including pre-reading 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. Carries no transfer credit.

AED 023 Pre-GED Reading Skills (1-0 to 3-0)   1-3 hrs.
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. Carries no transfer credit.

**AED 025 GED Social Studies
              and Science (1-0 to 6-0)   1-6 hrs.**
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. Carries no transfer credit.

AED 031 Basic English Skills (1-0 to 6-0)   1-6 hrs.
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. Carries no transfer credit.

AED 033 Pre-GED English Skills (1-0 to 3-0)   1-3 hrs.
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. Carries no transfer credit.

**AED 035 GED Writing Skills
              and Literature (1-0 to 3-0)   1-3 hrs.**
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. Carries no transfer credit.

AED   041   Basic Mathematical Skills (1-0 to 6-0)   1-6 hrs.
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. Carries no transfer credit.

AED   043   Pre-GED Mathematical Skills (1-0 to 3-0)   1-3 hrs.
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. Carries no transfer credit.

AED   045   GED Mathematics (1-0 to 3-0)   1-3 hrs.
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. Carries no transfer credit.

AED   063   Adult Employment Skills/Basic (.5-0 to 3-0) .5-3 hrs.
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. Carries no transfer credit.
Prerequisite: A language skills or reading skills placement test which identifies the Nonnative Literacy, Basic Skills or Pre-GED student.

AED   065   Adult Employment Skills (.5-0 to 3-0)   .5-3 hrs.
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). Carries no transfer credit.
Prerequisite: A reading skills placement test which identifies the Adult Secondary Education (ASE) student.

AED   071   Citizenship Training (1-0 to 3-0)   1-3 hrs.
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. Carries no transfer credit.

ANT Anthropology

ANT   101   Introduction to Anthropology (3-0)   3 hrs.
Addresses such central questions as "What does it mean to be human?" and "How did we get to be the way we are?" Among the topics to be examined will be human, physical and cultural evolution, the origin of culture, language, religion, kinship, economics and the impact of contemporary life on the world's populations.
IAI S1 900N

ANT   202   Cultural Anthropology (3-0)   3 hrs.
Describes and analyses 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 Mexico and Central America (3-0)   3 hrs.
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 Near East (3-0)   3 hrs.
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, 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   215   Introduction to Forensic Anthropology (2-2)   3 hrs.
Studies the field dealing with human skeletal remains resulting from unexplained deaths. Both osteology (bones) and odontology (teeth) will be investigated. Students will learn the techniques involved including: basic human skeletal analysis, preliminary examination methods, burial aspects, distinguishing human from animal remains, identifying the sex of an individual, estimating the age of death, calculating stature, trauma analysis of different types (e.g., blunt, sharp, projectile), as well as various related topics.
(NOTE: Although skeletal lab materials will be provided, no soft tissue will be examined.)

ANT   220   Topics in Anthropology (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 pre-registration 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 Archeology I (1-4)   3 hrs.
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.
(NOTE: This course is taught only at an archeological site during the summer.)
Prerequisite: ANT 101 with a grade of C or better and/or consent of instructor.

ANT   255   Field Methods in Archeology II (1-4)   3 hrs.
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.
(NOTE: This course is taught only at an archeological site during the summer.)
Prerequisite: ANT 101 and ANT 250 with grades of C or better and/or consent of instructor.

ARB Arabic

ARB   101   Elementary Arabic I (4-0)   4 hrs.
Introduces the Arabic alphabet, basic vocabulary, syntax and grammar. Includes basic conversational patterns, an introduction to Arabic culture, customs and sociolinguistic aspects of the language.

ARB   102   Elementary Arabic II (4-0)   4 hrs.
Continues ARB 101. Situational conversations in Arabic; reading and writing stressed.
Prerequisite: ARB 101 with a grade of C or better, one year (or the equivalent) of high school Arabic, or consent of instructor.

ARB   201   Intermediate Arabic I (4-0)   4 hrs.
Continues ARB 102. Continues the study of Arabic grammar. Emphasizes vocabulary development, reading, writing and conversational speaking. Guides students to a broader understanding of the Arabic language. Fosters expanded knowledge and appreciation of the Arabic cultural heritage.
Prerequisite: ARB 102 with a grade of C or better, one year (or the equivalent) of high school Arabic, or consent of instructor.

ARB   202   Intermediate Arabic II (4-0)   4 hrs.
Continues ARB 201. Continues the study of Arabic grammar. Emphasizes vocabulary development, reading, writing and conversational speaking. Guides the students to a broader understanding of the Arabic language. Fosters expanded knowledge and appreciation of the Arabic cultural heritage.
Prerequisite: ARB 201 with a grade of C or better, one year (or the equivalent) of high school Arabic, or consent of instructor.

ARB 205   Arabic Intensive Oral Practice (3-0)   3 hrs.
Develops oral facility with the Arabic language using specially designed exercises in pronunciation, stress, and rhythm. Discusses individual readings of modern Arabic works in class. Assigns written and oral compositions based on readings. Helps students to bridge the gap between the intermediate and advanced levels. Develops the ability to uses the Arabic language with fluency of expression that is achieved by extensive oral conversations in class.
Prerequisite: ARB 202 with a grade of C or better, or consent of instructor.

ART Art

ART   100   Art Seminar (1-0)   1 hr.
Introduces art majors to the opportunities, concerns and the problems that relate to the artist. This course may be repeated up to two hours of credit.

ART   105   Introduction to Arts (3-0)   3 hrs.
Introduces the visual arts with an emphasis on building the student's awareness of aesthetic concepts, theory and criticism. Also, 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   114   Introduction to Film (2-2)   3 hrs.
Examines the different ways of looking at film to improve understanding and appreciation of the medium as an art form. Includes critical analysis of different directors, film genres, historical trends and lecture about technique and process filmmaking. Between 10 and 15 films will be examined.
(Formerly FNA 114)
IAI F2 908

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 130 History of Art I (3-0)   **3 hrs.**
Follows the historical development of the visual arts produced by Western civilizations, focusing on major artistic styles, works of art and monuments. Works are examined as expressions of the ideas, beliefs and practices of artists, cultures and societies. Covers the history of art from pre-history to the medieval age. (Formerly FNA 111)
IAI ART 901, IAI F2 901

ART 131 History of Art II (3-0)   **3 hrs.**
Follows the historical development of the visual arts produced by Western civilizations, focusing on major artistic styles, works of art and monuments. Works are examined as expressions of the ideas, beliefs and practices of artists, cultures and societies. Covers the history of art from the medieval age to the end of the eighteenth century. (Formerly FNA 112)
IAI ART 902, IAI F2 902

ART 132 History of Art III (3-0)   **3 hrs.**
Follows the historical development of the visual arts produced by Western civilizations, focusing on major artistic styles, works of art and monuments. Works are examined as expressions of the ideas, beliefs and practices of artists, cultures and societies. Covers the history of art from the nineteenth century to the present time. (Formerly FNA 113)
IAI ART 903, IAI F2 902

ART 133 Non-Western Art (3-0)   **3 hrs.**
Follows the historical development of the visual arts produced by non-western civilizations, focusing on major artistic styles, works of art and monuments. Works are examined as expressions of the ideas, beliefs and practices of artists, cultures and societies. Covers the history of art of the Africa, China, India, Japan, Middle East, Oceania, and art of the Americas.
IAI F2 903N

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 Studio (0-6)   **3 hrs.**
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 280 Topics in Art History (1-0 to 6-0)   **1-6 hrs.**
Studies selected topics or debates in art history. The exact content and instructional methodology will vary semester to semester depending on the material 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.

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 Astronomy (3-2)   **4 hrs.**
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 Astronomy (3-2)   **4 hrs.**
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 Exploration (.5-10)   **1 hr.**
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 Technology I (1-6)   **4 hrs.**
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 Technology II (1-6) **4 hrs.**
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 Technology I (2-4) **4 hrs.**
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 Technology II (2-4) **4 hrs.**
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 CAD I (2-2) **3 hrs.**
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 CAD II (2-2) **3 hrs.**
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 109 Chicago's Great Architectural Tradition (3-0) 3 hrs.
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 program coordinator.

ATE 201 Comprehensive Building Project I (0-8) **4 hrs.**
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 Project II (0-8) **4 hrs.**
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 (2-4) **4 hrs.**
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 (2-4) **4 hrs.**
Covers multi-storied reinforced concrete construction. Analysis of pre-cast 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 Applications I (2-2) 3 hrs.
Introduces three-dimensional architectural computer graphic techniques and applications. Covers the transition from two-dimensional to three-dimensional drawings, creation and manipulation of wire frame and solid modeling techniques.
Prerequisite: ATE 106 with a grade of C or better, or consent of instructor.

ATE 206 Architectural Computer Applications II (2-2) 3 hrs.
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 of Materials (3-0) **3 hrs.**
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 Construction (3-0) **3 hrs.**
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 Architecture (3-0) **3 hrs.**
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 Process (3-0) 3 hrs.
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 Building Codes (3-0) 3 hrs.
Introduces materials used in building construction, their growth or manufacture, preparation and application. Emphasizes frame and masonry construction types, working drawings and structural details for code compliance.

BCE 102 Basic Code Enforcement Techniques (3-0) 3 hrs.
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 Energy Conservation Codes (3-0) 3 hrs.
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 Codes (3-0) 3 hrs.
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 Codes (3-0) 3 hrs.
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 Codes (3-0) 3 hrs.
Covers the latest edition of the International 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 Institution Operations (3-0) 3 hrs.
Surveys the internal operations of a bank and of a savings and loan association. Emphasizes the general principles of operations applicable to institutions of all sizes. Provides a sound foundation for newcomers to the industry regardless of age or prior academic experience.

BFC 102 Commercial Law (3-0) 3 hrs.
Provides a general knowledge of, and prepares the banker 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 Financial Institution Operations (3-0) 3 hrs.
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 Institutions (3-0) 3 hrs.
Provides an overview of the essentials of public relations and marketing for financial institutions. Includes the goals, development, implementation and evaluation of internal and external public relations and marketing plans.

BFC 118 Credit Administration in Financial Institutions (3-0) 3 hrs.
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 and Liability Insurance (3-0) 3 hrs.
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 Insurance (3-0) 3 hrs.
Analyzes personal loss exposures and personal insurance coverage 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 Insurance (3-0) 3 hrs.
Analyzes commercial coverage 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 Management (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 BFC 200 or MGT 170, but not both.)

**BFC   201   Commercial Credit and
                  Collection Principles (3-0)   3 hrs.**
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 Credit
                  and Collection (3-0)   3 hrs.**
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 Institutions (3-0)   3 hrs.
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 Lending (3-0)   3 hrs.
Emphasizes the role of the mortgage loan officer seeking to develop a sound mortgage portfolio. The mortgage market is described, followed by the acquisition of a mortgage portfolio, mortgage plans and procedures, mortgage loan processing and servicing and finally the obligations of the mortgage loan officer in overall portfolio management.
Recommended **Prerequisite:** ACC 211 with a grade of C or better.

BFC   213   Trust Functions and Services (3-0)   3 hrs.
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 Interpretation
                  and Analysis (3-0)   3 hrs.**
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   219   Consumer and Commercial Credit
                  in Financial Institutions (3-0)   3 hrs.**
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 Management
                  in Banking (3-0)   3 hrs.**
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 program 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 program 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 Biology (2-4)   4 hrs.
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 industrisphere (technological world) interactions is included.
IAI L1 905L
(NOTE: Lab science credit.)

BIO   105   Heredity, Evolution and Culture (3-0)   3 hrs.
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 910
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.)
* Completion of BIO 110, BIO 120 and BIO 140 series (all
three courses combined) meets the IAI BIO 910 equivialency.

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 910
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.)
* Completion of BIO 110, BIO 120 and BIO 140 series (all
three courses combined) meets the IAI BIO 910 equivialency.

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 Anatomy
                and Physiology (4-0)**   **4 hrs.**
Surveys the human body, with emphasis on basic physical
and chemical concepts, anatomy, physiology and embryology.
Designed to meet the needs of students in certain allied health
career programs.
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 Human Disease (3-0)   **3 hrs.**
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 910
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.)
* Completion of BIO 110, BIO 120 and BIO 140 series (all
three courses combined) meets the IAI BIO 910 equivialency.

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 Cape Cod (2-4)   **4 hrs.**
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 Isle Royale (2-4)   **4 hrs.**
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 Tropical (2-4)   **4 hrs.**
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 Mountain Ecology (2-4)   **4 hrs.**
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 students 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.)*

CAS Computer Applications Software

CAS   105   Word Processing Software (.5-1)   **1 hr.**
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. (Formerly CIS 125)

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: CAS 105 or OFC 134 with a grade of C or better, or consent of instructor.

CAS   115   Spreadsheet Software (.5-1)   **1 hr.**
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. (Formerly CIS 123)

CAS   116   General Accounting Applications (1-2)   **2 hrs.**
Provides an opportunity to become proficient in the use of a currently popular general accounting package. (Formerly CIS 121)
Prerequisite: ACC 101 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: CAS 115 or OFC 205 with a grade of C or better, or consent of instructor.

CAS   125   Database Software (.5-1)   **1 hr.**
Provides an opportunity to become proficient in the use of a currently popular database package. May be repeated up to a maximum of three credit hours utilizing different software packages for each unit of credit. (Formerly CIS 122)

CAS   130   Core Microsoft Office
            Specialist Certification: Access (1-0)   **1 hr.**
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: CAS 125 or OFC 225 with a grade of C or better, or consent of instructor.

CAS   135   Business Graphics (.5-1)   **1 hr.**
Provides an opportunity to become proficient in the use of a currently popular business graphics package. May be repeated up to a maximum of three credit hours utilizing different software packages for each unit of credit. (Formerly CIS 126)

CAS   140   Core Microsoft Office
            Specialist Certification: PowerPoint (1-0) **1 hr.**
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: CAS 135 or OFC 202 with a grade of C or better, or consent of instructor.

CAS   150   Core Microsoft Office
            Specialist Certification: Outlook (1-0)   **1 hr.**
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: OFC 107 or WEB 101 with a grade of C or better, or consent of instructor.

CAS   160   Introduction to Business Software
            Packages (2-2)   **3 hrs.**
Provides an opportunity to become proficient in the use of currently popular software packages or suites. (Formerly CIS 120)

CAS   175   Desktop Publishing (2-2)   **3 hrs.**
Introduces the concepts and practices found in computer-based desktop publishing. Provides an opportunity to become proficient in the use of a currently popular desktop publishing software package with the associated hardware. (Formerly CIS 154)

CAS   210   Expert Microsoft Office
            Specialist Certification: Word (1-0)   **1 hr.**
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: CAS 105 or OFC 201 with a grade of C or better, or consent of instructor.

CAS   215   Advanced Spreadsheet Software (.5-1)   **1 hr.**
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. (Formerly CIS 124)
Prerequisite: CAS 115 or CAS 160 with a grade of C or better.

CAS   216   Spreadsheet Macros and Other
            Advanced Topics (.5-1)   **1 hr.**
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. (Formerly CIS 224)
Prerequisite: CAS 215 with a grade of C or better, or consent of instructor.

CAS   217   Spreadsheet Graphics (.5-1)   **1 hr.**
Uses currently popular software designed to enhance spreadsheet graphics with original drawings, cataloged symbols, and text. (Formerly CIS 223)
Prerequisite: CAS 115 with a grade of C or better, or consent of instructor.

CAS 220 Expert Microsoft Office Specialist Certification: Excel (1-0)   **1 hr.**

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: CAS 215 or OFC 205 with a grade of C or better, or consent of instructor.

CAS 225 Advanced Database Software (.5-1)   **1 hr.**

Provides the student with knowledge and practice of utilizing the advanced capabilities of a currently popular database application. Designed for the non-programmer to make better use of the software package to solve common information requirements. (Formerly CIS 141)
Prerequisite: CAS 125 or CAS 160 with a grade of C or better.

CAS 226 Database Programming (2-2)   **3 hrs.**

Uses the command language from a currently popular data base package for computers. A set of business-oriented programs will be developed making extensive use of the command language. (Formerly CIS 152)
Prerequisite: CAS 125 or CIS 130 with grades of C or better.

CAS 235 Advanced Business Graphics (.5-1)   **1 hr.**

Includes advanced features of a business graphics package, such as chart styling, importing, exporting, maps, templates, macros, and drawing. (Formerly CIS 127)
Prerequisite: CAS 135 with a grade of C or better.

CAS 260 Advanced Business Software Packages (3-2)   **4 hrs.**

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. (Formerly CIS 132)
Prerequisite: ACC 101, CIS 106 or CIS 130, and 3 credit hours chosen from: CAS 160 or CAS 105, CAS 115, and CAS 125 with grades 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 Sciences (3-3)   **4 hrs.**

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 105 Chemical World (3-3)   **4 hrs.**

Relates biological and physical systems to chemistry. Focuses on four major themes: the sociology of science, chemical composition and change, the chemistry of life, chemistry and society. Corresponding laboratory is inquiry based. Designed to provide a higher level of scientific literacy to non-science majors and to provide elementary education majors, in particular, with the content knowledge and disposition about science that is necessary in order to be able to teach science in engaging and meaningful ways to their students. Aligned with State of Illinois teacher preparation standards.
IAI P1 902L
Prerequisite: MTH 080 with a grade of C or better, or concurrent enrollment.

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 chair.

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.

CHM 295 Independent Research
    In Chemistry I (0-3 to 0-9)   **1-3 hrs.**
Provides experimental exploration of an authentic scientific research topic under the supervision of a faculty member. This laboratory course is designed to teach the principles and practice of modern experimental chemistry. Before registering, students must submit to the Department of Chemistry a contract with the instructor for accomplishing a defined research task. Credit is contingent on the submission of a final report.
Prerequisite: CHM 121 with a grade C or better, prior consultation with instructor, completed contract, and consent of Department Chair.

CHM 296 Independent Research
    In Chemistry II (0-3 to 0-9)   **1-3 hrs.**
Provides additional opportunity for students to do experimental exploration of an authentic scientific research topic under the supervision of a faculty member. The laboratory course is designed to give students more time to work on a research project. Before registering, students must submit to the Department of Chemistry a contract with the instructor for accomplishing a defined research task. Credit is contingent on the submission of a final report..
Prerequisite: CHM 295 with a grade B or better, prior consultation with instructor, completed contract and consent of the Department Chair.

CHM 297 Independent Research
    In Chemistry III (0-3 to 0-9)   **1-3 hrs.**
Provides additional opportunity for students to do experimental exploration of an authentic scientific research topic under the supervision of a faculty member. This laboratory course is designed to give students more time to work on a research project. Before registering, students must submit to the Department of Chemistry a contract with the instructor for accomplishing a defined research task. Credit is contingent on the submission of a final report.
Prerequisite: CHM 296 with a grade B or better, prior consultation with instructor, completed contract, and consent of Department Chair

CIS Computer Information Systems

CIS 100 Computer Fundamentals (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 understand basic computer fundamentals. An overview of application software packages (word processing, spreadsheets, database and presentation programs) is included. This course is not intended for computer information majors and does not include programming.
IAI BUS 902

CIS 101 Introduction to Computer
    Information Systems (2-2)   **3 hrs.**
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.
IAI BUS 902
(NOTE: Transfer students should check with the school they will be transferring to regarding the transferability of this course.)

CIS 103 Computer Information Systems
    Career Exploration (.5-10)   **1 hr.**
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 program 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   106   Computer Logic and
                 Programming Technology (2-2)   3 hrs.**
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 concurrent enrollment and MTH 080 or MTH 087 with a grade of C or better.

CIS   129   Personal Information Management (.5-1)   1 hr.
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 Programming I (3-2)   4 hrs.
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   133   Personal Computer Programming
                 —Assembler Language (3-2)   4 hrs.**
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   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 program coordinator and internship instructor.

CIS   143   Introduction to Database Management (2-2)   3 hrs.
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). Existing relational databases are examined and manipulated, and new relational databases are created.
Prerequisite: Three credit hours selected from CIS 106, CIS 128, CIS 134, CIS 147, or CIS 149 and either CIS 120 of CIS 122 with grades of C or better, or consent of instructor.

CIS   148   Personal Computer Utilities (1-2)   2 hrs.
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   151   Introduction to Telecommunications (3-0)   3 hrs.
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.

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   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 Communications (3-0)   3 hrs.
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   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   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 Graphical User Interfaces (3-2)   4 hrs.
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   196   Advanced C Programming for Graphical User Interfaces (3-2)   4 hrs.
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, sort merges and job control language.
Prerequisite: CIS 110 with a grade of C or better.

CIS   203   Systems Analysis and Design I (3-0)   3 hrs.
Introduces students to the role of the systems analyst and the functions and techniques of business systems analysis and design using the Object-Oriented Systems Analysis and Design approach (OOSAD). OOSAD utilizes a complete set of diagrams that together illustrate the user's needs and define the system requirements. This modeling is then utilized for the development of the detailed analyses and design aspects, stressing methods and tools currently used in industry.
Prerequisite: CIS 143 and prior or concurrent enrollment in CIS 176, CIS 178 or CIS 231 with grades of C or better, or consent of instructor.

CIS   204   Systems Analysis and Design II (3-0)   3 hrs.
Expands on CIS 203 by continuing through the phases of system development and implementation. Includes software engineering, quality assurance, project management basics, and system implementation. May use case studies to demonstrate concepts. Students will carry a project through all phases of development..
Prerequisite: CIS 203 and prior or concurrent enrollment in either CIS 266, CIS 278 or CIS 280 with grades of C or better.

CIS   220   Topics in Computer Information Systems (1-0 to 6-0)   1-6 hrs.
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 pre-registration 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   230   Computer Programmer Internship (1-15)   3 hrs.
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 program coordinator.

CIS   231   Visual Basic Programming II (3-2)   4 hrs.
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   243   Database Administration (2-2)   3 hrs.
Provides students with hands-on experience installing, configuring, maintaining and supporting a currently popular relational database management systems (DBMS). Includes installation, configuration, backup and restore, security, performance monitoring and replication.
Prerequisite: CIS 143 with a grade of C or better, or consent +of instructor.

CIS   244   Database Design and Implementation (2-2)   3 hrs.
Provides students with hands-on experience designing and implementing databases using a currently popular relational database management system (DBMS). Includes logical design, physical design, database creation, data import/export, views, stored procedures, triggers, transactions, performance and security.
Prerequisite: CIS 143 with a grade of C or better, or consent of instructor.

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   278   Java Programming III (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 Programming II (3-2)   4 hrs.
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 231 and either CIS 143 or CIS 152 with grades of C or better, or consent of instructor.

CNA Certified Nursing Assistant

CNA   101   Nursing Assistant Training (4.5-5)   7 hrs.
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.
Prerequisite: Admission into the Certified Nursing Assistant program

CRJ Criminal Justice

CRJ   101   Introduction to Criminal Justice (3-0)   3 hrs
Studies the history, role, development, and constitutional aspects of law enforcement and public safety. Review of agencies and functions involved in processes of administration of criminal justice.
IAI CRJ 901

CRJ   104   Introduction to Corrections (3-0)   3 hrs.
Provides the student with an integrated knowledge about the system through which the criminal offender is processed. Emphasis will be placed upon the philosophical bases of punishment and treatment techniques in institutional community-based programs plus parole programs.
IAI CRJ 911

CRJ   105   Criminal Courts of the U.S. (3-0)   3 hrs.
Provides the student with a broad body of knowledge concerning the court structures of the United States. The course will examine the historical development of the judicial branch of government, the role of the courts in the criminal justice system, levels of courts and roles of persons employed in this unit of the Criminal Justice program.

CRJ   116   Introduction to Forensics (3-0)   3 hrs.
Introduces student to the use of scientific disciplines in crime investigation. Identifies the variety of sources of evidence and the means by which comparative analysis can be made. Introduces student to probability theory. Develops skills in crime scene technology, fingerprinting, photography and recording.

CRJ   201   Criminal Law (3-0)   3 hrs.
Examines local, state and federal criminal law. Topics include a definition of the crimes, their elements, and attendant 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 background of American law, social norms, criminal law, law and force, morals, justice, freedom and custom. An examination of the functions of the executive, legislative and judicial branches of government is made in relationship to law and the administration of criminal justice in present and future societal problems.

CRJ   205   Juvenile 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 Criminology (3-0)   3 hrs.
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 Confinement (3-0)   3 hrs.
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 program 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.

221

CRJ 250 Industrial Security Administration (3-0) 3 hrs.
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 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 system. Students will be assigned to a criminal justice agency in addition to participation in a seminar.
Prerequisite: Sophomore standing and consent of program 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 or MTH 140 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 and/or physical sciences. Intended for the 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 (3-2) 4 hrs.
Provides exposure to techniques for storing and manipulating data. Includes discussion of insertion, deletion, and retrieval algorithms for stacks, queues, deques, linked lists, trees, etc. Emphasizes algorithm analysis as it builds on topics from previous course (CSC 122). Emphasizes mathematics, engineering, science, and computer science applications. Designed as the third of a sequence of courses (CSC 121, CSC 122, CSC 216 and CSC 217) for students majoring in computer science.
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.

CTE Cardiac Technology

CTE 101 Electrocardiography (4-0) 4 hrs.
Provides instruction and practice in the performance and comprehensive interpretation of rhythm and 12 lead ECGs. (Formerly HPI 105)
Prerequisite: HSC 112, BIO 135 or BIO 160 with grades of C or better. Admission into one of the following programs: Cardiac Technology or Diagnostic Cardiac Sonographer, or consent of program coordinator.

CTE 102 ECG Surveillance and Stress Testing (2-2)   3 hrs.
Provides instruction in the performance of ECG surveillance type testing such as telemetry monitoring, holter monitoring, and maximal stress testing. Other types of ECG monitoring are also discussed. The guidelines specific to the performance of each type of testing are discussed and in the laboratory the student is given considerable practice in performing each type of testing using sophisticated ECG surveillance equipment, blood pressure monitoring equipment, and exercise ergometers. (Formerly HPI 101)
Prerequisite: CTE 101 and CTE 104 with grades of C or better.

CTE 103 Cardiac Emergencies (.5-1)   1 hr.
Defines the technician's role in emergency procedures. Provides brief basic overview of current Advanced Cardiac Life Support Procedures. Certifies the student in American Heart Association Healthcare Provider Cardiopulmonary Resuscitation. (Formerly HPI 103)
Prerequisite: Admission into one of the following programs: Cardiac Technology, Diagnostic Cardiac Sonographer or Diagnostic Medical Sonography.

CTE 104 Cardiovascular Principles (3-0)   3 hrs.
Provides students preparing for cardiac diagnostic work with an overview of important cardiovascular principles. Reviews cardiac anatomy, physiology, and pharmacology. Discusses cardiac embryology, cardiac hemodynamic principles, and cardiovascular and cerebrovascular disease. Also provides an overview of clinical cardiology. (Formerly HPI 116)
Prerequisite: BIO 161, HSC 112 and HSC 201 with grades of C or better.
Corequisite: CTE 101.

CTE 105 Cardiac Pathophysiology (3-0)   3 hrs.
Provides an in-depth study of cardiac pathophysiology. All types of cardiac disease are covered. Disease states, etiologies, signs, symptoms, diagnostic findings, associated findings, and treatment options are discussed. (Formerly HPI 106)
Prerequisite: CTE 101 and CTE 104 with grades of C or better.

**CTE 106 Ultrasound Physics and
       Instrumentation (4-0)   4 hrs.**
Instructs students in the ultrasound imaging programs in the principles of ultrasound physics and instrumentation. This course covers the elementary principles of sound and sound propagation, transducers and instrumentation, principles of pulse echo imaging, hemodynamics, Doppler, color flow, color power imaging, artifacts, quality assurance, bioeffects and safety. Research design, professional organizations and continuing medical education are also discussed. (Formerly HPI 113)
Prerequisite: BIO 160 with a grade of C or better. Admission into one of the following programs: Cardiac Technology, Diagnostic Cardiac Sonographer or Diagnostic Medical Sonography.

CTE 107 Diagnostics I (4-0)   4 hrs.
Introduces standard two dimensional, M-mode and color flow imaging, and continuous wave and pulsed wave Doppler didactics. Tomographic anatomy, flow patterns, measurements, and norms are covered. The course teaches the student to systematically interpret, recognize, and quantify basic valvular and wall motion abnormalities through lecture and patient case study review. (Formerly HPI 109)
Prerequisite: BIO 161, CTE 106, HSC 104, HSC 105 and HSC 213 with grades of C or better.
Corequisite: CTE 101, CTE 104 and CTE 109.

CTE 108 Diagnostics II (4-0)   4 hrs.
Instructs the student, through lecture and patient case study review, on how to recognize and interrogate not only valvular and wall motion abnormalities but a comprehensive list of those pathologies diagnosed via echo. Advanced imaging topics are also introduced and include: interventional echo, stress and pharmacological echo, harmonics and contrast echo, transesophageal echo, intravascular echo, and three dimensional echo. (Formerly HPI 110)
Prerequisite: CTE 101, CTE 104, CTE 107 and CTE 109 with grades of C or better.
Corequisite: CTE 110 and CTE 120.

CTE 109 Laboratory Techniques I (1.5-3)   3 hrs.
Instructs the student, through an extensive instructional laboratory experience, on how to perform a basic echocardiogram including two dimensional, M-mode, and color flow imaging on an adult subject using current ultrasound equipment. Pulsed wave and continuous wave Doppler are briefly introduced. The students are also taught the professional skills deemed necessary to work in a clinical ultrasound environment. (Formerly HPI 117)
Corequisite: CTE 107.

CTE 110 Laboratory Techniques II (1.5-3)   3 hrs.
Develops, through an extensive instructional laboratory experience, the student's ability to perform a complete echocardiogram including two dimensional, M-mode, and color flow imaging, and pulsed wave and continuous wave Doppler on adult subjects using current ultrasound equipment. The student is taught Doppler measurements and imaging protocols suitable for the interrogation of cardiac pathologies diagnosed by echo. Advanced modalities are introduced such as stress, contrast, three dimensional imaging, and digital echo. The student continues to groom professional skills deemed necessary to work in a clinical ultrasound environment. (Formerly HPI 118)
Corequisite: CTE 108 and CTE 120.

CTE 112 Laboratory Techniques III (0-2)   1 hr.
Provides the student with an opportunity to practice and expand upon clinical skills taught in previous laboratory classes. This course is not required for graduation or certificate completion. Pass/fail grade.
Prerequisite: CTE 102 with grade of C or better.

**CTE 120 Introduction to the Cardiac
       Technology Internship (1-2.5)   1.5 hrs.**
Prepares students for the cardiac technology internship by detailing the role of the cardiac sonographer in the hospital setting. Special hospital procedures and considerations will be presented. Essential non imaging clinical skills will be reviewed and practiced. An overview of clinical sites will be presented in a 40 hour hospital observational experience.
Corequisite: CTE 108 and CTE 110.

CTE 130 Cardiac Technology Internship (0-20)   4 hrs.
Provides students with practical experience in performing cardiac diagnostic procedures (mainly adult echocardiograms) in a hospital or other clinical diagnostic setting. (Formerly HPI 107) (Formerly CTE 111)
Prerequisite: CTE 108, CTE 110 and CTE 120 with grades of C or better.

CTE   200   Pediatric Echocardiography (4-0)   **4 hrs.**
Introduces pediatric echocardiograph: Two-dimensional, M-Mode, color flow imaging, and pulsed and continuous wave Doppler interrogation of acquired and congenital heart disease. Tomographic anatomy, embryology, and fetal and neonatal circulation, anatomy and physiology are covered. This course teaches the student to systematically interpret, recognize and quantify pediatric cardiac anatomy, both normal and abnormal through lecture and case study review.
Prerequisite: Admission into the Pediatric Echocardiography program.
Corequisite: CTE 201 and CTE 202.

**CTE   201   Pediatric Echocardiography
                        Techniques (1.5-3)**   **3 hrs.**
Instructs the student, through an extensive instructional laboratory experience, on how to perform a basic pediatric echocardiogram including two dimensional, M-mode, and color flow imaging on a pediatric subject using current ultrasound equipment. Pulsed wave and continuous wave Doppler are used with instrumentation adjustment settings specific to pediatric scanning.
Prerequisite: Admission into the Pediatric Echocardiography program.
Corequisite: CTE 200 and CTE 202.

**CTE   202   Pediatric Echocardiography
                        Clinical (.5-5)**   **1.5 hrs.**
Provides students with practical experience in performing pediatric echocardiograms in a hospital or other clinical diagnostic setting. Weekly conference will allow the instructor and students to share and discuss clinical experiences.
Prerequisite: Admission into the Pediatric Echocardiography program.
Corequisite: CTE 200 and CTE 201.

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: Admission into the Dental Hygiene program, BIO 160 and CHM 100 with grades of C or better.

DHY   101   Clinical Dental Hygiene I (2-9)   **5 hrs.**
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: Admission into the Dental Hygiene program, BIO 130 and DIT 101 with grades of C or better.

DHY   111   Dental Radiology (2-3)   **3 hrs.**
Provides theory in radiation physics, safety and the biological effects of ionizing radiation. Intra-oral exposure techniques, darkroom procedures and film interpretation are emphasized in the laboratory. Practical experience provided on manikins and selected patients.
Prerequisite: Consent of program coordinator.

**DHY   119   Oral Health Management of Special Needs
                        Populations (2-0)**   **2 hrs.**
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 Hygiene II (0-6)   **2 hrs.**
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 Anatomy (3-0)   **3 hrs.**
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: Admission into the Dental Hygiene program, BIO 160 and CHM 100 with grades of C or better.

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: Admission into the Dental Hygiene program, BIO 160 and CHM 100 with grades of C or better.

DHY 190 General and Oral Pathology (2-0) **2 hrs.**
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 and Practice Management (2-0) **2 hrs.**
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 Hygiene III (1-12) **5 hrs.**
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 Hygiene IV (1-12) **5 hrs.**
Continues DHY 250.
Prerequisite: DHY 250 with a grade of C or better, or consent of coordinator.

DHY 269 Science of Dental Materials (1-0) **1 hr.**
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 Techniques (0-2) **1 hr.**
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 101 Fundamentals of Nutrition (3-0) **3 hrs.**
Introduces the science of nutrition and its relationship to health and disease. Nutrients found in foods, their digestion, absorption and metabolization in the body; cultural, socioeconomic, and psychological influences on food selection; and application of these concepts to promote good nutritional health and prevent disease will be covered.
IAI L1 904

DIT 102 Medical Nutrition Therapy (3-0) **3 hrs.**
Studies the nutritional care of clients with chronic and acute disease conditions.
Prerequisite: DIT 101 with a grade of C or better.

DIT 110 Principles of Food Preparation (2-2) **3 hrs.**
Introduces the scientific principles of food preparation. Emphasis is placed on food selection and basic food preparation practices. Laboratory experience includes application of these principles, sensory evaluation and recipe modification.

DIT 150 Dietetic Clinical Laboratory I (1-12) **5 hrs.**
Offers student assigned clinical laboratory experience in approved health care and community agencies. Emphasis will be placed on development of skills required of the dietary manager.
Prerequisite: HSC 105 and prior or concurrent enrollment in DIT 102, DIT 220 with grades of C or better.

DIT 200 Dietetic Clinical Laboratory II (1-12) **5 hrs.**
Offers student assigned clinical laboratory experience in approved health care and community agencies. Emphasis will be placed on the nutrition care planning process.
Prerequisite: BIO 135, BIO 136, DIT 150 and HSC 112 with grades of C or better.

DIT 201 Community Nutrition (3-0) **3 hrs.**
Studies federal, state and local programs which assist the community in meeting the nutrition needs of its population. Introduces the principles of population assessment, program planning, implementation and evaluation. Emphasis will be placed on developing appropriate nutrition educatio0n strategies, techniques and materials for culturally and economically diverse populations.
Prerequisite: DIT 102 with a grade of C or better.

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: BIO 135, BIO 136, DIT 102 and DIT 150 with grades C or better.

225

DIT   203   Profession of Dietetics (1-0)   **1 hr.**
Covers issues related to the dietetics profession including standards of practice, ethics, credentialing and development of a professional portfolio. Preparation for the workplace is also discussed..
Prerequisite: DIT 150 with a grade of C or better.

DIT   205   World Cultures and Food (3-0)   **3 hrs.**
Examines the uniqueness of food patterns from around the world as shaped by geographic, historical, socioeconomic and religious factors. Explores how food can be a bridge to understanding multiculturalism through the preparation of traditional recipes in the laboratory setting.

DIT   220   Food Systems Administration (3-0)   **3 hrs.**
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: FSM 114 with a grade of C or better.

DIT   250   Dietetic Clinical Laboratory III (1-6)   **3 hrs.**
Offers student assigned clinical laboratory experience in approved health care and community agencies. Opportunity to reach entry-level competence under supervision of a registered dietitian will be provided..
Prerequisite: DIT 200 with a grade of C or better.

DIV Diversity

DIV   101   Exploring Diversity in the U.S. (2-2)   **3 hrs.**
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 analyse 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.

DMS Diagnostic Medical Sonography

DMS   202   Introduction to Ultrasound (.5-1)   **1 hr.**
Provides the student with an introduction to diagnostic medical sonography. Students will cover topics to include origin of ultrasound, roles of student sonographers, and medico-legal aspects of sonography. Introduces use and care of equipment, as well as common procedures and protocols performed in the ultrasound department. Allows the student to get comfortable by handling the ultrasound transducers prior to entering into their clinical rotations. Patient-Sonographer interactions related to medical techniques and patient care will be covered. Patient and sonographer related safety issues will be discussed. An overview of critical thinking skills and communication will also be covered.
Prerequisite: BIO 160, BIO 161, CTE 106 with grades of C or better and admission into a Diagnostic Medical Sonography. program.
Corequisite: CTE 103.

**DMS   204   Essentials of Abdominal and
            Small Parts Sonography I (5-0)**   **5 hrs.**
Investigates abdominal anatomy in the transverse, longitudinal, and coronal planes. Covers the normal and pathological sonographic appearances of abdominal structures related to sonography. Also includes normal variants, congenital anomalies, in depth coverage of specific organ physiology, related laboratory tests and scanning protocols.
Prerequisite: DMS 202, HSC 104, HSC 105, HSC 107, HSC 112, HSC 201, HSC 212 with grades of C or better.
Corequisite: DMS 205, DMS 206 and DMS 207.

**DMS   205   Essentials of Obstetrical and
            Gynecological Ultrasound I (3-0)**   **3 hrs.**
Investigates female pelvis anatomy in the transverse, longitudinal, and coronal planes. Covers the normal and pathological sonographic appearances of the female pelvis. Also includes normal variants, congenital anomalies, review of physiology, related laboratory tests and scanning protocols. Clinical applications and sonographic protocol ad procedures are discussed. Embryogenesis and the reproductive cycle are introduced. A brief introduction of Ectopic pregnancy will also be discussed.
Corequisite: DMS 204, DMS 206 and DMS 207.

DMS   206   Ultrasound Practicum I (0-4)   **2 hrs.**
Introduces, through supervised lab instruction and patient film critique, the processes that go into obtaining and interpreting sonographic images. Focuses on sonographic terminology, image quality factors, scanning protocols and techniques, and the normal/ pathological sonographic appearances of abdominal, and gynecology structures. Discusses abnormal sonographic images and correlation of clinical data to develop diagnostic criteria.
Corequisite: DMS 204, DMS 205 and DMS 207.

DMS   207   Sonography Clinical Education I (0-20)   **4 hrs.**
Provides the student a hospital based clinical experience under the supervision of faculty, sonography staff and a clinical instructor. Emphasis is placed on how to take complete patient histories. Sonography of the abdomen, female pelvis are the major areas of focus. Provides the student with exposure to a wide variety of general and vascular studies which will be covered in later coursework.
Corequisite: DMS 204, DMS 205 and DMS 206.

**DMS   208   Essentials of Abdominal and
            Small Parts Sonography II (4-0)**   **4 hrs.**
Covers the normal and pathological sonographic appearances of additional abdominal structures including urinary bladder, spleen, adrenals, lymphatics and appendix. Includes review of the normal pediatric abdomen and associated pathology. Small parts scanning is emphasized and includes the thyroid, parathyroid, breast, prostate, scrotum and superficial structures. Invasive procedures are covered as well as an introduction to neonatal sonography. Also includes normal variants, congenital anomalies, review of physiology, related laboratory tests and scanning procedures.
Prerequisite: DMS 207 with a grade of C or better.
Corequisite: DMS 209, DMS 210 and DMS 211.

DMS 209 Ultrasound Practicum II (0-4)   **2 hrs.**
Continues to develop, through supervised lab instruction and patient film critique, the student's ability to obtain and interpret sonographic images. Focuses on sonographic terminology, image quality factors, scanning protocols and techniques, and normal/pathological sonographic appearances of abdominal/small parts, obstetrics, vascular structures and specialty procedures. More emphasis is place on quality color Doppler images, especially venous duplex exams. Discusses abnormal sonographic images and correlation of clinical data to develop diagnostic criteria. Integrates clinical history and sonographic images in the interpretation of vascular imaging and Doppler data.
Corequisite: DMS 208, DMS 210 and DMS 211.

DMS 210 Essentials of Obstetrical and Gynecological Ultrasound II (3-0)   **3 hrs.**
Emphasizes imaging of the first, second, and third trimester of pregnancy. Topics covered include the normal structural survey, fetal measurements, complications of pregnancy, and fetal anomalies. Fertility studies including invasive procedures ad biophysical profiles are introduced.
Corequisite: DMS 208, DMS 209 and DMS 211.

DMS 211 Sonography Clinical Education II (0-25)   **5 hrs.**
Continues the student's hospital based clinical experience under the supervision of faculty, sonography staff and a clinical instructor. Emphasis is now placed on first, second and third trimester obstetrical exams. Continues to provide practice in the clinical application of abdominal and small parts sonography. Effective communication, operation of equipment, patient care and technical skills development receive special attention. Introduces the student to venous duplex sonography.
Corequisite: DMS 208, DMS 209 and DMS 210.

DMS 214 Sonography Clinical Education III (0-12.5) **2 .5 hrs.**
Continues the student's hospital based clinical experience under the supervision of faculty, sonography staff and a clinical instructor. Emphasis is now placed on student to function more at the level of an entry level sonographer with minimal supervision. Continues to provide practice in the clinical applications of general diagnostic medical sonography. In addition, allows the student to develop scanning skills in vascular sonography and invasive ultrasound procedures.
Prerequisite: DMS 208, DMS 209, DMS 210, and DMS 211 with grades of C or better.

DMS 220 Vascular Principles and Instrumentation (1-0)   **1 hr.**
Provides students preparing for work as vascular sonographers with an overview of important vascular hemodynamic principles. Ultrasound physics and instrumentation specific to vascular imaging are also covered.
Prerequisite: Admission into the Vascular Technology program.

DMS 222 Essentials of Vascular Sonography (4-0)   **4 hrs.**
Instructs the student in essential aspects of vascular sonography including carotid, peripheral arterial and peripheral venous exams. Associated anatomy, hemodynamics, and common pathologies diagnosed by vascular sonography are covered. The student is taught to evaluate abnormalities of the carotid, peripheral arterial and venous circulations through lecture and case study review. (Formerly DMS 212)
Prerequisite: DMS 220 with a grade of C or better.
Corequisite: DMS 223 and DMS 230.

DMS 223 Art of Vascular Sonography (1-2)   **2 hrs.**
Instructs the student, through a supervised laboratory experience, on how to perform common vascular sonographic examinations using B mode, color flow, and Doppler modalities on current ultrasound equipment. Carotid, peripheral arterial, peripheral venous sonographic examinations are covered. Non-imaging physiological arterial examination technique are also presented. (Formerly DMS 213).
Corequisite: DMS 222 and DMS 230.

DMS 225 Abdominal Vascular Sonography (2-2)   **3 hrs.**
Instruct s the student in special vascular sonography procedures focusing on abdominal vascular protocols. Associated anatomy, hemodynamics, and common pathologies diagnosed by vascular sonography are covered. Applicable imaging techniques are taught in a small group supervised laboratory setting.
Prerequisite: DMS 220, DMS 223 and DMS 230 with grades of C or better, or consent of instructor.

DMS 225 Vascular Sonography Clinical (.5-5)   **1.5 hrs.**
Provides students with practical experience in performing vascular ultrasound procedures in a hospital or other clinical diagnostic setting. Sonography of the carotid, peripheral venous and arterial vasculature will be the major area of focus. Weekly conference will allow the instructor and students to share and discuss clinical experiences.
Corequisite: DMS 222 and DMS 223.

ECE Early Childhood Education

ECE 101 Introduction to Early Childhood Education (3-0)   **3 hrs.**
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 a study of human development from conception through adolescence. Includes research methods and developmental theories. Address all major areas of development (physical, social, emotional and cognitive) and the interaction among these areas. Examines theories of Piaget, Erikson, Vygotsky, Skinner, Gardner and others. Explores child development in the context of gender, family, culture, and society. Emphasis is on the implication of early childhood professional practice.
IAI ECE 912, IAI EDU 902, 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 of the Young Child (3-0) 3 hrs.
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 Childhood Curriculum (3-0) 3 hrs.
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.
Prerequisite: ECE 102 with a grade of C or better.

ECE 120 Introduction to Special Education for Paraprofessionals (3-0) 3 hrs.
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 Special Education Setting (3-0) 3 hrs.
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 Management (1-0) 1 hr.
Provides guidelines and responsibilities in providing home day care for infants and young children.

ECE 143 Safety for the Young Child (1-0) 1 hr.
Focuses on safety for the young child in group settings.

ECE 144 Nutrition for the Young Child (1-0) 1 hr.
Focuses on nutrition for the young child in group settings.

ECE 146 Programming for School Age Care (1-0) 1 hr.
Relates theory and practice of school age programming. Emphasizes daily program planning, implication and assessment.

ECE 149 Topics in Early Childhood Education (1-0 to 3-0) 1-3 hrs.
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 and Children (1-0) 1 hr.
Establishes parent relationships through effective listening, speaking, writing. Develops communication skills in relation to children and co-workers.

ECE 152 Principles of Child Growth and Development, Birth-5 (1-0) 1 hr.
Discusses principles of child growth and development from birth through age five. Emphasis on developmental milestones and cultural influences.

ECE 153 Guiding Children and Managing the Classroom (1-0) 1 hr.
Provides methods of guiding children's behavior, encouraging pro-social behavior and dealing with common problems. Emphasis on principles and skills in classroom management.

ECE 154 Activities and Resources for Young Children I (1-0) 1 hr.
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 for Young Children II (1-0) 1 hr.
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 Activities for the Young Child (3-0) 3 hrs.
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 Young Children (2-2) 3 hrs.
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.

ECE 219 Students with Disabilities in School (3-0) 3 hrs.
Presents the historical, philosophical and legal foundations of special education, as well as an overview of the characteristics of individuals with disabilities, the programs that serve them under the Individuals with Disabilities Education Act, and the diversity of the populations of individuals with disabilities. There is a mandatory thirty (30) hour clinical component in this course; therefore, the student must pass a criminal background check for successful completion of this course. IAI ECE 913
Prerequisite: ECE 102 with a grade of C or better, or consent of instructor.

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 102 with a grade 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 102 and ECE 115 with grades of C or better, or consent of program 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 program 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: ECE 101, ECE 102, ECE 115, ECE 209, ECE 210, ECE 226 and ENG 101 with grades of C or better, or consent of instructor.

ECE 292 Early Childhood Practicum II (1-10)   **3 hrs.**
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, and consent of instructor.

ECE 293 Early Childhood Director Practicum (1-10)   **3 hrs.**
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 program coordinator.

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 Economics (3-0)   **3 hrs.**
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 introduction to teaching as a profession in the American education system. Offers a variety of perspectives on education including historical, philosophical, social, legal, and ethical issues in a diverse society. Includes organizational structure and school governance. There is a mandatory 15 hour clinical component in this course, therefore, the student must pass a criminal background check for successful completion of this course
IAI EDU 901, IAI EED 901, IAI SED 901, IAI SPE 911

EDU 202 Pre-Student Teaching Clinical
**   Experience (0-2)   2 hrs.**
Provides an in-depth study of classroom practices in the subject and age category that each student is training to teach. Students will complete the clinical component of this course by observing classrooms in their area of interest and will attend a seminar once weekly to discuss their experience, therefore, the student must pass a criminal background check for successful completion of this course.
IAI EED 904, IAI SED 905, IAI SPE 914

EDU 211 Educational Psychology (3-0)   3 hrs.
Examines psychological principles underlying educational practice. Theories concerning cognitive and psychological development, human learning, and motivation are studied with emphasis on application for instruction, including assessment. Emphasis will also be placed on learner-centered instruction and diversity. There is a clinical component in this course, therefore, the student must pass a criminal background check for successful completion of this course.
IAI EDU 903, AI SED 902
Prerequisite: PSY 101 or consent of instructor.

EDU 230 Introduction to Language Arts in
**   Elementary/Middle School Teaching (3-0)   3 hrs.**
Examines the foundations of effective practices in supporting student progress toward both fluent and strategic reading and writing. Provides an introduction to the theory and practices of language arts education for students who are interested in becoming teachers. Focuses on construction of meaning from print, the relationship between reading and writing, and the principles of classroom assessment. Provides and introduction to the Illinois Learning Standards for English Language Arts.

EDU 250 Introduction to Technology
**   in Education (2-2)   3 hrs.**
Introduces educators to the knowledge and skills required to demonstrate their proficiency in the current technology standards. The course focuses on both knowledge and performance, and includes hands-on technology activities.
Prerequisite: Keyboarding, basic skill word processing, spreadsheet, and database programs, or consent of instructor.
IAI EDU 904

EDU 290 Topics in Education (.5-0 to 3-0)   .5-3 hrs.
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 Engineering (1-1)   1 hr.
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 Graphics I (CAD) (2-5)   4 hrs.
Introduces engineering graphics and design. Includes drafting, dimensioning, tolerancing, fasteners and descriptive geometry. Engineering graphics topics include multi-view orthographic representations, principal auxiliary views, section view and production drawings. Laboratory work is supported by three-dimensional CAD utilizing solid modeling techniques.
IAI EGR 941
Prerequisite: MTH 070 (or equivalent) with a grade of C or better or Geometry placement test, or consent of instructor.

EGR 121 Engineering Graphics II (CAD) (2-5)   3 hrs.
Covers the analysis of common geometric entities emphasizing planes, surfaces and geometric features contained in typical engineered products. Includes intersections and developments, surface modeling, solid modeling including both features and assemblies, and three-dimensional annotation techniques. Laboratory is supported by commercial CAD software utilizing solid modeling and surfacing techniques.
Prerequisite: EGR 120 with a grade of C or better, or consent of instructor.

EGR 210 Analytical Mechanics (Statics) (3-0)   3 hrs.
Emphasis analysis of force systems using vectors. Topics include particle statics, general principles and force vectors, rigid body equilibrium, moments of inertia, distributed forces and centroids, analysis of structures, virtual work and friction.
IAI EGR 942
Prerequisite: MTH 200 with a grade of C or better, or consent of instructor.

EGR 211 Analytical Mechanics (Dynamics) (3-0)   3 hrs.
Emphasis dynamic analysis of rigid bodies. Topics include particle kinematics (rectilinear and curvilinear), Newton's laws, energy, work and momentum methods, planar dynamics and rigid bodies, rigid body kinematics, impulse and momentum, and vibrations.
IAI EGR 943
Prerequisite: EGR 210 and PHY 201 with a grade of C or better.

EGR 212 Mechanics of Solids (3-0)   3 hrs.
Covers elastic and inelastic relationships involving deformable bodies. Topics include concepts of stress and strain, material properties (elastic and plastic), torsion, shear stresses and deformations, thermal stresses, thin-walled pressure vessels, pure bending, stresses and strains, transverse loading of beams, shear stress and combined loading, transformation of stress and strain (Mohr's Circle), design of beams and shafts for strength, sheer and moments diagrams, deflection of beams, energy methods, and columns.
IAI EGR 945
Prerequisite: EGR 210 with a grade of C or better.

EGR 240 Thermodynamics (3-0)   3 hrs.
Introduces classical thermodynamics. Topics include basic concepts and definitions, the zeroth law of thermodynamics, the first and second laws of thermodynamics, ideal and real gas behaviors, control-volume energy analysis, entropy, non-reactive ideal gas mixtures and psychrometrics and cycles.
IAI EGR 946
Prerequisite: MTH 202 and PHY 202 with grades of C or better.

EGR 260 Introduction to Circuit Analysis (4-0) **4 hrs.**
Introduces analysis electric circuits, electrical components, and networks. Topics include concepts of electricity and magnetism, circuit variables (units, voltage, inductance, power and energy), circuit elements (R, L, C and operational amplifiers), simple resistive circuits, circuit analysis (node-voltage, mesh-current, equivalent and superposition), transient analysis, and sinusodial steady state (analysis and power).
IAI EGR 931L
Prerequisite: MTH 202 and PHY 202 with a grade of C or better.

EGR 262 Electrical Circuits Laboratory (1-2) **2 hrs.**
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 basic 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 Systems (3-2) **4 hrs.**
Introduces computer engineering. Topics include representation of information, binary systems, Boolean algebra, switching circuits, combinational switching circuits, and sequential switching circuits, macro-circuits, and wired and stored program processor concepts.
IAI EGR 932L
Prerequisite: PHY 202 with a grade of C or better.

EIT E-Learning Instructional Technology

EIT 200 E-Learning Tools and Technology (2-2) **3 hrs.**
Provides the student with a foundation in the tools and technologies used to develop and support e-learning in business and education environments.
Prerequisite: CIS 100 or CIS 101 with a grade of C or better.

EIT 220 E-Learning Instructional Systems Design (2-2) **3 hrs.**
Provides the student with a foundation in instructional design principles utilized to create e-learning content for adult learners.
Prerequisite: EIT 200 with a grade of C or better.

EIT 250 E-Learning Web Development (2-2) **3 hrs.**
Continues the study of e-learning and instructional design as students build instructional modules for the web. Emphasizes design, presentation, and interactivity to create engaging e-learning experiences for adult learners.
Prerequisite: EIT 220, WEB 150 and WEB 180 with grades of C or better.

EIT 280 E-Learning Development and Management (2-2) **3 hrs.**
Applies and integrates instructional design skills from previous e-learning courses. E-learning and instructional technology management issues and system development life cycle methodologies are discussed and practiced.
Prerequisite: EIT 250 with a grade of C or better.

ELT Electronics Engineering Technology

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 110 Introductory Electronics (3-3) **4 hrs.**
Introduces fundamentals of electricity and magnetism. Covers basic electrical laws and principles. Presents electrical quantities, units, symbols and notation. Examines foundational electronic materials and components. Presents elementary DC (direct current) and AC (alternating current) network analysis, key semiconductor devices, and simple analog and digital circuits. Also covers electrical safety considerations, laboratory instrumentation and test and measurement techniques.

ELT 111 Semiconductor Devices and Circuits (1-2) **2 hrs.**
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 120 Introductory Industrial Electronics Maintenance (1-2) **2 hrs.**
Introduces students to the fundamentals of industrial electronics maintenance. Provides an overview of the various technologies encountered in the field as they relate to industrial electronic control of buildings and facilities. This includes basic electrical and electromechanical components and machinery, motors and controls, electrical and electronic interfaces, and electronic controllers. Also covers fluid power and piping systems. Emphasis is placed on safety, installation and preventative maintenance. Use of tools, test instrumentation and the importance of record keeping will be discussed.

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.

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.

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.

ELT 140 Programmable Logic Controllers (1-2) **2 hrs.**
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.

ELT 142 Electrical Wiring (1-2) **2 hrs.**
Introduces students to wiring topics as they relate to the residential electrical service. A safety review followed by terminology, principles, and test and measurement equipment use associated with residential alternating current (AC) power are examined. Emphasis is placed on the practical application, operation, installation and maintenance of low voltage control systems and single-phase AC power equipment and systems. Select portions of the National Electric Code are studied.

ELT 143 Advanced Electrical Wiring (1-2) **2 hrs.**
Introduces students to advanced wiring topics as they relate to the commercial electrical service. A safety review followed by terminology, principles, and test and measurement equipment use associated with commercial alternating current (AC) power are examined. Emphasis is placed on the practical application, operation, installation and maintenance of low voltage control systems and single-phase AC power equipment and systems. Select portions of the National Electric Code are studied.

ELT 144 AC and DC Motors (1-2) **2 hrs.**
Introduces students to fractional horsepower motors for residential and commercial applications. A safety review followed by terminology, principles, and test measurement equipment use associated with motors and motor controls are examined. Emphasis is placed on the practical application, operation, installation and maintenance of direct current (DC) motors and controls, and single three-phase alternating current (AC) motors and controls.

ELT 145 Variable Frequency Drives (1-2) **2 hrs.**
Introduces students to variable frequency drives (VFD's) as they pertain to residential and commercial motor control applications. A safety review followed by terminology, principles, test and measurement equipment use associated with VFD's and typical applications are examined. Emphasis is placed on the practical application, operation, installation and maintenance of VFD's.

ELT 146 Industrial Motor Controls (1-2) **2 hrs.**
Introduces students to industrial motor controls. Reviews solid state (or semiconductor) types and operation. Examines industrial solid state devices, motor starters, and pilot devices, control circuitry for direct current (DC) and alternating current (AC) motors, motor drives, and solid state motor controllers. A safety review followed by terminology, principles, and rest instrumentation use associated with these topics is also discussed. Emphasis is placed on practical application, operation, installation and maintenance.
Prerequisite: ELT 110 with a grade of C or better, or consent of instructor.

ELT 161 Industrial Control Applications (2-2) **3 hrs.**
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.

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.**
Introduces students to communications systems. The historical, technical and commercialization aspects of key technologies and inventions from the onset of early communications equipment to contemporary telecommunications systems are discussed. Covers systems, equipment, and radiating systems and radiation. Topical areas in these segments include wireline and wireless systems, modulation and demodulation, receivers, transmitters and transceivers, transmission lines, antennas, matching networks and wave propagation. Emphasizes system applications operation and analysis.
Prerequisite: ELT 110 with a grade of C or better, or consent of instructor.

ELT 208 Advanced Communications Systems (3-3) **4 hrs.**
Focuses on the equipment aspects of wireless communication systems. Covers receiving and transmitting equipment, and radiating systems. Topical areas in these segments include super heterodyne receivers, transmitters and transceivers, analog vs. digital platforms, and software defined radios. Radiating systems involving transmission lines, antennas, matching networks and tower structures are also covered. Emphasizes equipment applications, operation and analysis.
Prerequisite: ELT 207 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 Microcomputers (3-3) **4 hrs.**
Examines basic microprocessor and microcomputer applications, operation and analysis.
Prerequisite: ELT 203 with a grade of C or better, or consent of instructor.

ELT 281 Topics in Electronics Engineering Technology (1-0 to 3-0) **1-3 hrs.**
Examines selected problems or topics in electronics engineering technology. The specific course content and instructional methodology will vary from semester to semester depending on the material presented. A syllabus containing specific topics will be available with pre-registration materials each time the course is offered. This course may be repeated to a maximum of three credit hours.
Prerequisite: Consent of instructor.

EMS Emergency Medical Services

EMS 110 Emergency Medical Technician Training (4-6) 7 hrs.
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.
Prerequisite: Admission into either the Emergency Medical Services program or the Paramedic program.

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. (NOTE: Student must submit documentation of: (1) valid Illinois driver's license, (2) EMT Basic certification, including Cardiopulmonary Resuscitation (CPR), (3) EMT-B/I work experience of six months, (4) field experience agreement.)
Prerequisite: EMS 110 with a grade of C or better and admission into the Paramedic program.

EMS 211 Paramedic II—Medical Emergencies I (5-2) 6 hrs.
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.

EMS 212 Paramedic II—Medical Emergencies II (5-8) 6 hrs.
Presents acute and chronic disorders of the endocrine, gastrointestinal, genitourinary, neurological, and hematopoietic 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.

EMS 213 Paramedic III—Trauma Emergencies and Special Clients (2-11) 3 hrs.
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.

EMS 214 Paramedic—Hospital Internship (0-13) 2 hrs.
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 210 with a grade of C or better.

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 P.

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 P.

ENG English

ENG 080 Writing Skills I—Deaf/Hard-of-Hearing (4-0) 4 hrs.
Introduces grammar consistent with deaf and hard-of-hearing students' distinct learning needs. Verb tense agreement, article and proposition usage, grammar in context and other problems common to deaf/hard-of-hearing students will be emphasized. Strategies to self-correct and fully develop sentence and paragraph structure will be central to this course. Practical applications of writing skills will be stresses through the use of vocational related materials. Carries no transfer credit.

ENG 085 Writing Skills II –Deaf/Hard-of-Hearing (4-0) 4 hrs.
Continues the development of writing skills from ENG 080. Writing strategies and paragraph development will be emphasized. Grammar topics introduced in ENG 080 will be reviewed and more complex grammar introduced. American Sign Language (ASL) will be used in the classroom to improve the students' contextual and linguistic understanding. Practical applications of writing skills will be stressed. Carries no transfer credit.
Prerequisite: English 080 with a grade of C or better.

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 Writing (3-0) **3 hrs.**
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 and Style (3-0) **3 hrs.**
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.

ENG 221 Writing Fiction (3-0) **3 hrs.**
Explores the art and craft of fiction-writing in depth. Students will examine the writing process in terms of story form, structure, pacing, writing vividly, using varied sentence patterns, building characterization, creating appropriate settings in time and place, using various points of view, developing themes, exploiting style and various poetic devices in prose, and practicing the crucial step of revision. Students will participate in peer workshops.
IAI EGL 921

ENG 222 Writing Poetry (3-0) **3 hrs.**
Provides language-interested students with practice in writing fixed-form poetry (English and Italian sonnets, villanelles, and more) and free-form poetry. Includes a detailed introduction to the rhythms of poetry in English, including stress patterns (iambic, trochee, anapest, etc.) and patterns of line length (trimester, tetrameter, pentameter, etc.). Asks students to read diverse models of quality poetry in its various forms. Encourages each student through drafting and revision to develop a uniquely personal writing voice and style and to learn to express him/herself and evaluate the world at large—whether in tightly structured stanzas or in free-verse narratives—in genuinely imaginative ways.
IAI EGL 922

ESL English as a Second Language

ESL 005 Topics in English as a Second
Language/Low Intermediate (.5-0 to 4-0) **.5-4 hrs.**
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 006 ESL: Guided Language
Laboratory Instruction (0-2) **1 hr.**
Develops English skills for beginning to advanced students of English as a Second Language. Following consultation with the instructor, students work independently in the language laboratory on the skills of their choice and at the recommended level of proficiency. The instructor provides further support via in-person meetings, telephone or e-mail. Carries no transfer credit.
Prerequisite: Consent of instructor

ESL 007 Topics in English as a Second
Language/High Intermediate (.5-0 to 4-0) **.5-4 hrs.**
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   008   ESL: Grammar Review I (2-0)   **2 hrs.**
Focuses on verb tenses, nouns, and determiners for low intermediate students of English as a Second Language. Reviews the form and function of the grammatical patterns. Includes practice in recognizing and accurately producing the patterns, with focus on listening and speaking.
Prerequisite: Placement test or ESL 020, ESL 026, ESL 030,or ESL 034 with a grade of C or better.

ESL   009   ESL: Grammar Review II (2-0)   **2 hrs.**
Focuses on verb tenses and modals and related structures for intermediate students of English as a Second Language. Reviews the form and function of the grammatical patterns. Includes practice in recognizing and accurately producing the patterns in spoken and written form.
Prerequisite: Placement test or ESL 040, ESL 044, ESL 046, ESL 050, ESL 056 or ESL 063 with a grade of C or better.

ESL   010   ESL: Core Language Skills I (1-0 to 6-0)   1-6 hrs.
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 Speaking I (1-0)   1 hr.
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 Skills II (1-0 to 6-0)   1-6 hrs.
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 Writing I (4-0)   4 hrs.
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 Speaking II (1-0)   1 hr.
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. Emphasizes listening comprehension and speaking ability. Carries no transfer credit.
Prerequisite: Placement test or ESL 010 or ESL 020 with a grade of C or better.

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 Skills III (1-0 to 6-0)   1-6 hrs.
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, ESL 030, ESL 040 or ESL 046 with a grade of C or better.

ESL   035   ESL: Listening and Speaking III (1-0)   1 hr.
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 020 or ESL 028 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 Skills IV (1-0 to 6-0)   1-6 hrs.
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 026 and ESL034] or ESL 030, ESL 044 or ESL 046 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 and ESL030, ESL 040, ESL 046, ESL 050 or ESL 053 with a grade of C or better.

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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 Speaking IV (1-0)   **1 hr.**
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, 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,, ESL 030, ESL 034 or ESL 040 with a grade of C or better.

ESL 050 ESL: Core Languages Skills V (1-0 to 6-0)   **1-6 hrs.**
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 045 or ESL 046] ESL 040 or ESL 053 or ESL 063 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 050 or ESL 056] and ESL 044 or ESL 063] or ESL 067 with grades of C or better.

ESL 055 ESL: Listening and Speaking V (1-0)   **1 hr.**
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 040 and ESL 044] or ESL 046, ESL 050, ESL 057 or ESL 063 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, ESL 060, ESL 076 or ESL 096] and [ESL 044, ESL 063 or ESL 067] or ESL 074 with grades of C or better.

ESL 058 ESL: Spelling Strategies (2-0)   **2 hrs.**
Focuses on the spelling system of American English for intermediate 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 work processing word processing programs. Carries no transfer credit.
Prerequisite: Placement test or ESL 030, ESL 034, ESL 040, ESL 044 or ESL 046 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 Skills VI (1-0 to 6-0)   **1-6 hrs.**
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, ESL 056, ESL 057, ESL 067, ESL 073, ESL 074, ESL 076 or ESL 096 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, ESL 056 or ESL 060 with a grade of C or better.

ESL 065 ESL: Listening and Speaking VI (1-0)   **1 hr.**
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 or ESL 076 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 or ESL 067 or ESL 074 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 or ESL 096 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.

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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, ESL 067 or ESL 073 with a grade of C or better.

ESL 077 ESL: Advanced Vocabulary I (2-0)   **2 hrs.**
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 057, ESL 060, ESL 067, ESL 073, ESL 074, ESL 076, ESL 087 or ESL 096 with a grade of C or better.

ESL 079 ESL: Preparation for the TOEFL (0-2)   **1 hr.**
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, ESL 053, ESL 056, ESL 057, ESL 060, ESL 063, ESL 067,ESL 073, ESL 074,ESL 076 or ESL 096 with a grade of C or better.

ESL 085 ESL: Listening and Speaking VII—Pronunciation Skills (4-0)   **4 hrs.**
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 057, ESL 060, ESL 065, ESL 067, ESL 074, ESL 076, or ESL 096 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 074 or ESL 099 with a grade 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 057, ESL 060, ESL 067, ESL 073, ESL 074, ESL 076, ESL 077 or ESL 096 with a grade of C or better.

ESL 096 ESL: 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 074 or ESL 076 with a grade of C or better.

ESL 098 ESL: Listening and Speaking VIII (2-0)   **2 hrs.**
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, ESL 076 or ESL 085 with a grade of C or better.

ESL: English for Special Purposes

ESP 061 ESL: Skills for the Health Care Field (4-0)   **4 hrs.**
Focuses on the exploration of various health care fields, English language skills, and aspects of American culture specific to the field for English as a Second Language (ESL) students at the high intermediate level. Includes reading skills, idiomatic expressions, and vocabulary related to health care careers in both written and verbal English. Carries no transfer credit.
Prerequisite: ESL 053 and ESL 063 with grades of C of better.

ESP 071 ESL: Business Communication Skills (4-0)   **4 hrs.**
Focuses on business English skills as a Second Language (ESL) students at the high intermediate level. Includes phone skills, writing email and business letters, and using business phrases, idioms, and vocabulary in both written and spoken English. Carries no transfer credit.
Prerequisite: Placement test or (ESL 050, ESL 055 or ESL 059) and (ESL 053 or ESL 063) with grades of C of better.

FAS Fashion Design

FAS 100 Industrial Sewing Methods (1-4)   **3 hrs.**
Introduces students to the use and care of industrial sewing equipment, notions and supplies Presents instruction in basic sewing techniques and their application to garment construction.
(NOTE: This course is intended for students with little or no sewing experience.

FAS 101 Flat Pattern Design and Draping I (1-4)   **3 hrs.**
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 113 with a grade of C or mastery of basic sewing as demonstrated through Fashion Department testing. Contact program coordinator for additional information.

FAS 102 Flat Pattern Design and Draping II (2-4)   **4 hrs.**
Continues development of basic sloper set. Manipulates basic sloper set to create original design. Patterns tested in muslin for fit Garment is construction from corrected patterns.
Prerequisite: FAS 101 and FAS 103 with a grade of C or better.

FAS 103 Apparel Design and Construction I (1-4)   **3 hrs.**
Introduces principles of using the 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 Construction II (2-4)   **4 hrs.**
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 Illustration I (0-2)   **1 hr.**
Introduces basic fashion sketching — front, back and side views. Relationship of figure and garment. Sketching of original design.

FAS 106 Fashion Design and Illustration II (0-2)   **1 hr.**
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 Design (2-0)   **2 hrs.**
Focuses on theory and principles of design for fashion. The elements of design and color are covered. Develops the perception and awareness to judge good design and to analyze potential trends. Studies the influence of present-day cultural trends on the field of design.
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 Costume and Trends (3-0)   3 hrs.
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   113   Advanced Industrial Sewing (1-4)   **3hrs.**
Focuses on application and mastery of basic sewing skills in patter and fabric recognition and problem solving related to individual creative design. Emphasis on terminology, technical accuracy and appropriate use of selected material and supplies.
(NOTE: This course is intended for students with basic sewing skill and machine proficiency.)
Corequisite: FAS 100 with a grade of C or better or placement as demonstrated through Fashion Design Department testing. Contact program coordinator for additional information.

**FAS   116   Fashion Industries Career Practicum
                     and Seminar (1-10)**   **3 hrs.**
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.
(NOTE: Concurrent employment of ten hours or more in a fashion related field is required. Contact program coordinator for additional information.)

**FAS   201   Advanced Flat Pattern Design
                     and Draping I (2-4)**   **4 hrs.**
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 Design
                     and Draping II (2-4)**   **4 hrs.**
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 Apparel Design I (2-4)   4 hrs.
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 Apparel Design II (2-4)   4 hrs.
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.
Prerequisite: FAS 102 and FAS 104 with grades of C or better.

FAS   209   Advanced Fashion Illustration I (0-2)   **1 hr.**
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 Illustration II (0-2)   **1 hr.**
Continues FAS 209. Preparation of professional portfolio.
Prerequisite: FAS 209 with a grade of C or better.

FAS   212   Visual Fashion Merchandising (2-0)   **2 hrs.**
Studies the communications of design and methods of interpreting consumer needs and motivations. Explores the 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   Fashion Forecasting (3-0)   **3 hrs.**
Focuses on the social, economic, political and psychological forces that influence fashion. Introduces methods of forecasting fashion trends. Contemporary consumer lifestyles will 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.

FAS   245   Topics in Fashion Design (1-0 to 3-0)   1-3 hrs.
Studies selected problems or topics in fashion design. 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 pre-registration materials each time that the course is offered The course may be repeated two times to a maximum of three credit hours.

FIS Fire Science

FIS   100   Fundamental of Fire Protection (3-0)   3 hrs.
Provides an overview of fire protection; 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; introduction to fire strategy and tactics.

FIS   102   Fire Service 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 program coordinator.

FIS   103   Fire Strategies and Tactics I (3-0)   3 hrs.
Introduces basic principles and methods associated with fireground strategies and tactics as required of the company officer. Emphasizes the incident management system, fire behavior, basic firefighting size-up, pre-fire planning, engine company and truck company operations.
Prerequisite: FIS 100 and FIS 121 with grades of C or better, or consent of program coordinator.

FIS   104   Building Construction
for Fire Protection (3-0)   3 hrs.
Studies the components of building construction that relate to fire and life safety. The focus of this course is on firefighter safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations and operating at emergencies.
Prerequisite: FIS 100 with a grade of C or better, or consent of program coordinator.

FIS   109   Firefighter II Certification (9-6)   12 hrs.
Provides a member of a regularly constituted fire department within the State of Illinois with instruction and certification as a state recognized Firefighter II. Satisfies the didactic and manipulative requirements for the Illinois Office of State Fire Marshall Firefighter II Certification Course.
(NOTE: Student must be a member of a fire department who has entered into a training agreement with Harper College. Sponsoring department must provide proof of student's recent completion of physical examination that satisfies Illinois Department of Labor requirements and includes respiratory fitness.)

FIS   121   Fire Behavior and Combustion (3-0)   3 hrs.
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.
Prerequisite: FIS 100 with a grade of C or better.

FIS   122   Introduction to Fire
Prevention Principles (3-0)   3 hrs.
Provides fundamental information regarding 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, and the relationships of fire prevention with the built-in fire protection systems, fire investigation, and fire and life-safety education.

FIS   123   Advanced Fire Prevention Principles (3-0)   3 hrs.
Provides the theories of fundamental fire prevention principles including the various techniques that can be utilized to prevent the occurrence of or reduce the impact from a fire. Emphasis will be placed on 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. Emphasis on identification, labeling, handling, firefighting, and mitigation of hazardous materials emergencies. Students who wish to satisfy the Illinois Office of the State Fire Marshall Certificate Requirements must successfully complete this course as well as the required practical skills evaluation prior to taking the state examination by the Authority Having Jurisdiction (A.H.J.).

FIS   133   Hazardous Materials II (3-0)   3 hrs.
Continues FIS 132. Provides those personnel who are, or will be , operating at the technician level of a hazardous materials response team with the advanced skills needed to evaluate and mitigate an incident involving direct release of hazardous materials. Students who wish to satisfy the Illinois Office of the State Fire Marshal Certificate Requirements must successfully complete this course as well as the required practical skills evaluation prior to taking the state examination by the Authority Having Jurisdiction (A.H.J.).
Prerequisite: FIS 132 with a grade of C or better.

FIS   145   Fire and Emergency
Services Instructor I (3-0)   3 hrs.
Provides instruction to 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 Service Internship (1-10)   3 hrs.
Applies and expands fire science skills and knowledge in the workplace environment. Conducted under joint partnership agreements between Harper College and a host fire department. Regularly conducted review sessions will be conducted to assess the student's progress, problem areas, and to review appropriateness of work involvement. Actual permissible duties and activities will be determined based upon the student's qualifications and host department restrictions. Student must complete a minimum of 100 contract hours to earn 3 semester hours of credit. Appropriate skills to the fire science technology field.
Prerequisite: FIS 100, FIS 103, FIS 121 and FIS 122 with grades of C or better and consent of program coordinator.

FIS   202   Fire Service 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, or consent of program coordinator.

FIS   203   Fire Strategies and Tactics II (3-0)   3 hrs.
Examines the tactical deployment of manpower and
equipment for extra alarm fires, high-rise fires and
extraordinary incidents. Studies manpower and equipment
necessary for large-scale fireground operations.
Prerequisite: FIS 103 with a grade of C or better and consent
of program coordinator.

FIS   210   Fire-Arson Investigation (3-0)   3 hrs.
Provides the identification of the nature and behavior of fire,
combustion properties, sources of ignition, the techniques and
procedures for the identification of the cause and origin of
fires, the detection of arson, the role of the fire investigator, the
role of the crime laboratory, arson law, and fire report writing.
Prerequisite: FIS 100 and FIS 121 with grades of C or better.

FIS   212   Fire Protection Systems (3-0)   3 hrs.
Provides information relating to the features of design and
operation of fire detection and alarm systems, heat and smoke
control systems, special protection and sprinkler systems,
water supply for fire protection and portable fire extinguishers.
Prerequisite: FIS 100 with a grade of C or better.

**FIS   220   Fire and Emergency
              Services Instructor II (3-0)   3 hrs.**
Provides advanced instruction to individuals in the fire and
emergency services. This course introduces advanced
instructional skills necessary to teach fire and emergency
services personnel. It will familiarize the student with
behavioral objectives, cognitive, psychomotor skills, different
teaching methods and applications in training sessions. This
course will also familiarize the student with training records,
reports, and in the development and administration of
evaluation instruments.
Prerequisite: FIS 145 with a grade of C or better.

FIS   230   Fire and Emergency Services Law (3-0)   3 hrs.
Enables the student to acquire a basic knowledge of the law in
specified subject areas that directly or indirectly affect fire and
emergency services by providing basic knowledge of the
methodology through which to locate, read and comprehend
various statutes, regulations, and cases that are the
framework of the law.

FIS   240   Fire Apparatus Engineer (2-2)   3 hrs.
Provides students with a foundation of theoretical knowledge
and psychomotor skills in order to understand principles of the
use of water in fire protection and to apply hydraulic principles
to analyze and solve waster supply problems. Also provides
students with the psychomotor requirements to satisfy the
Illinois Office of State Fire Marshal Fire Apparatus Engineer
Course. Evaluates students' ability to perform the manipulative
functions required to properly operate a National Fire
Protection Associate compliant fire apparatus in simulated
fireground settings.
Prerequisite: MTH 080 with a grade of C or better.

FIS   250   Industrial Fire Protection (3-0)   3 hrs.
Studies the recommended practices for protection of industrial
properties and processes from fire, explosion and damage
specific to certain types of public and private industry;
including fire and accident prevention programs, identification
of special hazards, fire protection equipment and systems,
handling of emergencies, the development of policy, rules, and
regulations, the inspection and investigation of accidents, and
standardized record keeping,

FNA Fine Arts

See: ART

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   French 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
              French Literature (3-0)   3 hrs.**
Reading of selected 20th century masterpieces. Introduction to
poetry and "analyze 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 and Pastry Arts (2-5)   4 hrs.
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 program coordinator or instructor.

**FSM   108   Advanced Quantity Bread and
              Pastry Arts (2-5)   4 hrs.**
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 Prep/Production (2-5)   4 hrs.
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 program coordinator.

FSM   110   Advanced Quantity Culinary Arts (2-5)   4 hrs.
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 Hospitality Industry (3-0)   3 hrs.
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 Sanitation (2-0)   2 hrs.
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 Maintenance (3-0)   3 hrs.
Focuses on the organization, duties and administration of a restaurant and lodging facility maintenance department. Discusses purchasing, furniture, carpeting, linens and supplies. Identifies and evaluates care and maintenance techniques of the areas serviced by a facility maintenance department.

FSM   211   Purchasing and Storage (3-0)   3 hrs.
Standards and identification of quality meats, dairy products, produce, groceries, frozen foods and supplies. Methods of purchasing, purveyor relations and proper storage techniques and purchase standards for convenience foods.

FSM   212   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 Analysis (3-0)   3 hrs.
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 Equipment (3-0)   3 hrs.
Maximizing employee productivity through various types of food equipment and proper equipment arrangement. Effects of use of convenience foods on equipment planning.

**FSM   216   Introduction to Wines, Spirits and Beverage
                   Management (3-0)   3 hrs.**
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 and Risk Management (3-0)   3 hrs.
Surveys our legal system as applied to the hospitality industry. Examines contracts, torts and various labor laws pertinent to the industry. Analyzes insurance costs, including fire, accident, worker's compensation and employee liability and their effect on various types of facilities.

FSM 299 Topics in Hospitality Management (.5-0 to 3-0) .5-3 hrs.
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 pre-registration 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 100 Cultural Geography (3-0) 3 hrs.
Surveys the contemporary topics of human geography; population, migration, language, religion, ethnicity, and political, economics and urban geography. Teaches the methods and tools geographers use in their science and practice. (Formerly GEG 108)
IAI S4 900N

GEG 101 World/Regional Geography (3-0) 3 hrs.
Surveys the major world regions emphasizing their physical, cultural, economic and historical geographies; provides a geographic interpretation of major current events.
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 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.
AI P1 909

GEG 112 Physical Geography Laboratory (0-2) 1 hr.
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 151 Geographic Information Systems I (2-2) 3 hrs.
Introduces the theory and problem solving capabilities of Geographic Information Systems (GIS). Examines underlying fundamental concept of cartography, including the concepts of map projection, the Cartesian coordinate system, spatial data collection, and data generalization. Students will acquire spatial data in the field and from published sources, and will learn basic functions of GIS software and creating GIS databases and maps.

GEG 152 Geographic Information Systems II (2-2) 3 hrs.
Continues GEG 151. Emphasizes the practical application of Geographic Information Systems (GIS) technology to solve problems and answer questions. Increases level of proficiency using GIS and performing spatial analysis of data. Introduces GIS operational and management issues.
Prerequisite: GEG 151 with a grade of C or better.

GEG 210 Economic Geography (3-0) 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 German 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
German Literature (3-0) **3 hrs.**
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.

GRA Graphic Arts

GRA 101 Introduction to Graphic Arts
Technology (2-2) **3 hrs.**
Gives students and overview of the graphic arts industry. Covers various occupations including basic information for making career and education choices. Builds the foundation for continuing education in the graphic arts program. Includes historical, current and potential developments in the printing industry. Provides a comprehensive understanding of desktop publishing software and the steps related to producing printed materials.

GRA 102 Graphic Arts Desktop Publishing (2-2) **3 hrs.**
Presents a clear understanding of graphic desktop software and their many functions in the printing industry. Provides hands-on training using the most current desktop publishing software. Focuses on project work, page layouts and output functions.
Prerequisite: Prior or concurrent enrollment in GRA 101 or consent of instructor.

GRA 103 Digital Imaging I (2-2) **3 hrs.**
Covers fundamentals of professional image-editing software. Emphasizes skills to manipulate photos using current software tools and special effects filters. Explores program tools, color correct photos, channels, layers and color separation.
Prerequisite: GRA 101 with a grade of C or better, or consent of instructor.

GRA 105 Introduction to Color
Theory/ Management (2-2) **3 hrs.**
Examines the fundamentals of color theory and color management, throughout the entire graphic arts process. Students will explore all color management techniques of input and output devices as well as tools and concepts for successful color control.
Prerequisite: GRA 101 or GRA 103 with a grade of C or better, or consent of instructor.

GRA 111 Press Operations (2-2) **3 hrs.**
Covers fundamentals of offset printing as well as new technologies in the digital print arena. Provides knowledge of press maintenance and safety, feeder systems, registration requirements, ink systems and color management tools and techniques in the print industry.
Prerequisite: GRA 102 and GRA 105 with grades of C or better, or consent of instructor.

GRA 112 Digital Illustration I (2-2) **3 hrs.**
Presents vector graphics software and its applications to the graphic arts industry. Explores tools and functions within the current software. Focuses on creating illustrations, working with type, color, and all tools needed to create multi-colored illustration and separation. Emphasizes techniques to create illustration files for use in digital print production.
Prerequisite: Completion of or concurrent enrollment in GRA 101, or consent of instructor.

GRA 113 Digital Imaging II (2-2) **3 hrs.**
Covers advanced functions of digital image-editing software. Emphasizes advanced software functionality, color correction and color management needs as well as commercial imaging practices in a prepress environment. Focuses on different types of image capture and file manipulation.
Prerequisite: GRA 103 with a grade of C or better, or consent of instructor.

GRA 120 Graphic Design I (2-2) **3 hrs.**
Focuses on beginning fundamentals of graphic design utilizing all design principles and involves an overview of design and layout rendering techniques. Focuses on typography, images and graphics, utilizing design processes and current graphic software for print. Projects are critiqued for aesthetics and production for print.
Prerequisite: GRA 102 with a grade of C or better, or consent of instructor.

GRA 130 Introduction to Photography (2-0) **2 hrs.**
Explores beginning fundamentals of photography, its history, and the development of photography in both commercial and creative usage. Presents a past and present use of photography focusing on techniques and applications in a conventional camera based environment as well as the digital photographic arena.

GRA 131 Digital Photography I (2-2) **3 hrs.**
Explores the techniques and applications of digital image capture, manipulating images in Photoshop and outputting digital images. Focuses on the technical aspect of digital photography, lighting needs, application use and color management basics. Project based instruction utilizing basic photographic concepts, commercially and creatively.
Prerequisite: GRA 103 and GRA 130 with grades of C or better, or consent of instructor.

GRA 202 Advanced Color Management (2-2) **3 hrs.**
Analyzes real world color management in the digital and conventional print industry. Focuses on advanced under-the-hood technology in color management systems building closed loop systems. Covers color fidelity, models and the understanding of how devices interpret and deliver. Profile building and editing for input and output devices.
Prerequisite: GRA 105 with a grade of C or better, or consent of instructor.

**GRA 211 Project Management, Scheduling
and Estimating (3-0)** **3 hrs.**
Provides essential information needed to estimate, schedule, and project manage a print job. Analyzes cost calculations of various functions within the graphic arts industry. Covers workflow, scheduling, and quantity estimation to produce a quality document. Explores CSR (Customer Service Representative) roles in graphic arts workflow.
Prerequisite: Completion of or concurrent enrollment in GRA 212, or consent of instructor.

GRA 212 Paper and Ink Technology (3-0) **3 hrs.**
Analyzes the importance of paper and ink within the graphic arts industry. Focuses on paper run ability and its characteristics. Explores ink components, testing and troubleshooting. Provides valuable information on color reproduction from color theory to color management.
Prerequisite: GRA 105 with a grade of C or better, or consent of instructor.

GRA 213 Bindery and Finishing Operations (2-2) **3 hrs.**
Covers fundamentals of binding and finishing. Provides knowledge of safety and the planning of a printed piece to be bound, which includes: binding, cutting, folding, padding and saddle stitching.
Prerequisite: GRA 111 and GRA 212 with grades of C or better, or consent of program coordinator.

GRA 214 Digital Illustration II (2-2) **3 hrs.**
Explores advanced vector illustration graphic software in the graphic arts industry. Focuses on prepress techniques and print production uses. Includes an understanding of four-color print production requirements and advanced menu's/tools.
Prerequisite: GRA 112 with a grade of C or better, or consent of program coordinator.

GRA 220 Graphic Design II (2-2) **3 hrs.**
Covers advanced instruction and solutions of design utilizing all graphic design principles, rendering techniques and presentation. Advanced usage of typography, images and graphics, utilizing design processes and current graphic software for print. Development of brands and product needs. Projects are critiqued for aesthetics, presentation and production for print. Projects may be part of a professional portfolio.
Prerequisite: GRA 105 and GRA 120 with grades of C or better, or consent of program coordinator.

GRA 221 Graphic Portfolio Design (1-2) **2 hrs.**
Covers preparation of portfolio book and digital portfolio presentation. Focus is on the understanding of the professional portfolio needs and its presentation I the graphic design job market. Existing projects are critiqued for aesthetics, arrangement and presentation. Graphic resume preparation.
Prerequisite: GRA 220 with a grade of C or better, or consent of program coordinator.

GRA 229 Advanced Quark and InDesign (2-2) **3 hrs.**
Explores advanced desktop publishing focusing on page assembly in QuarkXpress as well as page building in InDesign. Projects focus on creating documents that follow industry standards and best practice for print production. Emphasis is placed on color projects for print and preflighting techniques.
Prerequisite: GRA 102 with a grade of C or better, or consent of program coordinator.

GRA 230 Prepress Production (2-2) **3 hrs.**
Covers prepress procedures, including preflight, the understanding of manufacturing specs and press layouts. Emphasis on postscripting, ripping in a high end workflow, press imposition of ripped files, trapping needs of files, proofing and film/plate output. Proof and plate assessment and quality control. Color management instruction for inputs and outputs as well as pdf requirements for file exchange.
Prerequisite: GRA 229 with a grade of C or better, or consent of program coordinator.

GRA 232 Digital Photography II (2-2) **3 hrs.**
Explores advanced techniques and applications of digital image capture, concentrating on application uses and output. Focuses on different types of digital photography in the graphic arts arena, from product shots, food, fashion and location techniques. Investigates different equipment and color management in a commercial studio environment.
Prerequisite: GRA 105 and GRA 131 with grades of C or better, or consent of program coordinator.

Heating, Ventilation and Air Conditioning (HVAC)

See: RAC Heating, Ventilation and Air Conditioning (HVAC)

HSC Human Services

**HSC 104 Health Care Technology
and Informatics (1-2)** **2 hrs.**
Introduces student to informatics and the use of technology in health care delivery systems. This includes a review of hardware and software, and an in-depth look at hospital/health care based user interfaces, data bases, telecommunications and networks, and healthcare based information systems. Alo included in research methods and patient education via computers.

HSC 105 Introduction to Health Care Today (2-0) **2 hrs.**
Familiarizes student to the health care delivery system including an introduction to the organization, structure, function and issues related to the health care environment. Emphasis placed on the importance of effective communication skills for health care professionals, team building, professionalism and diversity in the health care center.

**HSC 106 Health Occupations Career
Observation (.5-2)** **1.5 hrs.**
Provides students an opportunity to observe selected occupations within a health care setting. The student will attend 16 two-hour sessions under the supervision of the instructor and departmental specific mentors.
Prerequisite: Prior or concurrent enrollment in HSC 105 with a grade of C or better.

HSC 107 Basic Health Care Skills (.5-1)   **1 hr.**
Provides the knowledge and techniques required to perform basic clinical skills including asepsis, health history, vital signs, positioning and transfer, and oxygen therapy. Emphasizes clinical skills needed by health care workers to effectively work in a variety of health care settings. Upon completion of the course, the student will demonstrate safe and effective basic clinical skills.

HSC 112 Medical Terminology (2-0)   **2 hrs.**
Emphasizes the origin and the basic structure of medical words, including prefixes, suffixes, word roots, combining forms and plurals. Offers pronunciation, spelling, and definition of medical terms based on the body systems approach. . Emphasis on rendering a professional vocabulary required for work in the health care field instruction.

HSC 201 Pharmacology (2-0)   **2 hrs.**
Examines the mechanism of action of the major medication groups as they relate to the category in order to understand pharmacological activity within each group. Addresses areas of drug action, clinical application, and adverse events for each medication discussed. (Formerly NUR 120)
Prerequisite: Prior or concurrent enrollment in BIO 135, BIO 160 or HSC 112 with a grade of C or better.

HSC 213 Legal and Ethical Issues in Health Care (2-0)   **2 hrs.**
Introduces the legal and ethical issues that pertain to various health care delivery settings. Discusses how these issues impact the health care practitioner in a diverse culture. Practices and standards are discussed as they relate to professional behavior and ethical decision-making.
Prerequisite: HSC 105 with a grade of C or better.

HST History

HST 105 Great Ideas of World Civilizations (3-0)   **3 hrs.**
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 to 1877 (3-0)   **3 hrs.**
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 Since 1877 (3-0)   **3 hrs.**
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 America (3-0)   **3 hrs.**
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 Civilization to 1650 (4-0)   **4 hrs.**
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 S2 902, IAI HST 913

HST 142 History of Western Civilization Since 1650 (4-0)   **4 hrs.**
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 S2 903, IAI HST 914

HST 151 History of England Norman Conquest to 1600 (3-0)   **3 hrs.**
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 1600 to Present (3-0)   **3 hrs.**
Surveys the social, cultural, imperial, economic and political history of England from the Stuart Dynasty through the present era.

HST 153 British Culture and Society (3-0)   **3 hrs.**
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 pre-registration 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 Experience (3-0)   **3 hrs.**
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 History 1945-1980 (3-0)   **3 hrs.**
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 History (3-0)   **3 hrs.**
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.

HST   231   History of the Middle East to 1453 (3-0)   3 hrs.
Surveys the Ancient Near East and Middle East from its origins in Ancient Summer 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
              From 1453 to the Present (3-0)   3 hrs.**
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
              Through Ming Dynasty (3-0)   3 hrs.**
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 Dynasty
              to the Present (3-0)   3 hrs.**
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 Modern World (3-0)   3 hrs.
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

HST   261   American Civil War 1848-1865 (3-0)   3 hrs.
Focuses on the causes, events and immediate outcomes of the American Civil War during the period 1848-1865. Political, military and social history is presented so that students receive a comprehensive understanding of this seminal event in American history.

HUM Humanities

HUM   101   Introduction to Western Culture I (3-0)   3 hrs.
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 Culture II (3-0)   3 hrs.
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   104   Introduction to Middle Eastern
              Civilizations (3-0)   3 hrs.**
Examines the art, history, literature, and performing arts of the various cultures of the Middle East. Many students' only encounters with the Middle East are through the news media's portrayal of the region's unrest and the ways in which these countries interact with each other and the West. This course seeks to enlarge upon these encounters by attempting to understand these cultures through their history, religion(s), architecture, art, literature, music and dance. The students will examine the great contributions these various cultures have made, and continue to make, as living artifacts and compare them to Western cultural contributions before they engage in the present political unrest and current affairs.

HUM   105   Great Ideas of World Civilizations (3-0)   3 hrs.
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 Studies
              in Humanities (1-0 to 4-0)   1-4 hrs.**
Students travel with faculty to international or regional locations which may vary from year to year to study the humanities. May emphasize the literature, language, philosophy or humane arts of the locale visited. Presentation by 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 Design I (2-2)   3 hrs.
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 Design II (2-2)   3 hrs.
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 Rendering (2-2)   3 hrs.
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 Design/CAD (2-2)   3 hrs.
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 program coordinator.

IND   109   Design and Color Elements for Interiors (2-2) 3 hrs.
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 Designers (1-1)   1 hr.
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 program coordinator.

**IND   116   Interior Detailing and
                 Construction Drawing (2-2)   3 hrs.**
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 program 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 program coordinator.

IND   205   Interior Design Historic Styles (2-2)   3 hrs.
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 Design (3-1)   3 hrs.
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 program coordinator.

IND   207   Interior Design Internship (1-10)   3 hrs.
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 program 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 Interiors (2-2)   3 hrs.
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 program 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 program coordinator.

**IND   211   Professional Practices
                    for Interior Design (3-0)   3 hrs.**
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 program coordinator.

IND   215   Topics in Interior Design (.5-0 to 3-0)   .5-3 hrs.
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 pre-registration 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 and Bath Design
                    and Interior Construction (2-2)   3 hrs.**
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 program coordinator.

**IND   217   Advanced Sketching and
                    Perspective Drawing (1-2)   2 hrs.**
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 program 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 program coordinator.

**ITP   105   Vocabulary Development
                    for Interpreters: English (1-0)   1 hrs.**
Focuses on increasing vocabulary and developing English language skills. Emphasizes one or more of the following: subject-specific terminology; idioms, metaphors and figures of speech; vocabulary pertaining to current local, national and world events. Students will also analyze meaning of lexical items in order to produce equivalents based on meaning versus form. This course is designed for interpreting students. May be repeated up to a maximum of two credit hours.
Prerequisite: ITP 101 and SGN 205 with grades of B or better, or consent of program coordinator.

**ITP   106   Vocabulary Development for Interpreters:
                    American Sign Language (1-0)   1 hrs.**
Focuses on increasing vocabulary and improving language skills in American Sign Language. Emphasizes one or more of the following: subject-specific terminology; idioms, metaphors and figures of speech; vocabulary pertaining to current local, national and world events. This course is designed for interpreting students. May be repeated up to a maximum of two credit hours.
Prerequisite: ITP 101 and SGN 205 with grades of B or better, or consent of program coordinator.

**ITP   110   Consecutive Interpreting:
                    English to ASL (3-0)   3 hrs.**
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 program coordinator.

**ITP   111   Consecutive Interpreting:
                    ASL to English (3-0)   3 hrs.**
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 of program coordinator.

ITP   120   Simultaneous Interpreting:
English to ASL (3-0)   3 hr.
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 program coordinator.

ITP   121   Simultaneous Interpreting:
ASL to English I (3-0)   3 hrs.
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 program coordinator.

ITP   200   Transliteration and
Educational Interpreting (3-0)   3 hrs.
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 program coordinator.

ITP   201   Topics in Interpreting (1-0 to 4-0)   1-4 hrs.
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 pre-registration materials each time that the course is offered. This course may be repeated two times to a maximum of four credit hours.
Prerequisite: Consent of program coordinator.

ITP   211   Simultaneous Interpreting:
ASL to English II (3-0)   3 hrs.
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 program coordinator.

ITP   215   Interpreting: Dialogic Discourse (4-0)   4 hrs.
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 211 and ITP 216 with grades of C or better, or consent of program coordinator.

ITP   216   Interpreting: Monologic Discourse (3-0)   3 hrs.
Focuses on the development of English to American Sign Language interpreting skills in unrehearsed monologic presentations. Addresses assignment preparation, public speaking techniques, process management, peer critiquing skills, and analysis of message equivalency. Presents and allows for practice of techniques for interpreting in consultative and formal registers.
Prerequisite: ITP 120 with a grade of C or better, or consent of program coordinator.

ITP   220   Interpreting Practicum (3-10)   3 hrs.
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 215 with a grade C or better, and consent of program coordinator.

JPN Japanese

JPN   101   Elementary Japanese I (4-0)   4 hrs.
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 Japanese II (4-0)   4 hrs.
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 Japanese I (4-0)   4 hrs.
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 Japanese II (4-0)   4 hrs.
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 [Introduction to the Theatre] 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 HF 908

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 to 1800 (3-0)   **3 hrs.**
Presents selected works of universal significance contributed by people and civilizations from ancient times to 1800. IAI H3 906

LIT   207   World Literature Since 1800 (3-0)   **3 hrs.**
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 Shakespeare (3-0)   **3 hrs.**
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   215   Eastern European Prose Since 1800 (3-0)   **3 hrs.**
Presents a survey of prose, predominantly fiction, starting with the creative outpouring in the early nineteenth century (Lermontov, Gogol) and moving through Soviet and post-Soviet writing from socialist realism to glasnost and beyond (Sholokhov, Solzehenitsyn, Klima, Kundera, Pavic). Other writers may include Tolstoy, Dostoevsky, Turgenev, Chekhov, Babel, Bely, Bulgakov, Mandelstam, Nabokov and Pasternak. Not limited to Russian literature, this course encompasses a wide range of Eastern European writers that may include Albanians, Bosnians, Bulgarians, Croats, Czechs, Hungarians, Poles, Serbs, Slovenes, Ukrainians, Roma, and others. Political, cultural, and historical background will help to illuminate crucial differences between these groups as reflected through literature. All texts taught in English translation.
Prerequisite: ENG 101 with a grade of C or better.

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   Crime Literature (3-0)   **3 hrs.**
Examines various subgenres of crime literature of various length either thematically or historically. Analyses the literary predecessors of these works and crime literature's influence upon other genres of literature.
Prerequisite: ENG 101 with a grade of C or better.

LIT   219   Children's Literature (3-0)   **3 hrs.**
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—Colonial Days
                 to Civil War (3-0)**   **3 hrs.**
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—The Civil War
                 to Present (3-0)**   **3 hrs.**
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 in America (3-0)   **3 hrs.**
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 to 1800 (3-0)   **3 hrs.**
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 1800-1914 (3-0)   **3 hrs.**
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
                 American Literature (3-0)**   **3 hrs.**
Surveys important writers and writings in British and American literature since World War I.

LNG Linguistics

**LNG   105   Introduction to Language
                and Linguistics (3-0)   3 hrs.**
Explores language - its origins, properties, use, structure, and meaning. Studies sound systems, work-information systems, syntatic 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.

**LNG   220   Methods of Teaching English
                as a Second Language (3-0)   3 hrs.**
Introduces the teaching of English to speakers of other languages. Intended for those who contemplate a career working with non-native speakers of English. Through a program of lectures, readings, discussions, observations and practical teaching exercises, students will explore the educational contexts in which English is taught and learned. In addition, the course will offer practical techniques for teaching and assessing the skill areas of listening and speaking, reading, writing and grammar. The foundation of the methods explored will be based on theories in applied linguistics.

MCM Journalism and Mass Communication

MCM   120   Introduction to Mass Communication (3-0)   3 hrs.
Examines the history, technical development and cultural impact of the media, including books, newspapers, magazines, radio, sound recording, movies, television and the Internet; as well as related areas of public relations and advertising. Focuses on media convergence, trends and issues. Analyzes the impact and effects of media on our consumer culture and democratic system. Encourages critical evaluation of the media. (Formerly JNM 120 and JNM 234).
IAI MC 911

MCM   126   Introduction to Broadcasting (3-0)   3 hrs.
Introduces the basic history, technology and terminology of the radio and television broadcasting and cable industries. Explores commercial and non-commercial station operation, the roles of advertising and ratings, programming trends and career opportunities. Examines the effects of mega mergers and media convergence and the cultural impact of broadcasting over the years. Recognizes the importance of regulation, legislation and community standards in broadcasting. (Formerly JNM 126)
IAI MC 914.

MCM   130   Introduction to Journalism (3-0)   3 hrs.
Introduces the basics of writing for the media and Associated Press (AP) style, focusing on print journalism. Explores the history, legal and ethical concerns, and culture of journalism. Develops fundamental skills in writing, interviewing and conducting research using traditional and Internet sources. Emphasizes accuracy, conciseness, grammar and spelling skills. Explores career opportunities in journalism. Some beginning reporting and writing in computer lab. (Formerly JNM 130)
IAI MC 919

MCM   131   News Reporting and Writing (3-0)   3 hrs.
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. (Formerly JNM 131)
Prerequisite: MCM 130 with a grade of C or better.

MCM   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. (Formerly JNM 133)

MCM   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. (Formerly JNM 136)
IAI MC 917

MCM   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. (Formerly JNM 137)

**MCM   140   Writing, Editing, and
                Design for the Internet (2-2)   3 hrs.**
Introduces the writing styles, design principles and techniques to develop and manage web sites for journalism outlets such as newspapers, magazines and broadcast stations. Demonstrates the design process through storyboarding. Illustrates considerations in planning navigation, linking and site maps. Includes transferring photos, audio and video images using web design software. Discusses legal and ethical issues that apply to new media. Upon completion of this course, students are strongly encouraged to select WEB 150 to further their knowledge of Internet technology and Web-authoring tools. (Formerly JNM 140)
IAI MC 922
Prerequisite: MCM 130 and WEB 101 with grades of C or better.

MCM   141   Basic News Editing (2-2)   3 hrs.
Introduces the principles and techniques of copy editing for newspapers. Demonstrates the process of editing and rewriting while maintaining story's original focus. Students will learn to write appropriate headlines and cutlines, and to select and edit wire service copy. Builds on the Associated Press (AP) style knowledge. Teaches layout and design basics including typography and incorporation photos and other visual elements. Emphasizes legal and ethical concerns editors face in decision making on deadline schedule.
(Formerly JNM 141)
IAI MC 920.
Prerequisite: MCM 130 and MCM 131 with grades of C or better.

MCM   230   Graphic Design Communication (3-0)   3 hrs.
Introduces students to contemporary design, photo manipulation, Web page design, animation, audio techniques, and page layout necessary for producing a variety of journalistic publications. (Formerly JNM 230)

MCM 232 Introduction to Advertising (3-0) **3 hrs.**
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 using various software programs. Computer design experience is strongly recommended. (Formerly JNM 232)
IAI MC 912
Prerequisite: MCM 120 with a grade of C or better.

MCM 233 Introduction to Public Relations (3-0) **3 hrs.**
Explores the history, theory, practice and role of public relations in government, corporate, non-profit and private organizations. Introduces students to the business and creative aspects of publics relations, as well as the complexities of issue management. Students will prepare original public relations campaigns for print, broadcast and electronic media. Familiarizes the student with computer software for desktop publishing. (Formerly JNM 233)
IAI MC 912
Recommended **Prerequisite:** MCM 230 with a grade of C or better, or computer design experience.

MCM 235 Magazine Editing and Design (3-0) **3 hrs.**
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. (Formerly JNM 235)
Recommended **Prerequisite:** MCM 230 with a grade of C or better, or computer design experience.

MCM 240 Topics in Mass Communication (1-0 to 6-0) 1-6 hrs.
Studies selected problems or topics in mass communication. 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 pre-registration materials will be available each time the course is offered. This course may be repeated up to a maximum of six credit hours. (Formerly JNM 240)

MCM 241 Online Magazine Publishing (2-2) **3 hrs.**
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. (Formerly JNM 241)
Prerequisite: MCM 140 with a grade of C or better.

MCM 242 Using the Internet as a
Communications Tool (2-0) **2 hrs.**
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. (Formerly JNM 242)
Prerequisite: WEB 101 with a grade of C or better, or consent of instructor.

MCM 243 Communication Web Site Applications (2-2) 3 hrs.
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. (Formerly JNM 243)
Prerequisite: MCM 241 with a grade of C or better.

MGT Management

MGT 111 Introduction to Business Organization (3-0) 3 hrs.
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 International Business (3-0) 3 hrs.
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 Management (3-0) **3 hrs.**
Organization and operation of the small-scale retail, trading, service or manufacturing business. Location, financing, marketing, labor, accounting, and in the case of manufacturing, production, plus related problems of stock control, taxes and insurance.

MGT 160 Principles of Supervision (3-0) **3 hrs.**
Introduces the responsibilities of the first or second echelon supervisor in either the industrial or administrative environment. Leadership qualities, human relations skills, motivation, communications, training techniques and problems of the work group are discussed.

MGT 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 using Microsoft Excel are included. (Credit will be given for either MGT 225 or MTH 165, but not both.)
IAI BUS 901, IAI M1 902
Prerequisite: MTH 070 (or equivalent) with a grade of C or better or Geometry placement test and MTH 080 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.

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 pre-registration 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 Management (3-0) 3 hrs.
Presents the theory and major functions of management and describes the role of the manager. Major concepts in organization are developed along with an understanding of the decision-making process and consideration of the human factor in management.
Prerequisite: MGT 111.

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 Relations (3-0) 3 hrs.
Deals with the processes and the framework that influences the relationship between management and labor. The history of the labor movement, collective bargaining process, labor contract dispute resolution, labor and employment law, and the characteristics of both the public and private sector are discussed.

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 Organizational Behavior (3-0) 3 hrs.
Emphasizes a managerial and interpersonal relations process approach to problem solving, communication and group dynamics. Specific treatment is given to managing change, appraisal and reward, solving communication problems, status needs of the work force, understanding individuals, group dynamics and reducing conflict.
Prerequisite: MGT 111.

**MGT 291 Problems in Management
and Supervision (3-0)** 3 hrs.
Provides the student with a logical integration of management principles with representative supervisory problems found in business firms. Emphasis is given to decision making. Case problems, simulation and directed reading.
Prerequisite: MGT 160 and MGT 270 or consent of the instructor.

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 and Imaging (2-0)   **2 hrs.**
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 Selling (3-0)   **3 hrs.**
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 program 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 program coordinator.

MKT 191 Business in the European Union (3-0)   **3 hr.**
Presents a general overview of cultural, political and economic infrastructure characteristics in the European Union with an emphasis on how these affect businesses in the United States. Focuses on unique and similar characteristics of member countries, and trade relationships and opportunities.

MKT 193 Business in Asia (3-0)   **3 hrs.**
Studies of global business applications I Asia. Researches economic, social, political, technological and competitive factors. Explores relationships among countries and geographic pacts (including ASEAN and APEC).

MKT 196 Business in Latin America (3-0)   **3 hrs.**
Presents a general overview of cultural, political and economic conditions in Latin America (including the Caribbean, Central America, Mexico and South America) with an emphasis on how these affect businesses in the United States. Studies regional trade pacts such as NAFTA, FTA and MERCOSUR.

MKT 202 Marketing for Non-Profit Organizations (3-0)   **3 hrs.**
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 Strategies (3-0)   **3 hrs.**
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 Marketing (3-0)   **3 hrs.**
Provides a comprehensive understanding of industrial marketing by analyzing concepts and techniques in each of the major functional areas of industrial marketing. Topics to be investigated would include market development, product planning, price competition, promotional strategies, customer relations and marketing logistics.
Prerequisite: MKT 245 or consent of coordinator.

MKT 247 Consumer Buying Behavior (3-0)   **3 hrs.**
Reviews and analyzes areas of consumer and organizational buying behavior that guide marketing management decisions. The focus of this course will be directed toward the application of concepts on buying behavior to specific functional areas of marketing management in both the industrial and consumer markets.

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 program 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 Management (3-0)   **3 hrs.**
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 program coordinator.

MKT 260 International Marketing (3-0)   **3 hrs.**
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 program coordinator.

MKT 281 Internship in Marketing (1-15)   **3 hrs.**
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 program coordinator.

MKT 285 Topics in Marketing (.5-0 to 3-0)   **.5-3 hrs.**
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 pre-registration 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 and Importing (3-0)   **3 hrs.**
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.

MNT Maintenance

MNT 105 Machining Processes I (1-5)   **3 hrs.**
Covers fundamentals of machine shop theory and safe practice. Provides familiarization with tools, equipment and practices of tool, die, and precision metal working industries. Includes theory and operation of lathes, mills and surface grinders. Students are provided classroom and laboratory learning experiences while making a working tool.

MNT 110 Basic Welding (1-4)   **3 hrs.**
Covers fundamentals of oxyacetylene welding theory and practices and beginning electric welding. Includes arc welding and gas welding, brazing and cutting in the horizontal position.

MNT 111 Prints and Schematics (1-2)   **2 hrs.**
Develops understanding and skills necessary to read and interpret building blueprints including engineering site drawings. Emphasizes plan, elevation and section projection techniques. Provides experience using commercial product sketches, schematics and electrical ladder diagrams.

MNT 115 Basic Carpentry (1-2)   **2 hrs.**
Covers basic knowledge of wood materials, products for construction, framing and safety. Techniques for using measuring, layout and hand tools are covered. Principles of stationary and portable power tools including pneumatic nailers will be demonstrated.

MNT 120 Machining Processes II (1-4)   **3 hrs.**
Covers advanced machine shop theory with emphasis on safe practices and applications. Includes lathes, grinders (I.D., O.D., and surface), milling machines and tool grinders. Studies production machining, feed and speed applications, and quality control techniques applied to precision machining. Students are introduced to gauge blocks, height gauges, magnetic sine plate, and modern indexable tooling.
Prerequisite: MNT 105 and MTH 060 with grades of C or better, or consent of program coordinator.

MNT 125 Basic Plumbing (1-2)   **2 hrs.**
Covers working knowledge and basic plumbing skills for installations and maintenance. Provides experience in pipe material selection, assembly, and tools commonly used by plumbers in their daily work.

MNT 210 Advanced Welding (1-4)   **3 hrs.**
Covers advanced welding theory and practice in arc welding. Provides experience in MIG and TIG (Heliarc) techniques. An introduction to strength of weld testing will be included.
Prerequisite: MNT 110 with a grade of C or better, or consent of instructor.

MNT 210 Welding III (2-4)   **4 hrs.**
Covers advanced welding theory and extensive practice in major arc welding process. Provides experience in advanced GMAW (gas metal arc welding), FCAW (flux cored arc welding), GTAW (gas tungsten arc welding), and other arc welding techniques. Plasma arc and air carbon arc cutting will be included.
Prerequisite: MNT 210 with a grade of C or better, or consent of program coordinator.

MNT 210 Welding IV (2-4)   **4 hrs.**
Covers advanced out-of-position and multi-pass arc welding including GMAW (gas metal arc welding), SMAW (shielded metal arc welding) and GTAW (gas tungsten arc welding). Emphasis will be placed on working from blueprints and development of welding skills necessary to pass welder qualification tests. Students must pass guided bend tests to become "certified welders" in accordance with AWS (American Welding Society) D1.1 Structural Welding Code.
Prerequisite: MNT 211 with a grade of C or better, or consent of program coordinator.

MNT 215 Commercial Carpentry (1-2)   **2 hrs.**
Covers advanced framing with floor and roof trusses, structural steel beams and columns BCI-Joists and GlueLam griders. Metal stud framing techniques for commercial codes are developed both field cut and shop fabrication of building walls and roofs.
Prerequisite: MNT 115 with a grade of C or better.

MNT 225 Commercial Plumbing (1-2)   **2 hrs.**
Covers methods of removing, installing, supporting safely, reconnecting and testing drain, vent and waste systems. Provides techniques for controlling supply. Includes valve, faucet and fixture removal, repair and replacement in commercial properties.
Prerequisite: MNT 125 with a grade of C or better.

MNT 235 Maintenance Troubleshooting Skills (2-2) 3 hrs.
Covers methods of system analysis using schematics, circuit diagrams and installation drawings. Develops troubleshooting diagnostics for control, electrical and mechanical systems based on problem reduction through fault tree analysis.
Prerequisite: MNT 111 with a grade of C or better.

MNT 255 Belts/Bearings and Mechanical Drives (1-2) 2 hrs.
Covers a practical knowledge of machine elements and power transmission with emphasis on belts, bearings and mechanical drive systems. Provides knowledge in system maintenance, lubrication and power efficiencies.
Prerequisite: MNT 235 with a grade of C or better.

MOA Medical Office Administration

MOA 145 Health Care Records Management (1-2) 2 hrs.
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. Beginning transcription techniques including grammar, punctuation and proof-reading skills are emphasized. Basic keyboarding skills and knowledge of Microsoft Word are necessary for this course.
Prerequisite: HSC 104 and HSC 112 with grades of C or better.

MOA 150 Math Applications in Health Care (1-0) 1 hr.
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. (Formerly HSC 151)

MOA 195 Principles of Health Insurance Billing (2-2) 3 hrs.
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: Prior or current enrollment in BIO 135, BIO 136 and HSC 112.

MOA 196 Current Procedural Terminology (CPT) Coding (2-2) 3 hrs.
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 of Disease (ICD) Coding (2-2) 3 hrs.
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: The program's health requirements and American Heart Association Cardiopulmonary Resuscitation (CPR) certificate must be completed prior to placement in clinical rotation.)
Prerequisite: HSC 104, HSC 105, HSC 112, HSC 201, MOA 145, MOA 150 and PED 201 with grades of C or better.
Corequisite: MOA 235.

MOA 235 Health Care Office Procedures (2-2) 3 hrs.
Offers development of skills in office procedures used in a health care facility. Emphasizes patient relations in health care and office simulations. Strong emphasis on cultural diversity issues and application in the health care field.
Prerequisite: HSC 112 with a grade of C or better. Prior or concurrent enrollment in MOA 145.

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.

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: BIO 135, BIO 136, HSC 104, HSC 112 and MOA 145 with grades of C or better.

MOA 245 Health Care Office Management (3-0) 3 hrs.
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 and time management. Class focuses on teaching the student how to be a supervisor but also how to work with and interact with their own supervisor(s).
Corequisite: MOA 265 or MOA 280.

MOA 265 Medical Office Administration Externship (1-10)   **3 hrs.**
Provides 160 hours during the semester of supervised experience in a health care office/facility to enhance the student's administrative technical skills. One-hour seminar each week devoted to health care issues.
(NOTE: The program's health requirements must be completed prior to placement in externship.) (Formerly MOA 250, MOA 260, MOA 270 and MOA 290.)
Prerequisite: MOA 235 or MOA 242 with a grade of C or better.

MOA 280 Medical Assistant Externship (1-10)   **3 hrs.**
Provides 160 hours during the semester of 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: The program's health requirements and American Heart Association Cardiopulmonary Resuscitation (CPR) certificate must be completed prior to placement in externship.)
Prerequisite: MOA 215 and MOA 235 with grades of C or better.
Corequisite: MOA 245.

MTH Mathematics

MTH 051 Arithmetic of Whole Numbers (0-2)   **1 hr.**
Covers reading and writing whole numbers and whole number operations. Students will learn whole number operations of addition, subtraction, multiplication and division without the use of a calculator. Estimation is introduced as an aid to computation as well as place value and problem solving techniques with applications. Course material will be individualized. Carries no transfer credit.
Prerequisite: Math placement test.

MTH 052 Arithmetic of Fractions and Decimals (0-2)   **1 hr.**
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, Percent and Measurement (0-2)   **1 hr.**
Covers operations of ratio and proportion, percent, and measurement, including both English and metric systems and conversions between them. Includes estimation and word problem applications. Course material will be individualized. Carries no transfer credit.
Prerequisite: MTH 052 with a grade of C or better or math placement test.

MTH 054 Graphs, Geometry and Signed Numbers (0-2)   **1 hr.**
Covers graph interpretation, geometric measurement, and introduction to the arithmetic of signed and rational numbers. Rational numbers includes work with word problem applications. Course materials will be individualized. Carries no transfer credit.
Prerequisite: MTH 053 with a grade of C or better or math placement test.

MTH 055 Basic Mathematics (3-0)   **3 hrs.**
Covers the arithmetic of fractions, decimals, ratio, proportion, percent, measurement and rational numbers. Includes estimation, applications and graph interpretation. This course includes content of MTH 052, MTH 053 and MTH 054 and is offered as a lecture course or in the Math Lab as a lab course. Carries no transfer credit.
Prerequisite: MTH 051 with a grade of C or better or math placement test.

MTH 060 Foundations of Mathematics I (4-0)   **4 hrs.**
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 Mathematics II (4-0)   **4 hrs.**
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   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 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 (3-0)   3 hrs.
Emphasizes algebraic and graphical approaches to college algebra. Topics include but are not limited to: polynomial, rational, exponential, and logarithmic functions; systems of equations and inequalities; matrices; sequences and series, mathematical modeling.
Prerequisite: MTH 070 or equivalent with a grade of C or better or Geometry placement test and MTH 080 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: An ACT Math score of 28 or more with consent of the Mathematics Department Chair. (NOTE: Students who have completed MTH 103 with a grade of C or better before Fall 2004 may take MTH 104 to satisfy the prerequisite for MTH 200.)

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 Teaching I (3-2)   4 hrs.
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 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 Teaching II (3-2)   4 hrs.
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 Scientists (4-0)   4 hrs.
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   140   Precalculus (5-0)   5 hrs.
Builds on MTH 103 to provide the foundation in calculus and analytic geometry. Topics include but are not limited to: polynomial an rational functions and inequalities, analytic geometry, trigometric functions, analytic geometry, inverse functions, applications of trigonometric functions, polar coordinates and vectors, the complex plane and relationships among exponential, logarithmic, and trigonometric functions.
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 be given for either MTH 165 or MGT 225, but not both.)
IAI M1 902
Prerequisite: MTH 070 (or equivalent) with a grade of C or better or Geometry placement test and MTH 080 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 Geometry I (5-0)   5 hrs.
Studies limits, the derivative and the definite integral with applications to geometry, science and engineering.
IAI M1 900-1, IAI EGR 901, IAI MTH 901
Prerequisite: MTH 070 (or equivalent) with a grade of C or better or Geometry placement test and MTH 140 with a grade of C or better or placement test or consent of mathematics department chair. An ACT Math score of 28 or more and a trigonometry course 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 900-2, 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 900-3, 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   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 Music Subject (.5-6)   **1 hr.**
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 Literature (3-0)   **3 hrs.**
Surveys the music literature available for performance by musical instruments, excluding keyboard instruments and voice.

MUS 224 Keyboard and Vocal Literature (3-0)   **3 hrs.**
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 Music Subject (1-12)   **2 hrs.**
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.

NET NETWORKING

NET 100 Windows Fundamentals (.5-1)   **1 hr.**
Introduces the student to the use of a graphical interface for the Windows operating system. Includes the use of the graphical interface and some of the built-in desktop and system accessories. (Formerly CIS 117)

NET 101 Windows (2-2)   **3 hrs.**
Introduces a student to the use of a graphical interface for the operating system. Includes the use of the graphical interface, built-in desktop accessories, and built-in system accessories. Covers several features of application packages when used in a Windows environment, networking considerations and switching between applications. Provides students with an introduction to the command-line environment, command-line file management, directory management, disk management, and the use of wildcards and options. Also introduces batch file concepts. (Formerly CIS 147)

NET 106 Introduction to Linux (2-2)   **3 hrs.**
Provides students with knowledge and hands-on experience in installing Linux, using the command line to manage a personal Linux workstation, and using a Graphical User Interface when appropriate. Students learn to manage files and file permissions, use the vim editor, and are introduced to operating system concepts such as file systems, pipes, filters, redirection, and processes. (Formerly CIS 149)

NET 111 A+ Hardware (2-2)   **3 hrs.**
Provides students with experience installing, configuring, maintaining, upgrading diagnosing, troubleshooting, and networking recent and current personal computer hardware. (Formerly CIS 145)
Prerequisite: NET 101 or NET 106 and 3 credit hours chosen from CAS 105, CAS 115, CAS 125, CAS 160 or CIS 101 with grades of C or better.

NET 112 A+ Operating System Technologies (2-2)   **3 hrs.**
Provides students with experience installing, configuring, upgrading, diagnosing, troubleshooting, and networking recent and current personal computer operating systems. (Formerly CIS 144)
Prerequisite: NET 101 or NET 106 and 3 credit hours chosen from CAS 105, CAS 115, CAS 125, CAS 160 or CIS 101 with grades of C or better.

NET 121 Introduction to Networking (2-2)   **3 hrs.**
Provides students with a comprehensive introduction to local area networks. Includes the OSI model, media, topologies, protocols, network maintenance, upgrades, troubleshooting, and current network operating systems. (Formerly CIS 171)

NET 122 Internet Protocols (2-2)   **3 hrs.**
Provides students with a detailed examination of Internet addressing and protocols. Includes IP addressing, routing, IP, ICMP, ARP, TCP, UDP, DHCP, DNS, HTTP, FTP, and SMTP. Uses protocol analyzers to monitor and examine network traffic. (Formerly CIS 172)
Prerequisite: NET 121 with a grade of C or better.

NET 141 Linux Administration (2-2)   **3 hrs.**
Provides students with knowledge and hands-on experience in installation, using utilities on the command line and using Graphical User Interface, using programming tools, editing text files and simple shell scripting. Also provides an understading of the Linux kernel, introductory networking concepts, and file systems. (Formerly CIS 165)

NET 151 NetPrep™ Networking Fundamentals (3-)   **3 hrs**
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 network environments. (Formerly CIS 102)

NET 152 NetPrep™ Local Area Networks (2-2)   **3 hrs**
Covers how LANs are built: what physical cables are used, how those cables are connection together, and how hardware platforms (such as servers and workstations) attach to LANs. The student will also learn about the Network Operating System (NOS) software and applications that run on LANs. (Formerly CIS 107)
Prerequisite: NET 151 with a grade of C or better, or consent of instructor.

NET 153 NetPrep™ Wide Area Networks (2-2)   **3 hrs**
Covers networking topics related to Wide Area Networks (WANs). These topics include the telecommunications components and concepts used to build WANs, as well as the protocols used to transport voice and data over a wide area. (Formerly CIS 115)
Prerequisite: NET 152 with a grade of C or better, or consent of instructor.

NET 154 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. (Formerly CIS 155)
Prerequisite: NET 152 with a grade of C or better, or consesnt of instructor.

NET 161 Windows Client Administration (2-2)   **3 hrs**
Provides students with knowledge and experience in installation, operation, administration, and troubleshooting Microsoft's Professional Workstation (PC) Operating System. (Formerly CIS 162)
Prerequisite: NET 111, NET 112, and either NET 122, NET 154 or NET 174 with grades of C or better.

NET 171 Cisco Networking Basics (2-2)   **3 hrs**
Provides students with a basic understanding of networking terminology, protocols, LANs, WANs, topologies, and communications. (Formerly CIS 173)

NET 172 Cisco Routers and Routing Basics (2-2)   **3 hrs**
Provides students with a basic understanding of routers and routing, including router interfaces, components configurations, IOS, TCP/IP addressing and subnetting, RIP, and IGRP. (Formerly CIS 174)
Prerequisite: NET 171 with a grade of C or better, or consent of instructor.

NET 173 Cisco Switching Basics and Intermediate Routing (2-2)   **3 hrs.**
Provides students with a basic understanding of switching and intermediate routing, including switches, VLANS, Spanning-Tree protocol, routing and routine protocols, access control lists, network documentation, security, and troubleshooting. (Formerly CIS 175)
Prerequisite: NET 172 with a grade of C or better, or consent of instructor.

NET 174 Cisco WAN Technologies (2-2)   **3 hrs**
Provides students with an understanding of basic WAN technologies, including WAN devices, encapsulation formats, communications, PPP, ISDN, and frame relay. (Formerly CIS 177)
Prerequisite: NET 173 with a grade of C or better, or consent of instructor.

NET 182 Computer Forensics (2-2)   **3 hrs**
Provides students with a comprehensive introduction to computer forensics: the preservation, identification, extraction, documentation and interpretation of computer data. Topics include computer forensics tools, file systems and disk structures, information analysis, and proper incident response techniques. (Formerly CIS 249)
Prerequisite: NET 111 and NET 112 with grades of C or better.

NET 201 Help Desk/Soft Skills (2-2)　　　**3 hrs**
Introduces and provides practice in the business, team, communication, and self-management skills needed to provide excellent technical support for computer users. (Formerly CIS 222)
Prerequisite: CIS 101 with a grade of C or better.

NET 211 Supporting Operating Systems (2-2)　　**3 hrs**
Provides students with hands-on experience installing, configuring, managing, and troubleshooting a currently popular operating system. Topics also include troubleshooting desktop user environments, networking and network resources such as printers and storage devices. (Formerly CIS 232)
Prerequisite: CIS 101 and NET 112 with grades of C or better.

NET 212 Supporting Applications (2-2)　　**3 hrs**
Provides students with hands-on experience installing, configuring, managing and troubleshooting currently popular desktop office applications. Topics also include identifying and troubleshooting network issues, configuring application security settings, and monitoring security vulnerabilities and updates. (Formerly CIS 242)
Prerequisite: CAS 160, CIS 101 and NET 211 with grades of C or better.

NET 221 Wireless Networking (CWNA) (2-2)　　**3 hrs**
Provides students with a comprehensive hands-on overview of wireless networking. Includes radio frequencies, wireless infrastructure, hardware, wireless standards, wireless LAN security, site surveys, and troubleshooting. (Formerly CIS 271)
Prerequisite: NET 121, NET 152 or NET 171 with a grade of C or better.

NET 231 Windows Scripting (2-2)　　**3 hrs**
Provides students with hands-on experience scripting the Windows environment. Topics include Windows Script Host, VBScript, variables and arrays, conditional logic, procedures, file and data access, error handling, and registry settings. A variety of administrative scripts are created throughout the course. (Formerly CIS 134)
Prerequisite: NET 112 and NET 121 with grades of C or better.

NET 236 Linux Shell Scripting (2-2)　　**3 hrs**
Provides students with in-depth knowledge of basic and advanced topics, and the hands-on experience needed to master Shell Programming. (Formerly CIS 277)
Prerequisite: NET 141 with a grade of C or better, or consent of instructor.

NET 241 Linux Networking (2-2)　　**3 hrs**
Provides students with knowledge and hands-on experience in Linux system administration, including user and group account management, file system, set-up and management, back-up strategies, software installation, and performance monitoring. (Formerly CIS 275)
Prerequisite: NET 141 with a grade of C or better, or consent of instructor.

NET 242 Linux Security (2-2)　　**3 hrs**
Provides students with knowledge and hands-on experience in configuring a secure Linux network using command line and graphical utilities. Introduces students to networking technologies and protocols, protection of business assets and user privacy, and system administrator ethics. (Formerly CIS 276)
Prerequisite: NET 241 with a grade of C or better, or consent of instructor.

NET 251 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. (Formerly CIS 156)
Prerequisite: NET 122 or NET 154 with a grade of C or better, or consent of instructor.

NET 252 NetPrep™ Internetworking Devices and Concepts (2-2)　　**3 hrs.**
Details the interconnection of computer network or internetworking. Topics include the use of internetworking components such as repeaters, hubs, bridges, switches, routers, and gateways; as well as concepts in network management and component selection. (Formerly CIS 157)
Prerequisite: NET 122 or NET 154 with a grade of C or better, or consent of instructor.

NET 253 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 traces as reference. (Formerly CIS 158)
Prerequisite: NET 122 or NET 154 with a grade of C or better, or consent of instructor.

NET 254 NetPrep™ Network Analysis and Design (2-2)　　**3 hrs.**
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. (Formerly CIS 159)
Prerequisite: NET 252 or NET 270 with a grade of C or better, or consent of instructor.

NET 261 Windows Server Administration (2-2)　　**3 hrs**
Provides students with knowledge and experience in installation, operation, administration, and troubleshooting Microsoft's Server Operating System. (Formerly CIS 163)
Prerequisite: NET 111, NET 112 and either NET 122, NET 154 or NET 174 with grades of C or better.

NET 262 Windows Network Administration (2-2)　　**3 hrs**
Provides students with knowledge and skills to administer, upgrade, and maintain a Microsoft-based network. (Formerly CIS 260)
Prerequisite: NET 261 with a grade of C or better.

NET 263 Windows Directory Services Administration (2-2)　　**3 hrs.**
Provides students the knowledge and skills to administer, upgrade, and maintain the Directory Services in a Microsoft-based network. (Formerly CIS 261)
Prerequisite: NET 261 with a grade of C or better.

NET 265 Exchange Server Administration (2-2)　　**3 hrs**
Provides students the knowledge and skills to install, manage, and troubleshoot the Microsoft Exchange Server. (Formerly CIS 265)
Prerequisite: NET 263 with a grade of C or better.

NET 266 Windows Security Design (2-2)　　**3 hrs**
Provides students the knowledge and sills to administer, upgrade, and maintain network security in a Microsoft-based network. (Formerly CIS 263)
Prerequisite: NET 263 with a grade of C or better.

262

NET 267 Windows Network Design (2-2)   3 hrs
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. (Formerly CIS 262)
Prerequisite: NET 262 and NET 263 with grades of C or better.

NET 268 Windows Directory Services Design (2-2)   3 hrs
Provides students knowledge and skills to design and implement the directory services in a Microsoft-based network. (Formerly CIS 264)
Prerequisite: NET 263 with a grade of C or better.

NET 270 Cisco Networking (CCNA) (2-2)   3 hrs
Provides students with experience configuring Cisco routers and switches for a variety of tasks, including IOS basics, router configuration, routing protocols, NAT, access lists, WAN settings, switching and VLANs.
Prerequisite: NET 111, NET 112 and either NET 122 or NET 154 with grades of C or better.

**NET 280 Network Security Fundamentals
(Security +) (2-2)   3 hrs.**
Provides students with a comprehensive hands-on overview of network security, including authentication, encryption, digital certificates, perimeter topologies, remote access, cryptography, and operational security. (Formerly CIS 250)
Prerequisite: NET 122, NET 154 or NET 174 with a grade of C or better, or consent of instructor.

NET 281 Networking Systems Security (2-2)   3 hrs
Provides students with hands-on experience securing a variety of networking systems. Topics include Linux and Windows operating systems, routers, wireless networks, auditing and contingency planning. (Formerly CIS 251)
Prerequisite: NET 280 with a grade of C or better.

**NET 282 Network Defense and
Countermeasures (2-2)   3 hrs.**
Provides students with hands-on experience securing network access. Topics include security policies, firewalls, remote access, virtual private networks, and intrusion detection. (Formerly CIS 252)
Prerequisite: NET 280 with a grade of C or better.

NET 299 Networking Capstone (1-4)   3 hrs
Provides students with network implementation and troubleshooting skills. Based upon real-life conditions, students will establish a corporate networking environment. The network will then be configured in various states of dysfunction, providing opportunity for students to identify problems and provide proper corrections and adjustments to make the network function properly again. (Formerly CIS 259)
Prerequisite: Prior or concurrent enrollment in NET 254 or NET 141 and NET 270 and NET 280 with a grade of C or better.

NUR Nursing

NUR 101 Nursing Fundamentals (4-15)   9 hrs.
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, HSC 201 and PSY 101.

**NUR 102 Nursing Care of Clients with Commonly Occurring
Health Needs (4-15)   9 hrs.**
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, HSC 201, NUR 101 and PSY 101 with grades of C or better.
Corequisite: BIO 161 and PSY 228.

NUR 104 Nursing Field Experience (0-12)   4 hrs.
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 health care setting, assuming the role and responsibilities of the practical nurse.
Prerequisite: BIO 161, NUR 102 and PSY 228 with grades of C or better.

NUR 199 Bridge to Advanced Nursing (.5-1.5)   1 hrs.
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: Admission into the Nursing program. BIO 161, HSC 201, NUR 102, PSY 101 and PSY 228 with grades of C or better.

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 and PSY 228 with grades of C or better.
Corequisite: BIO 130 and ENG 101.

NUR 202 Advanced Nursing II (5-15)   10 hrs.
Focuses on the nurse as the manager of care. Provides opportunity to utilize the nursing process in caring for groups of clients with multi-system 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: SOC 101 and SPE 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 and EMS 216, or NUR 102 with grades of C or better.

OCC Career Foundations

OCC 030 Computers in the Workplace (3-0)   3 hrs.
Presents a basic overview of the use of computers in the modern workplace. Emphasis will be placed on practical workplace applications or computer software. This course carries no transfer credit.
Prerequisite: Enrollment limited to students counseled and enrolled through the Office of Access and Disability Services (ADS).

OCC 040 Workplace Communication (3-0)   3 hrs.
Explores the importance of effective communication in work situations. Methods of effective workplace communication are discussed and modeled by the students. This course carries no transfer credit
Prerequisite: Enrollment limited to students counseled and enrolled through the Office of Access and Disability Services (ADS).

OCC 050 Career Exploration (3-0)   3 hrs.
Acquaints students with the American workplace. Explores the world of work and current issues and trends affecting employability. Introduces topics such as job/career assessment, individual education and employment plans, employment/life skills, job search techniques, employment documents, interviewing skills, employment practices and job retention skills. This course carries no transfer credit.
Prerequisite: Enrollment limited to students counseled and enrolled through the Office of Access and Disability Services (ADS).

OCC 060 Business Office Career Observation (1-5)   4 hrs.
Provides opportunities for Career Pathways students to apply their knowledge and skills in a business office setting. Classroom sessions allow for discussion of experiences and workplace practices. This course carries no transfer credit.
Prerequisite: Enrollment limited to students counseled and enrolled through the Office of Access and Disability Services (ADS).

OCC 061 Industrial Maintenance Career Observation (1-15)   4 hrs.
Provides opportunities for Career Pathways students to apply their knowledge and skills in an industrial maintenance setting. Classroom sessions allow for the discussion of experiences and workplace practices. This course carries no transfer credit.
Prerequisite: Enrollment limited to students counseled and enrolled through the Office of Access and Disability Services (ADS).

OFC Administrative Technology

OFC 102 Survey of Law Office Practice (3-0)   3 hrs.
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 Technology (1-0)   1 hr.
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 Relations (1-0)   1 hr.
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 Management (1-0)   1 hr.
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 Keyboarding (0-2)   1 hr.
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 Keyboarding with Applications (3-1)   3 hrs.
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 Review (1-2)   2 hrs.
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 Production (2-2)   3 hrs.
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 Applications (1-0)   1 hr.
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 Software I (2-0)   2 hrs.
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 Software II (2-0)   2 hrs.
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 Word Processing (2-0) **2 hrs.**
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 Word Processing (2-0) **2 hrs.**
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 Processing (2-0) **2 hrs.**
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 Practices (2-4) **4 hrs.**
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 Technology (1-0 to 6-0) **1-6 hrs.**
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 the Office (1-0) **1 hr.**
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 Planning (1-0) **1 hr.**
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 Transcription (1-2) **2 hrs.**
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 in the Law Office (3-0) 3 hrs.
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.

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 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
3 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 (CPS) (2-0)   2 hr.
Reviews records management, verbal and nonverbal
communication, research and reference materials, written
communication, information distribution, rules of grammar, and
business etiquette. This course prepares the student for Part
2 of the Certified Professional Secretary and Certified
Administrative Professional exams. Students enrolled in this
course should have one year of full-time secretarial
experience or consent of coordinator.

OFC 265 Office Systems and Technology (CPS) (2-0) 2 hr.
Reviews computer hardware and software, document layout
and reproduction, telecommunications, office layout and
design, and ergonomics. This course prepares the student for
Part 1 of the Certified Professional Secretary and Certified
Administrative Professional exams. Students enrolled in this
course should have one year of full-time secretarial
experience or consent of instructor.

OFC 266 Management (CPS) (1-0)   1 hr.
Reviews communication skills, basic management principles,
human resources issues, legal and ethical concerns, time
management, training and development, as well as basic
accounting procedures and concepts. This course prepares
the student for a portion of Part 3 of the Certified Professional
Secretary and Certified Administrative Professional Secretary
exams. Students enrolled in this course should have one year
of full-time administrative assistance 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: Emergency Medical Services (EMS)

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 (1-2)   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 (0-2)   1 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.

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 I (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 (0-2)   **1 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. Horseback 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 Strength and Tone (0-1)   .50 hr.
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 and Advanced (0-2)   1 hr.
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 instruction of the basic skills, rules and scoring. Students will have the opportunity to practice their skills in both singles and doubles games situations. 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 Racquetball (0-1)   **.50 hr.**
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/ Beginning (0-2)   **1 hr.**
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/ Advanced (0-2)   **1 hr.**
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.
Prerequisite: Prior to beginning the program, a physician supervised stress test is required for men 45 years or older and women 55 years or older, 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 Physical Education (2-0)   **2 hrs.**
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 a comprehensive first aid course, which is taught under the guidelines of the American Red Cross. This course includes the American Red Cross Responding to Emergencies component, which covers adult, child and infant Cardiopulmonary Resuscitation (CPR) and the use of the Automated External Defibrillator (AED). This course is designed to prepare students to respond to emergency situations with confidence in their ability to perform the necessary skills. Two certificates are issued, Community DPR and Responding to Emergencies certification, 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:
Bioscientific Foundations (2-2) **3 hrs.**
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 Personal Training III:
Functional Exercise Instruction (1-2) **2hrs.**
Provides the academic and practical experience that will enable students who are interested in becoming certified exercise instructors or personal trainers to design and deliver safe and effective physical training programs.
Prerequisite: PED 208 with a grade of C or better, or consent of Department Chair.

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 in
Elementary School (3-0) **3 hrs.**
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: Fitness Assessment
Procedures (1-2) **2 hrs.**
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.
Prerequisite: PED 208 with a grade of C or better or consent of instructor.

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 Internship (0-5) **1 hr.**
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 of Athletic Injuries (2-2) **3 hrs.**
Provides students with the basic principles in the prevention and care of injuries related to sport activities. This course teaches students who plan to coach how to make the correct decisions during athletic play and provides them with the latest first aid protocols. The course meets the requirements for the American Sport Education Program (ASEP) Sport First Aid course. Students have the opportunity to take the ASEP test upon successful completion of the course.

PED 220 Track and Field Techniques (2-0) **2 hrs.**
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 American Red Cross Fundamentals of Instructor Training (FIT) and Water Safety Instruction (WSI).
Prerequisite:
• Students must be 16 years of age or older on the last day of class
• Student must perform rescue techniques and demonstrate water safety skills.
• Student must swim 50 yards of the following strokes with American Red Cross Level 4 accuracy: back crawl, front crawl, elementary backstroke, sidestroke and breast stroke.
• Student must swim 15 yards of the butterfly stroke.
• Student must maintain position on back one minute in deep water while floating or sculling.
• Student must treat water for one minute.

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 Practice (3-2)   **4 hrs.**
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.
Corequisite: HSC 112.

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 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. (Formerly PHI
110. Students with credit for PHI 110 will not receive credit for
PHI 101.)
IAI H4 906

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 Philosophy (3-0)   **3 hrs.**
Principles and problems of philosophy as seen in different
schools of thought. Topics: validity of human knowledge;
nature of reality; mind and body; free will and 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 Philosophy (3-0)   **3 hrs.**
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—Modern (3-0)   3 hrs.
Surveys the major figures and schools in Western
philosophical tradition from the 15th to the 20th century.
Emphasizes interpreting philosophical reflection in light of the
social, political, religious and cultural context from which it
arises.
IAI H4 902

PHS Physical Science

PHS   101   Physical Science Survey (3-0)   3 hrs.
Designed to give the non-science major an understanding and
appreciation of the universe, earth, energy and matter.
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 Physical Science (3-2)   4 hrs.
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 and Universe (3-2)   4 hrs.
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

PHY Physics

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, or MTH 140 with a grade 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—Mechanics (4-2)   5 hrs.
Introduces mechanics using calculus. Topics include force and
motion, work and energy, rotation, oscillations, and fluids. For
students in chemistry, engineering, mathematics and physics.
IAI BIO 903, IAI EGR 911, IAI P2 900L
Prerequisite: MTH 201 with a grade of C or better or
concurrent enrollment.

**PHY   202   General Physics II—Electricity
                     and Magnetism (4-2)   5 hrs.**
Introduces electricity and magnetism using calculus. Topics
include charge, electric field and potential, resistance,
capacitance, and inductance, DC and AC circuits, magnetic
fields, laws of Gauss, Ampere and Faraday, Maxwell's
equations and electromagnetic waves. For students in
chemistry, engineering, mathematics and physics.
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—Thermal and
                     Quantum Physics (4-2)   5 hrs.**
Introduces thermodynamics and quantum physics. Topics
include temperature and heat, ideal gas law, first and second
law of thermodynamics, kinetic theory of gasses, entropy,
relativity, quantization, the atom, solid state physics and
conduction, nuclear and elementary particle physics. For
students in chemistry, engineering, mathematics and 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 Careers (1-0)   1 hr.
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
                     Shop Operation (1-6)   4 hrs.**
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 Technology
                     Internship (0-35)   5 hrs.**
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 (2-3)   3 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 (2-3)   3 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 (2-3)   3 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 Process
**   and Materials (3-3)   4 hrs.**
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 hardscape 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, Estimating (2-3)   3 hrs.
Emphasizes interpretation of maps, grading plans, construction drawings and landscape design plans, especially specifications, cost estimates and client relationships. Additional topics which deal with land use, land acquisition, park planning and the legal aspects of park and landscape contracting.

PKM   240   Grounds Equipment Power Units (1-6)   4 hrs.
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.
Prerequisite: PKM 140 with a grade of C or better.

PKM   242   Golf Course and Athletic Field
**   Management (3-3)   4 hrs.**
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
**   Plant Science Seminar (1-0)   1 hr.**
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 Studies (3-0)   3 hrs.
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 Research (3-0)   3 hrs.
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 program coordinator.

PLS   103   Litigation (3-0)   3 hrs.
Emphasizes the role of the paralegal in litigation. Analyses 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 program 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 program 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   206   Environmental Law (3-0)   3 hrs.
Studies American environmental law. Students will learn
about the Clean Air Act, the Clean Water Act, the
Comprehensive Environmental Response, Compensation and
Liability Act, the Endangered Species Act, wetlands, asbestos,
and environmental racism. Emphasis is placed on the role of
the paralegal in an Environmental Law issue. Ethical issues
dealing with Environmental Law are also presented and
discussed.

PLS   208   Internship in Paralegal Studies (1-10)   3 hrs.
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 Securities Law (3-0)   3 hrs.
Prepares paralegal student to aid in incorporation, corporate
record keeping and compliance with administrative
regulations. This includes the understanding of statutes, rules,
forms and releases pertaining to the principal acts
administered by the Securities and Exchange Commission.

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 Legal Research (3-0)   3 hrs.
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 program coordinator.

PLS   224   Commercial Real Estate Law (3-0)   3 hrs.
Studies American commercial real estate law. Students will
learn the anatomy of a commercial real estate transaction; the
role of a paralegal in a commercial real estate transaction; the
importance of title searches and surveys; and the role of
leases, easements, and licenses. Students ill also review the
process utilized to obtain commercial real estate mortgages
and the role of a paralegal in preparing for a commercial real
estate closing. Emphasis is placed on the role of the paralegal
in commercial real estate transactions. Ethical issues dealing
with commercial real estate are also presented and discussed.
Prerequisite: PLS 123 with a grade of C or better.

PLS   230   Topics in Paralegal Studies (1-0 to 6-0)   1-6 hrs.
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 pre-registration 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 and Government (3-0)   3 hrs.
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 Science (1-0 to 6-0)   1-6 hrs.
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 pre-registration 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
in the United States (3-0)   3 hrs.**
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 Politics (3-0)   **3 hrs.**
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 Politics (3-0)   **3 hrs.**
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 and Pests (3-3)   **4 hrs.**
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 Identification (3-3)   **4 hrs.**
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 Skills (2-3)   **3 hrs.**
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 Design I (3-0)   **3 hrs.**
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 Internship (1-7)   **3 hrs.**
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 program coordinator.

PST   204   Intermediate Floral Design (2-3)   **3 hrs.**
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 Floral Design (2-3)   **3 hrs.**
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 Floral Design (2-3)   **3 hrs.**
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 Design (2-3)   **3 hrs.**
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 Techniques (3-2)   **4 hrs.**
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, recordkeeping, purchasing and time studies.

PST 245 History of Floral Design II (2-3)   **3 hrs.**
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 Management (2-3)   **3 hrs.**
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 Operations (2-3)   **3 hrs.**
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, the propagation, planting, culture, harvesting and handling of nursery crops and associated business needs.
Prerequisite: PST 101 and PST 103 with grades of C or better, or consent of instructor.

PSY Psychology *

* Educational Psychology, see EDU 211.

  Students with Disabilities in School, see ECE 219.

  Introductory Social Psychology, see SOC 215.

PSY 101 Introduction to Psychology (3-0)   **3 hrs.**
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 Psychology (3-0)   **3 hrs.**
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 Psychology (2-0)   **2 hrs.**
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 in Psychology (3-0)   **3 hrs.**
Introduction to the logic and theory of the scientific method. Emphasis on the basic statistical procedures and principles of experimental design. The purpose is to promote critical interpretations of behavioral data through an understanding of methods used in psychology.
Prerequisite: PSY 101.

PSY 216 Child Psychology I (3-0)   **3 hrs.**
Individual child from conception to fetal development, infancy and latency. Emphasis placed on child rearing practices and techniques that appear beneficial in creation of independent and well-adjusted personality. Child's interaction with parents, siblings, peers and greater community considered in the formation of the integrated self.
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 Behavior (3-0)   **3 hrs.**
Studies the physiological aspects of behavior. Emphasizes the physiological foundations of motivation, consciousness, learning, emotion, aggression and stress. Clarifies the interaction between physiology, behavior and environment.
Prerequisite: PSY 101.

PSY 225 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 Human Development (3-0)   **3 hrs.**
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 Human Behavior (3-0)　　**3 hrs.**
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 Psychology (3-0)　　**3 hrs.**
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 101 Refrigeration Fundamentals (3-3)　　**4 hrs.**
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 Systems (3-3)　　**4 hrs.**
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 Controls (3-3)　　**4 hrs.**
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 Appliances (3-3)　　**4 hrs.**
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 201 Refrigeration System Design I (3-3)　　**4 hrs.**
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 Design II (3-3)　　**4 hrs.**
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 Principles (3-3)　　**4 hrs.**
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.

RAD Radiologic Technology

RAD 102 Radiologic Procedures I (2-2)　　**3 hrs.**
Examines radiologic anatomy and examination procedures for the upper appendicular skeleton, the chest and the abdomen. The basic concepts of radiologic positioning are presented. Students are taught techniques and procedures related to reading various types of technique charts and are able to program X-ray units for correct exposure for designated examination.
Prerequisite: Admission into the Radiologic Technology program. Prior or concurrent enrollment in BIO 160, HSC 104, HSC 105, HSC 107 and HSC 112.
Corequisite: RAD 103.

RAD 103 Radiologic Principles I (2-2)　　**3 hrs.**
Introduces students to the principles of radiography and factors controlling radiologic production and radiation protection. Radiation production, prime factors, radiographic film, intensifying screens, picture archived communication systems/computerized radiography, laser printers, and film processing are presented.
Prerequisite: Admission into the Radiologic Technology program. Prior or concurrent enrollment in BIO 160, HSC 104, HSC 105, HSC 107 and HSC 112.
Corequisite: RAD 102.

RAD 105 Radiologic Procedures II (2-2)　　**3 hrs.**
Examines the radiologic anatomy and examination procedures for the lower extremity, bony thorax and vertebral column. Students are taught to read various types of technique charts and program X-ray units for correct exposure for these examinations.
Prerequisite: RAD 102 and RAD 103 with grades of C or better. Prior or concurrent enrollment in BIO 161, HSC 201, HSC 213, RAD 106 and RAD 107.

RAD 106 Radiologic Principles II (2-2) **3 hrs.**
Provides supervised environment to provide the necessary skills needed to evaluate the radiologic image and provide appropriate recommendations for improving the diagnostic quality of the radiograph.
Prerequisite: BIO 160, HSC 104, HSC 105, HSC 107, HSC 112, RAD 102 and RAD 103 with grades of C or better. Prior or concurrent enrollment in BIO 161, HSC 201 and HSC 213.
Corequisite: RAD 105 and RAD 107.

RAD 107 Radiologic Clinical Education I (0-16) **3 hrs.**
Applies principles of radiologic positioning under the supervision of qualified registered American Registry of Radiologic Technologists (ARRT) technologist. Emphasis on appendicular and axial skeleton. Principles of exposure, image quality and other associated professional skills. Placement of clinical assignment by program coordinator.
Prerequisite: CPR American Heart Association Certification, BIO 160, HSC 105, HSC 107, RAD 102 with grades of C or better. Prior or concurrent enrollment in BIO 161, HSC 201 and HSC 213.
Corequisite: RAD 105 and RAD 106.

RAD 201 Radiologic Clinical Education II (0-16) **4 hrs.**
Applies principles of radiologic positioning under the supervision of qualified registered American Registry of Radiologic Technologists (ARRT) technologist. Continued emphasis on contrasted procedures, appendicular and axial skeleton, the chest and bony thorax, and other radiologic skills. Placement of clinical assignment and seminar by program coordinator.
Prerequisite: BIO 161, HSC 201, HSC 213 and RAD 107 with grades of C or better.

RAD 202 Radiologic Procedures III (2-2) **3 hrs.**
Covers the radiologic anatomy and examination procedures for the digestive, urinary, and hepatobiliary systems, as well as the cranium, paranasal sinuses and facial bones. Students are taught to read various types of technique charts and program X-ray units for correct exposure for these examinations.
Prerequisite: RAD 102 and RAD 105 with grades of C or better.
Corequisite: RAD 205.

RAD 203 Advanced Radiologic Principles (3-0) **3 hrs.**
Provides a continuation of topics covered in RAD 106 such as the principles involved in diagnostic X-ray production and radiographic and fluoroscopic equipment. Topics include X-ray production, electromagnetic interactions with matter, X-ray devices, equipment circuitry, targets, filtration, physics of computerized radiography and digital radiography, and dosimeter. Covers the application of physical concepts as related to X-ray image production.
Prerequisite: RAD 106 with a grade of C or better.
Corequisite: RAD 202, RAD 204 and RAD 205.

RAD 204 Radiobiology (3-0) **3 hrs.**
Provides an in-depth study of radiation biology, radiation regulations and radiation measurements. Somatic and genetic effects of ionizing radiation is presented. Radiation safety practices for staff and patient/clients is covered.
Prerequisite: BIO 161 and RAD 106 with grades of C or better.
Corequisite: RAD 202, RAD 203 and RAD 205.

RAD 205 Radiologic Clinical Education III (0-24) **4 hrs.**
Provides a continuation of radiologic experiences with emphasis on radiographic positioning of the cranial and facial bones; trauma; surgery and mobile procedures; and observation of radiologic interpretation. Placement of clinical assignment by program coordinator.
Prerequisite: RAD 201 with a grade of C or better.
Corequisite: RAD 202, RAD 203 and RAD 204.

RAD 206 Radiologic Pathology (3-0) **3 hrs.**
Examines the etiology and processes of trauma and disease. Emphasis placed on radiologic pathology of body systems.
Prerequisite: BIO 161, RAD 202 and RAD 204 with grades of C or better.
Corequisite: RAD 210.

RAD 207 Radiologic Quality Assurance (1-0) **1 hr.**
Presents analytical and statistical concepts and tools necessary to plan and manage continuous quality improvement efforts in a health care setting. Emphasis is placed on analyzing radiological processes to ensure quality patient care and services, to improve departmental efficiency and to establish and maintain a nurturing work environment.
Prerequisite: RAD 205 with a grade of C or better.

RAD 208 Radiologic Seminar (1-0) **1 hr.**
Provides a review and discussion of radiologic principles, techniques and methods, and film critique. Emphasis is placed on the interdependence of theory and principles in preparation for the American Registry for Radiologic Technology (ARRT) examination.
Prerequisite: RAD 203 and RAD 205 with grades of C or better.
Corequisite: RAD 206, RAD 207, RAD 209 and RAD 210.

RAD 209 Radiologic Special Procedures (3-0) **3 hrs.**
Emphasizes routine special procedures including cardiovascular imaging, neuroradiography, reproductive system radiography and special studies of the viscera. The course details portable and surgical radiography, pediatric and geriatric radiography and related imaging modalities such as computed tomography, magnetic resonance imaging, ultrasonography and neuroradiography. Includes interventional radiology procedures such as stent-coil placement and venous access placement. The student will be able to participate and function in each of these different special procedures.
Prerequisite: RAD 202 with a grade of C or better.
Corequisite: RAD 206, RAD 207, RAD 208 and RAD 210.

RAD 210 Radiologic Clinical Education IV (0-24) **4 hrs.**
Covers advanced clinical experiences with guided practice of special procedures. Experience with mobile units at bedside and in the operating room and emergency room. Placement of clinical assignment by the program coordinator.
Prerequisite: RAD 205 with a grade of C or better.
Corequisite: RAD 206, RAD 207, RAD 208 and RAD 209.

RAD 211 Radiologic Clinical Education V (0-20) **4 hrs.**
Provides a continuation of advanced clinical experiences with guided practice of special procedures. Experience with mobile units at bedside, in the operating room and in the emergency room. Placement of clinical assignment by the program coordinator.
Prerequisite: RAD 209 and RAD 210 with grades of C or better.

RAD 215 Principles and Procedures in Mammography (3-0) **3 hrs.**
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 skills, critical equipment features, image receptor characteristics, and image quality management. Successful completion of this course along with RAD 216 will meet the required contact hours of documented learning required to sit for Mammography Technologist Certification exam. This course may be scheduled as (1) one week long (five days) course offered in fall and spring, (2) one full day per week for five weeks, of (3) tow evenings per week for six weeks. (Formerly MAM 206)
Prerequisite: Admission into the Mammography certificate program.

RAD 216 Mammography Externship (0-2) **1 hrs.**
Provides students with 32 hours of clinical experience to gain required skills 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. Presented as a precepted clinical to complete in two weeks immediately following successful completion of RAD 215. (Formerly MAM 207)
Prerequisite: Prior or concurrent enrollment in RAD 215.

RDG Reading

RDG 080 Reading Skills I—Deaf/Hard-of-Hearing (4-0) 4 hrs.
Presents instruction in the fundamental reading skills for deaf and hard-of-hearing students. Recognizing the unique learning needs of deaf/hard-of-hearing students, American Sign Language (ASL) will be used to promote development of reading skills. Vocabulary development will be stressed. This course will stress both academic reading development and reading in a vocational context. Carries no transfer credit.

RDG 085 Reading Skills II—Deaf/Hard-of-Hearing (4-0) 4 hrs.
Continues the development of fundamental reading skills from RDG 080. The student's first language, American Sign Language (ASL), will be used to promote the development of reading skills. The curriculum materials will once again stress vocabulary development, academic reading development and vocational applications. Carries no transfer credit.
Prerequisite: RDG 080 with a grade of C or better, or consent of instructor.

RDG 090 Fundamentals of Reading (3-0) **3 hrs.**
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 Textbook (3-0) **3 hrs.**
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 Technologies (3-0) **3 hrs.**
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 Reading Skills (3-0) **3 hrs.**
Develops the full array of mature, fluent reading skills, including critical and analytical comprehension, content area reading, predictive reading, vocabulary development, speed and flexibility. Also covers theories of comprehension and language development.

RES Real Estate

RES 101 Real Estate Transactions (3-0) **3 hrs.**
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 Applications (1-0) **1 hr.**
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 Uniform Standards of Professional
                Appraisal Practice (1-0)** **1 hr.**
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 (IL 3-08).

**RES 141 Basic Appraisal
                Principles (2-0)** **2 hrs.**
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. Fulfills one of the educational requirements necessary to become a licensed appraiser (IL 1-08)..

**RES 142 Basic Appraisal
                Procedures (2-0)** **2 hrs.**
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 (IL 2-08).

RES 143 Appraising Non-Residential Properties (2-0) 2 hrs.
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.

SCM Supply Chain Management

SCM 101   Supply Chain Management (3-0)   3 hrs.
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. (Formerly MAT 101)

SCM 120   Production Control Concepts (3-0)   3 hrs.
Describes the development, scope and objectives of production control. Specific attention will be given to scheduling, control, critical path, machine loading, materials requirements planning and other techniques, functions, and activities which are implicit in this aspect of material management operations. (Formerly MAT 120)

Prerequisite: SCM 101 or consent of program coordinator.

SCM 121   Principles of Physical Distribution (3-0)   3 hrs.
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. (Formerly MAT 121)
Prerequisite: SCM 101 or consent of program coordinator.

SCM   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. (Formerly MAT 122)
Prerequisite: SCM 101 or consent of program coordinator.

SCM   123   Traffic and Transportation (3-0)   3 hrs.
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. (Formerly MAT 123)
Prerequisite: SCM 101 or consent of coordinator.

SCM   124   Material Handling and Packaging (3-0)   3 hrs.
Presents material handling and packaging as tools for use in a total system of material management. Material handling concepts include palletization, containerization, conveyor systems, fully automated warehousing and integrated production lines. Packaging is treated as a function with ramifications far beyond mere protection of a product. (Formerly MAT 124)
Prerequisite: SCM 101 or consent of coordinator.

SCM   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. (Formerly MAT 125)
Prerequisite: MKT 245 or SCM 101.

SCM   226   Material Requirements Planning (MRP) (3-0)   3 hrs.
Covers computer based Material Requirements Planning (MRP) systems, important to modern material management. Focuses on using MRP systems to reduce inventories, set priorities, initiate orders, purchase requirements and develop master production schedules. (Formerly MAT 226)
Prerequisite: SCM 122 or consent of coordinator.

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SCM 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. (Formerly MAT 227)

SCM 230 International Supply Chain Management (3-0)　　　**3 hrs.**
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. (Formerly MAT 230)
Prerequisite: SCM 101 or consent of instructor.

MAT 259 Advanced Purchasing (3-0)　　　**3 hrs.**
Continues MAT 125. Emphasis to be given to managerial aspects of purchasing, contract negotiation and administration and speculative purchasing. (Formerly MAT 259)
Prerequisite: SCM 125.

SCM 281 Topics in Supply Chain Management (1-0 to 3-0)　　　**1-3 hrs.**
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 pre-registration 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. (Formerly MAT 281)

SGN Sign Language

SGN 101 American Sign Language I (4-0)　　　**4 hrs.**
Introduces the student to American Sign Language with emphasis on comprehension and production of basic language functions, grammatical structures and level-appropriate vocabulary. Presents information about the Deaf community and culturally appropriate behaviors. 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 further develops language comprehension and production skills at increasing level of complexity. Applies increasingly complex grammatical structures to language functions. Presents and integrates additional information about Deaf culture into language usage.
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 chair.

SGN 104 CASE: Signed English (1-0 to 3-0)　　　**1-3 hrs.**
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 Language III (4-0)　　　**4 hrs.**
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 chair.

SGN 202 American Sign Language IV (3-0)　　　**3 hrs.**
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 chair.

SGN 205 American Sign Language V (3-0)　　　**3 hrs.**
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 chair.

SGN 210 American Sign Language Community: A Cultural Perspective (4-0)　　　**4 hrs.**
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. I
AI H1 900
Prerequisite: SGN 201 with a grade of C or better, or consent of department chair.

SGN 212 Introduction to American Sign Language Literature (3-0)　　　**3 hrs.**
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 chair.

SOC Sociology

SOC 101 Introduction to Sociology (3-0) **3 hrs.**
Analysis and description of the structure and dynamics of human society. Application of scientific methods to the observation and analysis of social norms, groups, intergroup relations, social change, social stratification and institutions.
IAI S7 900

SOC 120 The Family in Contemporary Society (3-0) **3 hrs.**
Examines the family as a social institution and as a dynamic interactive system. Topics include courtship, marriage, family systems, parenting, non-traditional forms of the family.
IAI S7 902, IAI SOC 912

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 pre-registration 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 analysing 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.

SOC 235 Race and Ethnicity (3-0) **3 hrs.**
Examines differential power relations between racial and ethnic groups. Analyzes the economic, political and cultural structures that produce and reproduce these power differences. Focuses on cultural diversity and various dimensions of prejudice and discrimination including an analysis of racial and ethnic inequality and its origins, conditions under which these forms of inequalities are (re)produced.
IAI S7 903D
Prerequisite: SOC 101 with a grade of C of 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 112 Heritage Spanish I (4-0) **4 hrs.**
Examines the dialectal and sociolinguistic variation present in Spanish-speaking communities in the United States as well as in Spanish-speaking countries. Students will become cognizant of the linguistic strengths they possess, develop a sense of pride in their heritage by studying their language and culture and expand their ability to use Spanish in new applications and contexts. Examines the concept of standard Spanish and explores the situations in which standard and non-standard Spanish should be employed and how to adjust language usage accordingly. This course emphasizes the orthography, pronunciation and lexical expansion in formal Spanish. This course is intended for Hispanic heritage students that comprehend spoken Spanish and may have varying degrees of speaking and writing ability.

SPA 113 Heritage Spanish II (4-0) **4 hrs.**
Examines the dialectal and sociolinguistic variation present in Spanish-speaking communities in the United States as well as in Spanish-speaking countries. This course is a continuation of SPA 112. Students will become cognizant of the linguistic strengths they possess, develop a sense of pride in their heritage by studying their language and culture and expand their ability to use Spanish in new applications and contexts. Examines the concept of standard Spanish and explores the social situations in which standard and non-standard Spanish should be employed and how to adjust language usage accordingly. This course emphasizes the study of formal grammatical aspects of Spanish. This course is intended for Hispanic heritage students that comprehend spoken Spanish and may have varying degrees of speaking and writing ability.

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 cross-cultural 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   Spanish Intensive Oral Practice (3-0)   **3 hrs.**
Focuses on 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.**
Studies 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: 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   190   Applied Theatre Practicum I (0-2)   **1 hr.**
Provides practical experience in directing, acting, costuming,
scene design, lighting and repertory.
Prerequisite: Consent of instructor.

SPE   191   Applied Theatre Practicum II (0-2)   **1 hr.**
Continues SPE 190. Provides practical experience in directing,
acting, costuming, scene design, lighting and repertory.
Prerequisite: SPE 190 with a grade of C or better and
consent of instructor.

SPE   192   Applied Theatre Practicum III (0-2)   **1 hr.**
Continues SPE 191. Provides practical experience in directing,
acting, costuming, scene design, lighting and repertory.
Prerequisite: SPE 191 with a grade of C or better and
consent of instructor.

SPE   193   Applied Theatre Practicum IV (0-2)   **1 hr.**
Continues SPE 192. Provides practical experience in directing,
acting, costuming, scene design, lighting and repertory.
Prerequisite: SPE 192 with a grade of C or better and
consent of instructor.

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

WEB Web Development

WEB 101 Internet Fundamentals (.5-1.0)   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. (Formerly CIS 118)

WEB 150 Web Development I (2-2)   3 hrs.
Introduces the student to creating web pages, utilizing XHTML and Cascading Style Sheets. Web design best practices, web site hosting, Internet protocols, graphics, media, security, and e-commerce are among the topics covered. Students utilize the skills learned to create a web site project of their choice and design. Recommended preparation: CIS 101, GRA 101 or equivalent experience. (Formerly CIS 119)

WEB 170 Web Graphics (2-2)   3 hrs.
Provides an introduction to creating, manipulating, and implementing bitmapped and vector based graphics in multimedia applications and web pages. Currently popular graphics applications will be used. (Formerly CIS 109)
Prerequisite: WEB 150 with a grade of C or better.

WEB 180 Flash Multimedia I (2-2)   3 hrs.
Introduces students to the Flash authoring environment as they utilize the basic features and functions of the application to combine graphics, music, video, and text in multimedia projects for the web. Provides a background in the terminology, growth, and application of multimedia. (Formerly CIS 105)
Prerequisite: CIS 100, CIS 101 or WEB 150 with a grade of C or better.

WEB 190 Web Authoring Tools (2-2)   3 hrs.
Builds on web development skills learned in WEB 150. This course provides an introduction to a currently popular web authoring tool. Unique features of the authoring tool will be utilized. (Formerly CIS 139)
Prerequisite: WEB 150 with a grade of C or better.

WEB 200 Web Development II (2-2)   3 hrs.
Builds on web development skills learned in WEB 150. Emphasizes the development of interactive web pages using JavaScript, Cascading Style Sheets, and XHTML. Students utilize the advanced skills learned to create a business-oriented web site of their choice and design. (Formerly CIS 138)
Prerequisite: WEB 150 with a grade of C or better.

WEB 205 Perl Web Programming (2-2)   3 hrs.
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 Perl's object-oriented approach to write Common Gateway Interface (CGI) programs for web-based applications. (Formerly CIS 161)
Prerequisite: WEB 200 with a grade of C or better.

WEB 210 Web Usability and Accessibility (2-2)   3 hrs.
Provides the student with the foundation in developing usable and accessible web sites. Topics include Section 508 Accessibility compliance, the Web Accessibility Initiative guidelines, usability testing, and applications that test for adherence to coding syntax and accessibility recommendations.
Prerequisite: WEB 150 with a grade of C or better.

WEB 220 Flash Multimedia II (2-2)   3 hrs.
Expands the topics in WEB 180. Students will use Flash ActionScript as they create interactive Flash multimedia projects including video, graphics, audio and text in multimedia projects. Design considerations will be covered for various formats including optimizing Flash multimedia for the web. (Formerly CIS 205)
Prerequisite: WEB 150 and WEB 180 with grades of C or better.

WEB 230 Extensible Markup Language (2-2)   3 hrs.
Provides an introduction to Extensible Markup Language (XML). The key capabilities, limitations, and differences between XML-based mark-up languages will be discussed. Students will use XML technologies to transform and exchange data. (Formerly CIS 189)
Prerequisite: WEB 150 with a grade of C or better.

WEB 240 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, and taxation 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. (Formerly CIS 218)

WEB 250 Web Development III (2-2)   **3 hrs.**
Provides an introduction to web data access while building on knowledge and experience gained in WEB 200. Database concepts in the context of a web application are studied. Students use a popular web authoring tool, server-side scripting, and XML. (Formerly CIS 239)
Prerequisite: CAS 125 and WEB 200 with grades of C or better.

WEB 255 Open Source Web Application   **3 hrs.**
         Development (2-2)
Introduces the basics of designing and building a dynamic web site utilizing open source technologies. Students will develop web applications using an open source scripting language and database. (Formerly CIS 229)
Prerequisite: CAS 125 and WEB 200 with grades of C or better.

WEB 299 Web Management Capstone (2-2)   **3 hrs.**
Applies and integrates skills from previous web courses as students work in groups to develop a web site while addressing topics integral to web management including: web servers, establishing a presence on the web, web server configuration, and using server-side scripts. Project management issues and system development life cycle methodologies are discussed and practiced. (Formerly CIS 219)
Prerequisite: WEB 200 with a grade of C or better. Recommended **Prerequisite**: Successful completion of all other required WEB courses in the certificate or degree program pursued.

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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 p.m. on the Harper campus at Algonquin and Roselle roads in Palatine.

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