

Accounting is often called the language of business. Its basic principles provide an accepted medium for communicating the results of operating business, government, and other institutions.

With the increase in the number, size, and complexity of business, the need for timely financial information is greater than ever. As an accounting technician in private or public accounting, you will help assemble, identify, record, and interpret this information.

The accounting program at Elgin Community College provides you with the necessary skills to perform accounting functions from comparatively simple bookkeeping to financial analysis underlying management decisions.

The two-year degree includes the study of accounting terminology, systems of accounting, types of business entities, types of information to be measured, and the use of management accounting concepts. You will also be introduced to fields of accounting such as cost accounting, budgeting, and taxes.

In addition to a concentration in accounting, you have the opportunity to study related fields including business law, economics, management, and data processing.

This certificate emphasizes basic manual and computerized financial concepts and procedures to meet the demand of today's businesses which require individuals with accounting skills to possess general office skills. The major emphasis of the certificate is placed on acquiring up-to-date word processing skills along with office skills.

Accounting graduates are prepared for entry level employment as an accounting clerk, accounting trainee, accounting assistant, and bookkeeper. Depending upon your career goal, you may work for a retail, wholesale, manufacturing, or service business, state, local or federal government, or other institutions including schools and hospitals.

**Special Admissions Requirements:** None

**Program Requirements:** If it is the intention of the student pursuing the AAS degree to begin his/her study of accounting with ACC 100 Introductory Accounting I, only three hours of recommended electives will be required in the fourth semester.

## DEGREE CONFERRED: ASSOCIATE OF APPLIED SCIENCE IN ACCOUNTING

First Semester	Sem. Hrs.
ACC 101 Financial Accounting.....	4
BUS 100 Introduction to Business.....	3
BUS 120 Business Mathematics.....	3
MTH 125 Finite Mathematics for Business & Management.....	3
OTS 100 Keyboarding.....	1
	Total 14

Second Semester	Sem. Hrs.
ACC 105 Managerial Accounting.....	4
ACC 202 Microcomputer General Ledger.....	1
ACC 203 Spreadsheet Applications in Financial Accounting.....	1
BEC 101 Basic Economics or BEC 102 Principles of Macroeconomics.....	3
BUS 101 Business Communications.....	3
PSY 100 Introduction to Psychology.....	3
	Total 15

Third Semester	Sem. Hrs.
ACC 106 Cost Accounting.....	3
ACC 108 Intermediate Accounting I.....	3
ACC 205 Microcomputer Applications in Managerial Accounting or ACC 215 Spreadsheet Applications in Managerial Accounting.....	1
BUS 112 Legal Environment of Business or BUS 113 Business Law.....	3
MMT101 Principles of Management.....	3
SPH 101 Fundamentals of Speech.....	3
	Total 16

Fourth Semester	Sem. Hrs.
ACC 112 Income Tax Accounting.....	3
ACC 212 Microcomputer Applications in Tax Accounting.....	1
BUS 142 Report Writing.....	3
Liberal Education Requirement*.....	3
Recommended Electives+.....	6
	Total 16

Recommended Electives	Sem. Hrs.
ACC 100 Introductory Accounting I.....	3
ACC 109 Intermediate Accounting II.....	3
ACC 110 Intermediate Accounting III.....	3
ACC 201 Microcomputer Applications in Financial Accounting.....	1
ACC 205 Microcomputer Applications in Managerial Accounting.....	1
ACC 206 Microcomputer Applications in Cost Accounting.....	1
ACC 208 Microcomputer Applications in Intermediate Accounting I.....	1
ACC 212 Microcomputer Applications in Tax Accounting.....	1
ACC 221 Payroll Accounting.....	2
CIS 143 Spreadsheet Software.....	2
ACC 280 Financial Analysis/Spreadsheet Appl.....	2
ACC 130 Internship in Financial Accounting.....	3
ACC 134 Internship in Managerial Accounting.....	3
ACC 138 Internship in Tax Accounting.....	3

+See Program Requirements this page.

\*See p. 21

## CERTIFICATE CONFERRED: VOCATIONAL SPECIALIST IN ACCOUNTING/OFFICE TECHNOLOGY

First Semester	Sem. Hrs.
ACC 100 Introductory Accounting I.....	3
BUS 101 Business Communications.....	3
BUS 120 Business Mathematics.....	3
OTS 100 Keyboarding (or placement test).....	0/1
OTS 101 Keyboarding-Speed & Accuracy.....	2
OAT 141 Spreadsheet I.....	1
OAT 144 Operating Systems I.....	1
	Total 13/14

Second Semester	Sem. Hrs.
ACC 103 Introductory Accounting II.....	4
ACC 202 Microcomputer General Ledger.....	1
ACC 203 Spreadsheet Applications in Financial Accounting.....	1
ACC 221 Payroll Accounting.....	2
OAT 100 Professional Development Skills.....	1
OTS 105 Office Data Entry Skills.....	3
OAT 126 Word Processing Applications I.....	1.5
OAT 127 Word Processing Applications II.....	1.5
	Total 15

*One 3 hour elective must be chosen from the following list and may be included in either semester of course work:*

Recommended Electives:	Sem. Hrs.
BUS 100 Introduction to Business.....	3
MMT 101 Principles of Management.....	3
PSY 100 Introduction to Psychology.....	3
OAT 130 Software Applications for the Office.....	3

• Although the course sequences as shown on this page are based on full-time enrollment, students may complete their course of study on a part-time or three-quarter time basis.

• The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.

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# Automotive

The automotive field has a severe shortage of qualified technicians with some estimates indicating a need for more than 40,000 new technicians every year.

Elgin Community College opens the doors of opportunity to this exciting and vibrant field by helping students master the skills needed to service cars. Course work can be tailored to individuals with little or no experience in the automotive service industry, those seeking to advance their career, or those changing careers.

ECC's automotive programs are designed to meet the ever changing requirements of the auto industry as well as the varying interests and needs of students. All ECC instruction is geared to prepare students for the Automotive Service Excellence (ASE) tests which maximize earning power on the job.

You receive training in all phases of automotive maintenance work for all types of vehicles. Your specialty study covers the function, construction, operation, and servicing of automotive components including fuel systems, standard and automatic transmissions, suspension and brake systems, driveline units, air conditioning, electrical systems, computer controls, and emission systems. Diagnosis and trouble shooting, shop safety, and shop procedures are also covered.

In automotive service classes, you have the opportunity for the practical application of specialty skills in an on the job atmosphere where service needs of local garages are stressed. In addition to developing and applying technical skills, you will study management functions of dealerships and service centers including distribution channels, organizational structure, facility organization and management responsibility.

Short term certificates are ideal for building specialty skills and make nice enhancements to the degree.

Employment opportunities in the automotive service field include automotive mechanic, specialty mechanic, lab technician, service salesman, parts manager, service manager, jobber salesman, sales representative, automotive shop instructor, and service writer.

**Special Admissions Requirements:** None

**Program Requirements:** ECC Automotive students are required to provide their own hand tools, safety glasses, and protective clothing. Complete lists of special equipment are available from ECC Automotive Instructors.

## DEGREE CONFERRED: ASSOCIATE OF APPLIED SCIENCE IN AUTOMOTIVE SERVICE TECHNOLOGY

First Semester	Sem. Hrs.
AUT 151 Automotive Engine Service & Repair .....	7
AUT 153 Manual Transmissions & Drivetrains .....	7
Required Communications Course* .....	3
Total 17	

Second Semester	Sem. Hrs.
AUT 160 Automotive Electricity I .....	6
AUT 163 Automotive Electricity II.....	4
AUT 290 Auto Heating & Air Conditioning .....	5
Required Communications Course* .....	3
Total 18	

Third Semester	Sem. Hrs.
AUT 171 Automotive Suspensions & Wheel Alignment.....	5
AUT 172 Automotive Brake Systems .....	5
Required Math or Science Course* .....	3/4
Required Social or Behavioral Science Course* .....	3
Total 16/17	

Fourth Semester	Sem. Hrs.
AUT 180 Fuel & Ignition System Fundamentals.....	7
AUT 271 Diagnostics & Engine Performance .....	7
Liberal Education Requirement* .....	3
Total 17	

\* See p. 21

## CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN AUTOMOTIVE ELECTRICAL SPECIALIST

	Sem.Hrs.
AUT 160 Automotive Electricity I .....	6
AUT 163 Automotive Electricity II.....	4
Total 10	

## CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN BRAKE AND SUSPENSION SPECIALIST

	Sem. Hrs.
AUT 171 Automotive Suspensions & Wheel Alignment .....	5
AUT 172 Automotive Brake Systems .....	5
Total 10	

## CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN ENGINE MECHANICAL REPAIR SPECIALIST

	Sem. Hrs.
AUT 151 Automotive Engine Service & Repair .....	7
Total 7	

## CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN ENGINE PERFORMANCE SPECIALIST

	Sem. Hrs.
AUT 180 Fuel & Ignition System Fundamentals.....	7
AUT 271 Diagnostic & Engine Performance.....	7
Total 14	

## CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN TRANSMISSION & DRIVETRAIN SPECIALIST

	Sem. Hrs.
AUT 153 Manual Transmissions & Drivetrains .....	7
AUT 253 Automatic Transmissions .....	5
Total 12	

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**The clinical laboratory technology program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences.**

The clinical laboratory technology programs of Elgin Community College prepare individuals for rewarding professional careers that combine medicine and science and build a strong foundation for positions in healthcare leadership, biotechnology or forensics. The job outlook is excellent with employment opportunities existing in hospitals, outpatient clinics, commercial labs, research labs, blood centers, public health departments, veterinary labs and others.

### Clinical Laboratory Technicians

Clinical laboratory technicians (CLTs) perform diagnostic analyses on blood and body fluid samples using state-of-the-art laboratory equipment, interpret test results and consult with physicians in determining and monitoring necessary treatment for patients.

The program integrates general education and professional courses with hands-on experiences in a variety of clinical lab settings and leads to associate degree. Online education is combined with on-campus labs to prepare students with the technical skills needed to work in the laboratory departments of hematology, microbiology, chemistry, blood bank, immunology, microscopy and phlebotomy.

Upon completion of the degree, students are eligible to sit for national certification exams offered by the American Society of Clinical Pathology and the National Credentialing Agency for Laboratory Personnel.

The CLT program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences, 8410 West Bryn Mawr Avenue, Suite 670, Chicago, IL 60631-3415, 773-714-8880.

### Clinical Laboratory Assistants

Clinical laboratory assistants (CLAs) are important members of the laboratory team who collect and process specimens, prepare slides and cultures, and perform point-of-care testing procedures.

The program leads to a basic vocational specialist certificate and introduces basic lab skills, safety and infection control, medical terminology, specimen collection and laboratory automation. Students also perform point-of-care tests in hematology, urinalysis, chemistry, microbiology, and immunology.

### Policies/Procedures

Criminal background checks and drug testing are required for all health professions programs. Students demonstrating a positive background check or drug test will be denied admission to health professions programs. Students demonstrating a positive background check or annual drug test

while enrolled in health professions programs will be dismissed from the program.

The standards, policies, and procedures of the clinical laboratory technology programs are published in student handbooks available in the CLT Office, HBT 191, Main Campus, or online at [elgin.edu/clt](http://elgin.edu/clt).

**Special Admissions Requirements:** Obtain an application for admission to the CLT/CLA program from the program director (HBT 191) or online at [elgin.edu/clt](http://elgin.edu/clt). Students may apply to the CLT/CLA program while completing entrance requirements. Applications will be evaluated on an ongoing basis and candidates will be notified upon acceptance. Those denied admission may appeal using the college's student appeal and complaint procedure. New CLT classes begin each fall semester. New CLA classes begin each spring semester.

**Admissions Materials:** All CLT/CLA candidates must submit the following items to the ECC Records Office:

1. ECC application
2. Health Professions application
3. Official high school transcript/GED scores
4. Official transcripts from other colleges attended

### Entrance Requirements: Clinical Laboratory Technician

1. Grade of C or better in BIO 110 or equivalent or score of 4 or more on the AP biology exam.
2. Grade of C or better in CHM 101 or equivalent or high school chemistry within the last 5 years.
3. Grade of C or better in MTH 097 and MTH 098 or equivalent or appropriate math placement test score and one year of high school geometry.
4. Compass reading assessment score of 85 or better or an ACT reading score of 20 or higher.

### Entrance Requirements: Clinical Laboratory Assistant

1. High school graduate or equivalent.
2. One year of high school biology with a minimum grade of C or BIO 110 or equivalent.
3. One year of high school chemistry with a minimum grade of C or CHM 101 or equivalent.
4. Two years of high school algebra with minimum grades of C or MTH 098 or equivalent.

Students who complete the clinical laboratory assistant certificate and who continue in the CLT program will receive credit for CLT 100 and CLT 120.

**Program Requirements:** Students must complete all required courses with a minimum grade of C. Prior credits in biology, chemistry, and mathematics must have been

earned within the last 10 years. A completed medical form and proof of health insurance must be on file prior to beginning clinical practicums. Students must provide their own uniform and transportation to and from all clinical sites.

**Recommended Courses:** CLT students who plan to continue their education toward a bachelor's degree in clinical laboratory science should meet with a counselor to set up an educational plan.

### DEGREE CONFERRED:

### ASSOCIATE OF APPLIED SCIENCE IN CLINICAL LABORATORY TECHNOLOGY

First Semester	Sem. Hrs.
BIO 240 Human Anatomy and Physiology OR BIO 245 Human Anatomy and Physiology I AND BIO 246 Human Anatomy and Physiology II .....	5/8
MTH 112 College Algebra .....	4
ENG 101 English Composition I .....	3
CLT 100 Introduction to Clinical Lab Technology OR CLT 105 Clinical Lab Assistant Skills I AND CLT 106 Clinical Lab Assistant Skills II.....	2.5/5
CLT 120 Clinical Lab Technology Practicum I .....	(.5)
	Total 15/20.5

### Second Semester

CHM 142 General Chemistry I .....	5
ENG 102 English Composition II .....	3
Social/Behavioral Science Elective* .....	3
CLT 110 Clinical Microscopy .....	3
CLT 112 Clinical Hematology .....	3.5
	Total 17.5

### Summer

BIO 265 General Microbiology .....	4
CLT 114 Clinical Immunology .....	2.5
	Total 6.5

### Third Semester

BIO 113 Molecular and Cellular Biology OR CHM 170 Elementary Organic Chemistry.....	4/5
CLT 210 Clinical Chemistry .....	3.5
CLT 212 Clinical Microbiology .....	3.5
CLT 220 Clinical Lab Technology Practicum II .....	5
	Total 16/17

### Fourth Semester

Liberal Education Elective* .....	3
CLT 214 Clinical Immunohematology .....	3
CLT 222 Clinical Lab Technology Practicum III .....	5
CLT 230 Clinical Lab Technology Conference .....	1
	Total 12

\*See page 21

### CERTIFICATE CONFERRED:

### BASIC VOCATIONAL SPECIALIST IN CLINICAL LABORATORY ASSISTANT

First Semester	Sem. Hrs.
CLT 101 Phlebotomy.....	3
CLT 105 Clinical Lab Assistant Skills I .....	2
CLT 106 Clinical Lab Assistant Skills II .....	3
	Total 8

### Second Semester

**CLT 120 Clinical Lab Technology Practicum I .....	1.5
	Total 1.5

\*\*Students with one year of full-time phlebotomy experience may apply for proficiency credit for CLT 120.

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# Computer Aided Design & Drafting

Computer aided design (CAD) is an advanced product development tool used in industrial manufacturing that allows engineers, designers, and drafters to develop new products faster. Traditional drafting tools of pencils, triangles, and scales are still used, but along side digitizing pens, icons, tablets, and other high tech commodities.

Elgin Community College is at the forefront of this technology with a two-year degree in computer aided design and drafting. Its strength allows ECC students to use two different hardware platforms of CAD, personal computer hardware using AutoCAD software, and Unix hardware using Pro/Engineer Wildfire software. Students receive the best of both worlds, preparing for careers in the dynamic growth field of CAD yet skilled in traditional drafting, descriptive geometry, mathematics, and statics skills for employment.

The CAD station is only as powerful as the person using it. Critical to any phase of work in this highly demanding profession is a solid, well-balanced background in drafting. An understanding of orthographic projection, the universal language of all industrial, technical, and engineering work, is vital. The engineer, designer, and drafter must be able to communicate and interpret through graphics (drawings).

In ECC's program, the first step toward clear and precise presentations of technical information begins with basic drawing skills. Students work on methods and procedures of design, graphic representations, and spatial relationships to communicate design concepts to others. The design will not only be graphically correct, but also mathematically precise regarding size, function, and the relationship of components.

As course work progresses, classes in technical mathematics, physics, and manufacturing technology are added to the curriculum. Other courses in communications and humanities that are applied towards the degree, provide a well-rounded education.

The short term certificate emphasizes fundamental skills for the individual who wants basic knowledge of CAD as part of his or her job for advancement or specialization or for the individual in a hurry seeking the quickest educational route.

Graduates of ECC's computer aided design and drafting program are prepared to enter many different areas of engineering technology including mechanical, civil, aeronautical, and various research and development fields.

**Special Admissions Requirements:** None

**Program Requirements:** None

## DEGREE CONFERRED: ASSOCIATE OF APPLIED SCIENCE IN COMPUTER AIDED DESIGN & DRAFTING TECHNOLOGY

First Semester	Sem. Hrs.
EGR 101 General Engineering Drawing or CAD 101 Introduction to Engineering Design .....	4
CAD 105 Pro/ENGINEER Basic Design Training .....	3
IMT 103 Industrial Manufacturing Tech. I (Fundamental Lathe Technology 1st 8 weeks) .....	3
IMT 104 Industrial Manufacturing Tech. II (Milling & Grinding Technology 2nd 8 weeks) .....	3
ENG 101 English Composition I .....	3
OTS 100 Keyboarding .....	1
Total 17	

Second Semester	Sem. Hrs.
CAD 111 Pro/E Adv Part & Assembly Design .....	3
CAD 206 Industrial Design Problems .....	4
MTH 112 College Algebra (4) or MTH 114 Trigonometry (3) or MTH 133 Calculus w/Analytic Geometry I (4) .....	3/4
ENG 102 English Composition II .....	3
Social/Behavioral Science Requirement .....	3
Total 16/17	

Third Semester	Sem. Hrs.
CAD 205 Geometric Dimensioning & Tolerancing .....	3
CAD 108 Introduction to Micro-CAD AutoCAD .....	3
CAD 118 Computer Graphics -Advanced AutoCAD .....	3
CAD 115 Pro/E Production Drawing & Detailing .....	3
MTH 114 Trigonometry or MTH 133 Calculus w/Analytic Geometry I or MTH 134 Calculus w/Analytic Geometry II .....	3/5
Total 15/17	

Fourth Semester	Sem. Hrs.
CAD 208 Applied Descriptive Geometry & Statics .....	4
CAD 211 Pro/E Pro SURFACE (1st 8 weeks) .....	3
CAD 215 Pro/E Super User Training (2nd 8 weeks) .....	3
PHY 101 General Physics (5) or PHY 105 Technical Physics (4) or PHY 111 Engineering Physics (5) .....	4/5
Liberal Education Requirement* .....	3
Total 17/18	

\*See p. 21

## CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN CAD/DRAFTING

	Sem. Hrs.
EGR 101 General Engineering Drawing or CAD 101 Introduction to Engineering Design .....	4
CAD 105 Pro/ENGINEER Basic Design Training .....	3
CAD 108 Introduction to Micro-CAD AutoCAD .....	3
CAD 111 Pro/E Adv Part & Assembly Design .....	3
CAD 206 Industrial Design Problems .....	4
Total 17	

## CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN PRACTICING PROFESSIONAL - ProE

First Semester	Sem. Hrs.
OTS 100 Keyboarding .....	1
CAD 105 Pro/ENGINEER Basic Design Training .....	3
CAD 111 Pro/E Adv Part & Assembly Design .....	3
Total 7	

Second Semester	Sem. Hrs.
CAD 211 Pro/E ProSURFACE .....	3
CAD 215 Pro/E Super User Training .....	3
Total 6	

Third Semester	Sem. Hrs.
CAD 115 Pro/E Production Drawing & Detailing .....	3
Total 3	

## CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN: AutoCAD

First Semester	Sem. Hrs.
CAD 108 Introduction to Micro-CAD AutoCAD .....	3
CAD 118 Computer Graphics-Advanced AutoCAD .....	3
Note: The two AutoCAD classes may be taken the same semester: First eight weeks: CAD 108; second eight weeks: CAD 118	
Total 6	

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Computers and information technology are everywhere. They impact our daily lives, play a vital role in the technological direction of organizations large and small, and form the keystone to prosperity and economic success.

Understanding the computer is an essential skill today. Computer and information sciences at Elgin Community College help you get the computing skills you need. Our study options are in touch with the area job market and lead to challenging, well-paid careers and steady employment. Instruction is developed with industry input and includes hands-on experiences using the latest and most powerful software.

**Bachelor's Degree In Computer Science**  
ECC is a great place to complete the first two years of your bachelor's degree in computer science. To earn a bachelor's degree, a good mathematics background is advised. Colleges that have programs that are more engineering-oriented will require you to complete the calculus sequence. Those with programs that are more business-oriented may only require the business calculus sequence. Likewise, some engineering-oriented programs may require calculus-based physics, which satisfies the science portion of your general education requirements. Business-oriented schools may require economics, which can fulfill the social science part of general education requirements.

**Earn The AS Degree First**  
Students intending to earn at least a bachelor's degree in computer science should take the courses required for the associate in science (AS) degree described on p.15 along with CIS 121 Computer Science I, CIS 127 Discrete Structures, and CIS 223 Computer Science II. Courses as prescribed in the AS degree are designed to transfer easily and will fulfill some of your major requirements within the general education courses.

The three core computer science courses (CIS 121, 127 & 223) match freshman/sophomore courses at most public and private universities and colleges in the state. Once you decide which university you plan to attend to complete your bachelor's, computer science instructors can recommend one or two additional courses that best fit your transfer school's program.

**Special Admissions Requirements:** None

**Program Requirements:** None

**CERTIFICATE CONFERRED:  
BASIC VOCATIONAL SPECIALIST IN  
WEB TECHNICIAN**

Most organizations now rely on the Internet for information, communication, and marketing. For those who are interested in the technical side of using the Internet and creating Internet sites, the college offers a Web technician certificate. Students learn the underlying languages of the Internet – from how to get a Web page to function the way it should, to adding multimedia and interactive programming for collecting and retrieving data.

First Semester	Sem. Hrs.
CIS 110 Introduction to Computers.....	3
CIS 121 Computer Science I or CIS 105 Introduction to Computer Programming.....	4
CIS 147 Internet Publishing.....	1
CIS 148 Web Page Markup Language.....	2
CIS 149 User Interface Design Principles.....	1
Total 11	
Second Semester	
CIS 210 Database Programming.....	3
CIS 215 Multimedia Technologies.....	2
CIS 246 Programming Dynamic Web Pages.....	3
CIS 247 Internet Programming or CIS 248 Internet Programming with PHP.....	3
Total 11	

**DEGREE CONFERRED:  
ASSOCIATE OF APPLIED SCIENCE IN  
MICROCOMPUTER SPECIALIST**

Computer systems today are smaller, faster, more powerful, less power consuming, and more portable than ever imagined. Their proliferation has produced a need for computer technicians and help desk specialists who can do it all ... from connecting the pieces and showing the user how to utilize the system most efficiently, to updating, upgrading, and repairing systems when required.

This degree allows students maximum flexibility to select classes that best suit their skills, strengths, educational and career goals and meet industry standards. Courses were verified through CompTIA and Microsoft to assure students have the necessary skill sets to qualify for industry certification and meet employer expectations.

Fundamentals of computers systems, operating systems, structured and visual programming languages are covered in the curriculum along with system troubleshooting and help-desk fundamentals, network technologies and administration. Students also develop proficiency in popular microcomputer applications such as word processing, spreadsheet, database, and Internet publishing.

First Semester	Sem. Hrs.
CIS 110 Introduction to Computers.....	3
CIS 121 Computer Science I or	
CIS 105 Introduction to Computer Programming.....	4
BUS 100 Introduction to Business.....	3
Social/Behavioral Science Requirement*.....	3
Required Communications Course*.....	3
Total 16	

Second Semester	
CIS 143 Spreadsheet Software.....	2
CIS 147 Internet Publishing.....	1
CIS 221 Computer Operating Systems/Microsoft.....	3
CIS 230 Computer Hardware.....	3
CIS 232 Small Networking and Security.....	3
MTH 125 Finite Math for Business & Management or MTH 112 College Algebra or BUS 120 Business Mathematics.....	3/4
Total 15/16	

Third Semester	
CIS 142 Database Software.....	2
CIS 215 Multimedia Technologies.....	2
CIS 231 Computer Troubleshooting.....	3
Choose at least 5 credits from the electives list.....	5
BUS 142 Report Writing.....	3
Total 15	

Fourth Semester	
CIS 222 Computer Operating Systems/Linux.....	2
Choose at least 6 credits from the electives list.....	6
SPH 101 Fundamentals of Speech.....	3
Liberal Education Requirement*.....	3
Total 14	

\* See p. 21

**Electives**

CIS 114 Digital Cameras and Computers.....	2
CIS 124 Introduction to C++ for Programmers.....	4
CIS 148 Web Page Markup Language.....	2
CIS 149 User Interface Design Principles.....	1
CIS 205 Visual Programming.....	4
CIS 207 Java Programming.....	4
CIS 210 Database Programming.....	3
CIS 229 Computer Science Independent Study.....	2-6
CIS 233 Special Topics in Computer Science.....	5
CIS 234 Special Topics in Computer Science.....	1
CIS 235 Special Topics in Computer Science.....	2
CIS 236 Special Topics in Computer Science.....	3
CIS 238 Desktop Applications and Support.....	3
CIS 240 Computer Support and A+ Review.....	3
CIS 246 Programming Dynamic Web Pages.....	3
CIS 247 Internet Programming.....	3
CIS 248 Internet Programming with PHP.....	3
CIS 256 Network Administration/Microsoft.....	3
CIS 257 Serving the Internet/Microsoft.....	3
CIS 260 Applied Technical Support.....	3
CIS 262 Applied Programming.....	3

**Industry Certification Tracks**

**Certification Core**

CIS 110 Introduction to Computers.....	3
CIS 221 Computer Operating Systems/Microsoft.....	3
CIS 232 Small Networking and Security.....	3

**A+ Certification Track**  
Certification core, plus:

CIS 230 Computer Hardware.....	3
CIS 231 Computer Troubleshooting.....	3
CIS 240 Computer Support and A+ Review.....	3

**Microsoft MCDST Track**  
Certification core, plus:

CIS 142 Database Software.....	2
CIS 143 Spreadsheet Software.....	2
CIS 238 Desktop Applications and Support.....	3

**Microsoft MCSA Track**  
Complete MCDST Track, plus:

CIS 256 Network Administration/Microsoft.....	3
CIS 257 Serving the Internet/Microsoft.....	3

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# Criminal Justice

Increasing crime rates and the complexities of society and laws are mandating criminal justice agencies to require a college degree. Criminal justice professionals not only have to be skilled communicators, but they must also be cognizant of constitutional rights and be familiar with criminal law and procedure, all of which demand advanced study and higher education.

Elgin Community College meets the challenge of preparing college educated men and women for careers in criminal justice. The associate of applied science degree is ideal for students intending to seek employment within the criminal justice system immediately after completing the two year degree program. Students learn essential knowledge for work in policing, but do not take the professional courses that lead to police licensing.

There are also opportunities for police officers and other practitioners to receive credit for their experiences in this program. Students pursuing these studies who are not interested in policing will be prepared to enter other areas of the criminal justice field such as corrections, probation, or private security. Coursework includes the philosophies of community policing, professional integrity and ethics, personal fitness, broad based criminal justice education, and writing across the curriculum.

For students planning to transfer without delay to a four year college for completion of at least a bachelor's degree, the associate in arts degree (AA) in criminal justice is recommended. Students intending to transfer should meet with their ECC counselor and follow the AA degree requirements on p. 14.

The college also offers two certificates in public safety communications for work as 911 dispatchers and telecommunications officers in police stations, fire stations, hospitals, or centralized city communications centers. See p. 65.

**DEGREE CONFERRED:  
ASSOCIATE OF APPLIED SCIENCE IN  
CRIMINAL JUSTICE**

**Special Admissions Requirements:** None

**Program Requirements:** None

First Semester	Sem. Hrs.
Required Communications Course*	3
CRJ 101 Introduction to Criminal Justice	3
SPH 101 Fundamentals of Speech	3
CRJ 111 Stress Management in Law Enforcement	3
POS 150 American Government-National	3
<b>Total</b>	<b>15</b>

Second Semester	
Required Communications Course*	3
CRJ 110 Introduction to Corrections	3
CRJ 198 The Police Service	3
HUM 216 Ethics	3
PSY 100 Introduction to Psychology	3
<b>Total</b>	<b>15</b>

Third Semester	
CRJ 199 Community Based Policing	3
SOC 100 Introduction to Sociology	3
CRJ 231 Juvenile Justice	3
Math/Science Requirement*	3
Criminal Justice Elective	3
<b>Total</b>	<b>15</b>

Fourth Semester	
CRJ 225 Criminal Investigation	3
CRJ 230 Criminology	3
CRJ 270 Police Organization and Management	3
Criminal Justice Elective	3
General Education Elective	3
<b>Total</b>	<b>15</b>

\* See p. 21

**Criminal Justice Electives**

CRJ 120 Introduction to Probation and Parole	3
CRJ 160 Criminal Justice Report Writing	3
CRJ 180 Crime Prevention	3
CRJ 200 Police Operations	3
CRJ 201 Crisis and Conflict Mediation	3
CRJ 202 Corrections Operations	2
CRJ 203 Corrections Counseling	2
CRJ 204 Legal Aspects of Corrections	3
CRJ 205 Criminal Law	3
CRJ 215 Criminal Procedure	3
CRJ 216 Crime Investigations I	3
CRJ 217 Crime Investigations II	3
CRJ 218 Use of Force I	2
CRJ 219 Use of Force II	2
CRJ 220 Criminalistics	3
CRJ 235 Issues in Criminal Justice	(5) - 3
CRJ 290 Criminal Justice Seminar & Practicum	3
PSC 105 Public Safety Telecommunicator	6
SUB 122 Basic Substance Abuse Pharmacology	3
SUB 125 Special Populations	3

**General Education Electives**

HUM 116 Logic	3
FLS 101 Elementary Spanish	4
HIS 151 United States History to 1870	3
PSY 214 Adulthood and Aged	3
SOC 201 Social Problems	3
SOC 210 Marriage and Family	3

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• The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.

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# Culinary Arts & Hospitality Institute of Elgin

At \$3.5 trillion worldwide, few employment sectors can compare to the hospitality industry for the number of jobs and opportunities available to well trained men and women in food, beverage and hotel/motel careers.

The Culinary Arts and Hospitality of Institute of Elgin at Elgin Community College offers eight study options emphasizing cooking, baking and food preparation skills. Three others center on restaurant/hospitality management while three more focus on hotel management.

The pastry and culinary arts degrees prepare students with the skills to plan, purchase, prepare, and present food in a variety of settings ranging from cafeterias, banquet halls, bakeries, and small diners to clubs and gourmet restaurants. The shorter-term certificates emphasize cooking, baking, and preparation skills only.

The restaurant management degree and the two certificates in restaurant operations and hospitality prepare students for positions in the food and beverage industry outside the kitchen. They learn the many other aspects of running a large concern like employee and customer relations, advertising and promotion, cost control, and the legalities regarding innkeeping.

The hotel management program provides students with the skills and training to successfully enter the hotel and convention industry, an integral part of tourism.

The college's Culinary Arts Center is the hub for instruction depending on the student's major. It features state-of-the-art kitchen facilities and is home to Spartan Terrace, a student run restaurant featuring fine dining in tasteful surroundings where students test their managerial, cooking and baking skills. Additionally, students compete for honors at least twice a year in state and national culinary contests and annually in international competition through a partnership with the Hotelfachschule in Semmering, Austria.

Graduates are prepared to work for convention and visitors' bureaus, hotels and motels, retail food stores, and for jobs as a cook, sous chef, chef, baker, bread and pastry specialist, self employed restaurateurs, bakers and caterers.

**Special Admissions Requirements:** None

**Program Requirements:** Students enrolling in cooking classes must supply their own chef uniforms and will be expected to purchase a few culinary tools. Complete information is available from ECC culinary institute instructors.

## DEGREE CONFERRED ASSOCIATE OF APPLIED SCIENCE IN CULINARY MANAGEMENT CULINARY ARTS

<b>Summer</b>	
<b>Sem. Hrs.</b>	
CUL 100 Culinary Techniques .....	1

<b>First Semester</b>	
HOS 101 Introduction to Hospitality Industry .....	3
CUL 102 Food Production I.....	7
PAS 102 Baking I .....	7
CUL 106 Applied Food Service Sanitation .....	1
Total 18	

<b>Second Semester</b>	
CUL 103 Food Production II.....	7
BUS 100 Introduction to Business .....	3
HOS 212 Quantity Food Purchasing.....	3
OAT 140 Word Processing I.....	1
OAT 141 Spreadsheet I.....	1
Required Communications Course* .....	3
Total 18	

<b>Third Semester</b>	
CUL 203 Food Production III.....	7
HOS 214 Menu Design & Strategy .....	3
HOS 215 Hospitality Supervision .....	3
BIO 101 Nutrition for Today .....	3
Required Communications Course* .....	3
Total 19	

<b>Fourth Semester</b>	
CUL 206 Garde Manger/International .....	4
HOS 220 Dining Room Operations.....	6
Social/Behavioral Science Requirement* .....	3
Liberal Education Requirement* .....	3
Total 16	

<b>Fifth Semester</b>	
CUL 205 Culinary Internship.....	4
CUL 208 Food Production IV .....	6
HOS 218 Food, Beverage and Labor Control.....	3
Total 13	

\* See p. 21

## CERTIFICATE CONFERRED: VOCATIONAL SPECIALIST IN FIRST COOK

<b>First Semester</b>		<b>Sem. Hrs.</b>
CUL 100 Culinary Techniques .....	1	
HOS 101 Introduction to the Hospitality Industry .....	3	
CUL 102 Food Production I.....	7	
CUL 106 Applied Food Service Sanitation .....	1	
Total 12		

<b>Second Semester</b>	
CUL 103 Food Production II.....	7
HOS 215 Hospitality Supervision .....	3
BIO 101 Nutrition for Today.....	3
Total 13	

<b>Third Semester</b>	
CUL 203 Food Production III.....	7
HOS 212 Quantity Food Purchasing.....	3
PAS 102 Baking I .....	7
Total 17	

## CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN PREP COOK

<b>First Semester</b>		<b>Sem. Hrs.</b>
CUL 100 Culinary Techniques .....	1	
HOS 101 Introduction to the Hospitality Industry .....	3	
CUL 102 Food Production I.....	7	
CUL 106 Applied Food Service Sanitation .....	1	
Total 12		

<b>Second Semester</b>	
CUL 103 Food Production II.....	7
HOS 215 Hospitality Supervision .....	3
BIO 101 Nutrition for Today.....	3
Total 13	

## CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN CULINARY MANAGEMENT COOKS HELPER

		<b>Sem. Hrs.</b>
CUL 100 Culinary Techniques .....	1	
HOS 101 Introduction to the Hospitality Industry .....	3	
CUL 102 Food Production I.....	7	
CUL 106 Applied Food Service Sanitation .....	1	
Total 12		

## DEGREE CONFERRED: ASSOCIATE OF APPLIED SCIENCE IN CULINARY MANAGEMENT RESTAURANT MANAGEMENT

<b>First Semester</b>		<b>Sem. Hrs.</b>
CUL 100 Culinary Techniques .....	1	
HOS 101 Introduction to Hospitality .....	3	
CUL 102 Production I .....	7	
BUS 100 Introduction to Business .....	3	
CUL 106 Applied Food Service Sanitation .....	1	
OAT 140 Word Processing I .....	1	
Total 16		

<b>Second Semester</b>	
BUS 120 Business Mathematics .....	3
HOS 212 Quantity Food Purchasing.....	3
ACC 100 Introduction to Accounting I .....	3
HOS 214 Menu Design & Strategy .....	3
OAT 141 Spreadsheet I .....	1
Required Communications Course* .....	3
Total 16	

<b>Third Semester</b>	
HOS 215 Hospitality Supervision .....	3
HOS 216 Beverage Management.....	3
SPH 110 Interpersonal Communication.....	3
HOS 220 Dining Room Operations.....	6
Required Social/Behavioral Science Course* .....	3
Total 18	

<b>Summer</b>	
Required Communications Course* .....	3

<b>Fourth Semester</b>	
HOS 225 Dining Room Management.....	7
HOS 218 Food and Beverage Control .....	3
HTM 205 Hospitality Law .....	4
Liberal Education Requirement* .....	3
Total 17	

<b>Summer</b>	
HOS 230 Internship/Hospitality Management.....	4

\* See p. 21

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# Culinary Arts & Hospitality Institute of Elgin

**CERTIFICATE CONFERRED:  
VOCATIONAL SPECIALIST IN  
RESTAURANT OPERATIONS**

First Semester	Sem. Hrs.
CUL 100 Culinary Techniques .....	1
HOS 101 Introduction to Hospitality Industry .....	3
CUL 102 Production I .....	7
BUS 100 Introduction to Business .....	3
CUL 106 Applied Food Service Sanitation .....	1
Total 15	
<b>Second Semester</b>	
BUS 120 Business Mathematics .....	3
HOS 212 Quantity Food Purchasing .....	3
SPH 110 Interpersonal Communication .....	3
HOS 214 Menu Design & Strategy .....	3
OAT 140 Word Processing I .....	1
OAT 141 Spreadsheet I .....	1
Total 14	
<b>Third Semester</b>	
HOS 215 Hospitality Supervision .....	3
HOS 216 Beverage Management .....	3
HOS 220 Dining Room Operations .....	6
HOS 218 Food and Beverage Control .....	3
Total 15	

**CERTIFICATE CONFERRED:  
BASIC VOCATIONAL SPECIALIST IN  
HOSPITALITY**

First Semester	Sem. Hrs.
CUL 100 Culinary Techniques .....	1
HOS 101 Introduction to Hospitality .....	3
CUL 102 Food Production I .....	7
CUL 106 Applied Food Service Sanitation .....	1
Total 12	
<b>Second Semester</b>	
HOS 212 Quantity Food Purchasing .....	3
HOS 214 Menu Design & Strategy .....	3
HOS 215 Hospitality Supervision .....	3
HOS 220 Dining Room Operations .....	6
Total 15	

**DEGREE CONFERRED:  
ASSOCIATE OF APPLIED SCIENCE IN  
PASTRY ARTS**

First Semester	Sem. Hrs.
CUL 100 Culinary Techniques .....	1
HOS 101 Introduction to the Hospitality Industry .....	3
PAS 104 Yeast Bread .....	6.5
PAS 102 Baking I .....	7
CUL 106 Applied Food Service Sanitation .....	1
OAT 140 Word Processing I .....	1
OAT 141 Spreadsheet I .....	1
Total 20.5	
<b>Second Semester</b>	
PAS 180 Baking II .....	7
HOS 215 Hospitality Supervision .....	3
Social/Behavioral Science Requirement* .....	3
Required Communications Course* .....	3
HOS 212 Quantity Food Purchasing .....	3
Total 19	
<b>Summer</b>	
PAS 205 Pastry Internship .....	4
<b>Third Semester</b>	
PAS 202 Advanced Pastry I .....	7
BIO 101 Nutrition for Today .....	3
HOS 218 Food, Beverage and Labor Control .....	3
Liberal Education Requirement* .....	3
Total 16	
<b>Fourth Semester</b>	
PAS 280 Advanced Pastry II .....	7
HOS 214 Menus Design & Strategy .....	3
PAS 204 Decorative Pastry .....	6
Required Communications Course* .....	3
BUS 100 Introduction to Business .....	3
Total 22	

\* See p. 21

**CERTIFICATE CONFERRED:  
VOCATIONAL SPECIALIST IN  
PASTRY CHEF ASSISTANT**

First Semester	Sem. Hrs.
CUL 100 Culinary Techniques .....	1
HOS 101 Introduction to the Hospitality Industry .....	3
CUL 106 Applied Food Service Sanitation .....	1
PAS 102 Baking I .....	7
Total 12	
<b>Second Semester</b>	
PAS 180 Baking II .....	7
PAS 202 Advanced Pastry I .....	7
HOS 215 Hospitality Supervision .....	3
Total 17	
<b>Third Semester</b>	
PAS 280 Advanced Pastry II .....	7
HOS 212 Quantity Food Purchasing .....	3
PAS 104 Yeast Bread .....	6.5
Total 16.5	

**CERTIFICATE CONFERRED:  
BASIC VOCATIONAL SPECIALIST IN  
LEAD BAKER**

First Semester	Sem. Hrs.
CUL 100 Culinary Techniques .....	1
HOS 101 Introduction to the Hospitality Industry .....	3
CUL 106 Applied Food Service Sanitation .....	1
PAS 102 Baking I .....	7
Total 12	
<b>Second Semester</b>	
PAS 180 Baking II .....	7
PAS 202 Advanced Pastry I .....	7
HOS 215 Hospitality Supervision .....	3
Total 17	

**CERTIFICATE CONFERRED:  
BASIC VOCATIONAL SPECIALIST IN  
BAKING ASSISTANT**

	Sem. Hrs.
CUL 100 Culinary Techniques .....	1
HOS 101 Introduction to the Hospitality Industry .....	3
CUL 106 Applied Food Service Sanitation .....	1
PAS 102 Baking I .....	7
PAS 202 Advanced Pastry I .....	7
Total 19	

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# Culinary Arts & Hospitality Institute of Elgin - Hotel Management

**DEGREE CONFERRED:  
ASSOCIATE OF APPLIED SCIENCE IN  
HOTEL MANAGEMENT**

First Semester	Sem. Hrs.
HOS 101 Intro to the Hospitality Industry .....	3
MMT 101 Principles of Management .....	3
MKT 105 Sales .....	3
Social/Behavioral Science Requirement* .....	3
HTM 109 Hotel Computer Systems .....	4
<b>Total</b>	<b>16</b>
<b>Second Semester</b>	
HOS 215 Hospitality Supervision .....	3
BUS 120 Business Math .....	3
OAT 140 Word Processing I .....	1
HTM 104 Housekeeping Management .....	3
HTM 217 Meeting and Convention Planning .....	4
Communications Requirement * .....	3
<b>Total</b>	<b>17</b>
<b>Third Semester</b>	
OAT 141 Spreadsheet I .....	1
ACC 100 Introduction to Accounting I .....	3
SPH 110 Interpersonal Communication .....	3
HTM 205 Hospitality Law or BUS 112 Legal Environment of Business .....	3/4
HOS 214 Menu Design & Strategy .....	3
Liberal Education Requirement*(Recommend a foreign language) .....	3/4
<b>Total</b>	<b>16/18</b>
<b>Fourth Semester</b>	
HOS 218 Food, Beverage, and Labor Control .....	3
HTM 103 Front Office Procedures .....	3
CUL 106 Applied Food Service Sanitation .....	1
BUS 142 Report Writing .....	3
MKT 103 Marketing .....	3
HOS 212 Quantity Food Purchasing .....	3
<b>Total</b>	<b>16</b>
<b>Summer Semester</b>	
HTM 211 Hotel Internship: Management .....	4

\* See p. 21

**CERTIFICATE CONFERRED:  
VOCATIONAL SPECIALIST IN  
HOTEL MANAGEMENT OPERATIONS**

First Semester	Sem. Hrs.
HOS 101 Intro to the Hospitality Industry .....	3
HTM 103 Front Office Procedures .....	3
HOS 215 Hospitality Supervision .....	3
BUS 101 Business Communications .....	3
SPH 110 Interpersonal Communication .....	3
CUL 106 Applied Food Service Sanitation .....	1
<b>Total</b>	<b>16</b>
<b>Second Semester</b>	
HTM 205 Hospitality Law .....	4
HTM 217 Meeting and Convention Planning .....	4
HTM 109 Hotel Computer Systems .....	4
HTM 104 Housekeeping Management .....	3
OAT 140 Word Processing I .....	1
<b>Total</b>	<b>16</b>
<b>Summer Semester</b>	
HTM 211 Hotel Internship: Management .....	4

**CERTIFICATE CONFERRED:  
VOCATIONAL SPECIALIST IN  
HOTEL MANAGEMENT & MARKETING**

First Semester	Sem. Hrs.
OTS 100 Keyboarding .....	1
HOS 101 Intro to the Hospitality Industry .....	3
HTM 103 Front Office Procedures .....	3
MKT 105 Sales .....	3
HOS 215 Hospitality Supervision .....	3
HOS 212 Quantity Food Purchasing .....	3
<b>Total</b>	<b>16</b>
<b>Second Semester</b>	
MKT 103 Marketing .....	3
HTM 217 Meeting and Convention Planning .....	4
HTM 109 Hotel Computer Systems .....	4
HTM 104 Housekeeping Management .....	3
HOS 214 Menu Design & Strategy .....	3
<b>Total</b>	<b>17</b>
<b>Summer Semester</b>	
HTM 211 Hotel Internship: Management .....	4

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# Dental Assisting

*The clinical dental assisting program is accredited by the Commission on Dental Accreditation of the American Dental Association*

A dental assistant is an important member of an efficient dental team, providing valuable service to both the dentist and patient. An assistant aids and anticipates the needs of a dentist in intra oral procedures like general dentistry, oral and maxillofacial surgery, prosthetic, endodontic, orthodontic and pediatric dentistry. Other functions of a dental assistant include responsibility for the disinfection and sterilization protocols of the office, lab procedures such as exposing and processing radiographs, secretarial and receptionist duties, and instructing patients concerning proper techniques of preventive dentistry.

Elgin Community College's dental assisting program prepares students for an active role in dentistry through classroom, laboratory, and clinical experiences. Highly trained dental professionals teach and supervise all on and off campus activities.

Clinical experience begins in May and continues for 300 hours in area dental offices. Students are placed in two general practice offices and, in addition, can select their specialty office from among oral and maxillofacial surgery, orthodontics, periodontics, pediatric dentistry, or endodontic practices.

Jobs are available in general practice and specialty offices, civil service, the armed forces, children's hospitals, and dental school clinics. Positions vary and can be tailored to an individual's career strengths and/or areas of interest. In a dental office, positions include chairside assistant, coordinating assistant, asepsis manager, laboratory assistant, radiographic assistant, secretarial assistant, office managers, and expanded duty assistant. Other jobs outside of traditional office settings represent teaching, sales and consulting.

Graduates may take an examination to become a certified dental assistant (CDA). While it is not required for employment, certification is a special recognition for a high level of professional competence.

With additional education, training and work experience, graduates may also opt for certification in dental practice management assisting and orthodontic assisting. For the motivated dental assistant, know that your career and level of expertise will stop growing only when you want it to.

## Special Option: Career Advancement Program

Experienced dental assistants who did not complete a dental assisting program, are not a CDA, or who have been out of the profession for awhile can use their job experiences to complete requirements for the ECC program on an individualized basis through a combination of proficiency examinations, individualized study and regular classroom instruction. The dental assisting staff assesses each person's professional and educational experiences to determine the right combination of tests and instruction. For information regarding CAP, contact the dental assisting office.

## Special Admissions Requirements

Pick up an application for admission from the health professions office, HBT 175, or online at [elgin.edu/dental](http://elgin.edu/dental). Applications will be evaluated on an ongoing basis and candidates will be notified upon acceptance. Those denied admission may appeal using the college's student appeal and complaint procedure. New DEA classes begin each semester.

Criminal background checks and drug testing are required for all health professions programs. Students demonstrating a positive background check or drug test will be denied admission. Students demonstrating a positive background check or annual drug test while enrolled in health professions programs will be dismissed from the program.

## Admissions Materials

All candidates for admission to this program must submit the following items to the ECC Records Office:

1. Completed ECC application
2. Completed health professions application
3. Official high school transcript or GED scores
4. Official transcripts from other colleges/universities attended

## Program Requirements

Proof of recent physical exam must be furnished prior to the start of the first clinical practice. Proof of immunizations or signed declinations for various diseases will be required. Proof of CPR certification and current health insurance will be required. All students must purchase their own uniforms and safety glasses and provide their own transportation to and from clinical sites. Demonstrated typing ability is highly recommended for completion of the program.

## CERTIFICATE CONFERRED: VOCATIONAL SPECIALIST IN CLINICAL DENTAL ASSISTING

First Semester	Sem. Hrs.
DEA 101 Dental Assisting I .....	3
DEA 103 Dental Materials I .....	3
DEA 106 Dental Aseptic Techniques.....	3
DEA 108 Chairside Dental Assisting I .....	3
SPH 112 Special Topics in Speech.....	1
BUS 101 Business Communications .....	3
Total 16	

Second Semester	Sem. Hrs.
DEA 107 Dental Radiography .....	3
DEA 111 Dental Assisting II .....	3
DEA 118 Dental Materials II .....	2.5
DEA 119 Dental Records & Communications.....	2.5
DEA 120 Chairside Dental Assisting II .....	3
Total 14	

## Summer Semester

**DEA 123 Clinical Practice I .....	3
**DEA 124 Clinical Practice II .....	3
Total 6	

\*\*Students with one year of acceptable full-time dental assisting experience may apply for proficiency credit for DEA 123 and DEA 124.

## CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN DENTAL OFFICE AIDE

First Semester	Sem. Hrs.
DEA 101 Dental Assisting I .....	3
DEA 103 Dental Materials I .....	3
DEA 106 Dental Aseptic Techniques.....	3
DEA 108 Chairside Dental Assisting I .....	3
SPH 112 Special Topics in Speech.....	1
Total 13	

## CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN PRECLINICAL DENTAL ASSISTING

Second Semester	Sem. Hrs.
DEA 107 Dental Radiography .....	3
DEA 111 Dental Assisting II .....	3
DEA 118 Dental Materials II .....	2.5
DEA 119 Dental Records & Communications.....	2.5
DEA 120 Chairside Dental Assisting II .....	3
Total 14	

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# Emergency Medical Technology - Paramedic

*The emergency medical technology-paramedic program is approved by the Illinois Department of Public Health.*

The EMT-P (emergency medical technician - paramedic) is a professional provider of immediate care to the sick and injured. They are responsible for transporting patients to medical facilities for further care and attention. Since their inception in the early 1970's, EMT-P's have been directly responsible for greatly decreasing the death toll from highway accidents and sudden, emergency illnesses.

The emergency medical technician - paramedic program at Elgin Community College is a joint educational venture with the emergency medical services department at Sherman Hospital in Elgin and Provena St. Joseph Hospital in Elgin.

Paramedics function under the direction of a licensed physician or a registered professional nurse / ECRN and, where authorized, by the EMS medical director in an Illinois Department of Public Health approved advanced life support system. They follow strict guidelines for which procedures they may perform and provide extensive prehospital care.

ECC's basic vocational specialist certificate program in EMT-P exposes the student to a wide variety of emergency situations, including direct patient care in one of the involved EMS system hospitals and on emergency vehicles. After completion of the program, candidates are eligible to take the EMT-P licensure exam in the state of Illinois.

## Admission Requirements:

Criminal background checks and drug testing are required for all health professions programs. Students demonstrating a positive background check or drug test will be denied admission to health professions programs. Students demonstrating a positive background check or annual drug test while enrolled in health professions programs will be dismissed from the program. \*

1. Proof of current Illinois licensure as an EMT-B or EMT-I.
2. Proof of 6 months experience on an EMS vehicle.
3. Proof of written agreement with ALS agency for field experience and documentation of liability insurance to be filed with application.
4. 18 years of age or older.
5. Proof of high school graduation or Graduate Equivalency Diploma (GED).
6. Submission of official transcripts from high school and all colleges/universities attended.
7. Current CPR certification, at the health-care provider level, either American Heart Association or American Red Cross.
8. Score 75 percent or higher on paramedic training entrance exam.
9. Show evidence of a DRP reading assessment score of 56 or above or evidence of remediation as indicated below:
  - a. Students scoring between 59-56 are encouraged to complete RDG 110.
  - b. Students scoring between 55-47 must take RDG 110 and achieve a grade of C or higher.
  - c. Students scoring less than 47 must take the prescribed reading courses and HPE 112-Introduction to Healthcare Vocabulary and achieve a grade of C or higher.
10. Completed ECC general and health professions application form to be submitted between May 1 and July 1 to ECC Records Office.
11. Proof of required immunizations and hospitalization insurance must be on file prior to beginning clinical experiences.

## Program Requirements: None

\*Please refer to the appeals and complaint procedure for admissions appeals.

## CERTIFICATE CONFERRED:

### **BASIC VOCATIONAL SPECIALIST IN EMERGENCY MEDICAL TECHNOLOGY-PARAMEDIC**

First Semester	Sem. Hrs.
EMT 121 Paramedic I .....	6
EMT 122 Paramedic II .....	6
Total	12
Second Semester	
EMT 123 Paramedic III .....	6
EMT 124 Paramedic IV .....	6
Total	12
Summer Session	
EMT 133 Paramedic Seminar .....	4.5
Total	4.5

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# Entrepreneurship

From a "mom and pop" bricks and mortar enterprise to e-commerce, the business endeavors of today's entrepreneur are more diverse and more plentiful than ever before. The emotional and financial rewards of being your own boss can provide great satisfaction and fulfillment. But, the risks can be equally great.

Elgin Community College offers four instructional options in entrepreneurship for those interested in controlling the destiny of their own careers; a four-semester degree along with three, short-term certificates. Certificate options are designed so that coursework may be applied to the degree should the student pursue additional study or specialization and/or enhanced credentials.

Persons interested in entrepreneurial pursuits should be passionate about the business they plan to start, self-motivating and willing to work hard, possess enough capital to support themselves and the business through start-up, and understand the demand for the product or service they want to sell.

ECC brings top-notch teaching professionals and experienced, real-world entrepreneurs into the classroom. Coursework covers everything from the initial business idea, to how to write a business plan, to cash flow management, to developing a customer base. Additional study involves investigating the market potential for a product or service and assessing capital needs to start a business. Instruction also includes an overview of what is required to actually execute and manage an on-going operation successfully.

**Special Admissions Requirement:** None

**Program Requirements:** None

## DEGREE CONFERRED: ASSOCIATE OF APPLIED SCIENCE IN ENTREPRENEURSHIP

First Semester	Sem. Hrs.
ENT 101 Entrepreneurship Seminar I.....	3
ENT/MMT111 Small Business Management.....	3
ENT 120 Business Plan Writing I .....	3
BUS 120 Business Mathematics .....	3
MKT 103 Marketing .....	3
Total 15	

Second Semester	Sem. Hrs.
ENT 102 Entrepreneurship Seminar II.....	2
BUS 100 Introduction to Business .....	3
MMT101 Principles of Management.....	3
MKT 105 Sales .....	3
ACC 101 Financial Accounting.....	4
Total 15	

Summer Session	Sem. Hrs.
BUS 101 Business Communications .....	3
BUS 112 Legal Environment of Business .....	3
Total 6	

Third Semester	Sem. Hrs.
BUS 142 Report Writing .....	3
ENT/MMT210 Small Business Finance.....	3
CIS 110 Introduction to Computers or OAT 130 Software Applications for the Office.....	3
ENT 200 The Virtual Company.....	4
ENT/MMT145 e-Commerce: A Managerial Perspective .....	3
Total 16	

Fourth Semester	Sem. Hrs.
ENT 220 Business Plan Writing II .....	3
BEC 102 Principles of Macroeconomics or BEC 103 Principles of Macroeconomics .....	3
SPH 101 Fundamentals of Speech.....	3
Business/Management Elective** .....	1-3
Liberal Education Requirement* .....	3
Total 13/15	

\*See p. 21

### \*\*Business/Management Electives

ACC 202 Microcomputer General Ledger (Quickbooks).....	1
MMT233 Special Topics in Management.....	(.5)
MMT234 Special Topics in Management.....	1
MMT235 Special Topics in Management.....	2
MMT236 Special Topics in Management.....	3

## CERTIFICATE CONFERRED: VOCATIONAL SPECIALIST IN ADVANCED ENTREPRENEURSHIP

First Semester	Sem. Hrs.
ENT 101 Entrepreneurship Seminar I.....	3
ENT/MMT111 Small Business Management.....	3
ENT 120 Business Plan Writing I .....	3
MKT 103 Marketing .....	3
BUS 120 Business Mathematics .....	3
Total 15	

Second Semester	Sem. Hrs.
ENT 102 Entrepreneurship Seminar II.....	2
MKT 105 Sales .....	3
BUS 100 Introduction to Business .....	3
MMT101 Principles of Management .....	3
ACC 101 Financial Accounting.....	4
Total 15	

Summer Session	Sem. Hrs.
BUS 101 Business Communications .....	3
BUS 112 Legal Environment of Business .....	3
Total 6	

Third Semester	Sem. Hrs.
ENT/MMT210 Small Business Finance.....	3
ENT 220 Business Plan Writing II .....	3
CIS 110 Introduction to Computers or OAT 130 Software Applications for the Office .....	3
ENT 200 The Virtual Company.....	4
Total 13	

## CERTIFICATE CONFERRED: VOCATIONAL SPECIALIST IN INTERMEDIATE ENTREPRENEURSHIP

First Semester	Sem. Hrs.
ENT 101 Entrepreneurship Seminar I.....	3
ENT/MMT111 Small Business Management.....	3
ENT 120 Business Plan Writing I .....	3
MKT 103 Marketing .....	3
BUS 120 Business Mathematics .....	3
Total 15	

Second Semester	Sem. Hrs.
ENT 102 Entrepreneurship Seminar II.....	2
MKT 105 Sales .....	3
BUS 100 Introduction to Business .....	3
MMT101 Principles of Management .....	3
ACC 101 Financial Accounting.....	4
Total 15	

## CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN INTRODUCTORY ENTREPRENEURSHIP

First Semester	Sem. Hrs.
ENT 101 Entrepreneurship Seminar I.....	3
ENT/MMT111 Small Business Management.....	3
ENT 120 Business Plan Writing I .....	3
MKT 103 Marketing .....	3
Total 12	

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• The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.

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When people rush to evacuate the scene of a fire, accident or other catastrophe, firefighters are just going to work. The disastrous nature of fire to life and property is complex and compounded by urban expansion, a growing population, rapid technological advancements and new threats to homeland security.

Control and prevention of fire is a science based on principles of building construction and design, knowledge of chemicals and materials, law and enforcement and the application of the most modern methods of combating a fire. The highest standards of technical knowledge, training and education are at Elgin Community College, designed to enhance firefighting knowledge and qualifications at every phase of a firefighter's career.

### Training Before You Apply for a Firefighter Job

Applying for a firefighter's job can be highly competitive. To improve your chances for employment and confirm your career choices, ECC recommends completion of the following certificates:

- Fire science certificate
- EMS (emergency medical services) certificate

### Training After You Are Employed as a Firefighter

To qualify for higher pay and a promotion, currently employed firefighters should investigate these study options:

- EMS (emergency medical services) certificate
- Hazardous materials & apparatus certificate
- Fire officer I certificate
- Fire science & safety certificate
- Fire science & safety degree

By completing the requirements for all five fire science and safety certificates at ECC, students meet all FSS requirements for the AAS degree. The student must still fulfill general education requirements.

### CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN FIRE SCIENCE

Special Admissions Requirements: None

Program Requirements: None

	Sem. Hrs.
FSS 101 Introduction to Fire Science .....	3
FSS 103 Fire Suppression & Building Construction .....	3
FSS 204 Fire Protection Systems.....	3
Total	9

### CERTIFICATE CONFERRED: VOCATIONAL SPECIALIST IN FIRE SCIENCE & SAFETY

Special Admissions Requirements: None

Program Requirements: None

	Sem. Hrs.
<b>First Semester</b>	
FSS 101 Introduction to Fire Science .....	3
FSS 204 Fire Protection Systems.....	3
FSS 202 Hazardous Materials.....	3
FSS 215 Emergency Medical Technician-Basic.....	6
Total	15

<b>Second Semester</b>	
FSS 102 Fire Prevention Principles I .....	3
FSS 103 Fire Suppression & Building Construction .....	3
FSS 201 Fire Fighting Tactics & Strategy I .....	3
FSS 203 Fire Apparatus Engineer Specialist.....	4
FSS 214 Fire Service Instructor-Basic Level .....	3
Total	16

### DEGREE CONFERRED: ASSOCIATE OF APPLIED SCIENCE IN FIRE SCIENCE & SAFETY

Special Admissions Requirements: None

Program Requirements: None

	Sem. Hrs.
<b>First Semester</b>	
FSS 101 Introduction to Fire Science .....	3
FSS 204 Fire Protection Systems.....	3
Mathematics/Science Requirement* .....	3/4
PSY 100 Introduction to Psychology .....	3
Required Communications Course* .....	3
Total	15/16

<b>Second Semester</b>	
FSS 102 Fire Prevention Principles I.....	3
FSS 103 Fire Suppression & Building Construction .....	3
MMT101 Principles of Management .....	3
General Elective .....	3/4
Required Communications Course* .....	3
Total	15/16

<b>Third Semester</b>	
FSS 201 Fire Fighting Tactics & Strategy I .....	3
FSS 202 Hazardous Materials.....	3
SPH 101 Fundamentals of Speech.....	3
General Elective .....	3/4
Fire Science Elective .....	3
Total	15/16

<b>Fourth Semester</b>	
FSS 203 Fire Apparatus Engineer Specialist.....	4
FSS 214 Fire Service Instructor - Basic Level .....	3
MMT102 Human Relations in Applied Management.....	3
Liberal Education Requirement* .....	3
Fire Science Elective .....	3
Total	16

\* See p. 21

### General Electives

ART 120 Fundamentals of Photography.....	3
BIO 110 Principles of Biology .....	4
BIO 240 Human Anatomy & Physiology.....	5
BIO 245 Human Anatomy and Physiology I .....	4
BIO 246 Human Anatomy and Physiology II .....	4
BUS 113 Business Law .....	3
BUS 140 Business Statistics.....	3
CAD 101 Introduction to Engineering Design .....	4
CHM 101 Preparatory Chemistry .....	4
CIS 110 Introduction to Computers.....	3
EMT 121 Paramedic I .....	5
GRD 101 Introduction to Graphic Design.....	3
MMT107 Human Resource Management.....	3
PHR 102 First Aid and Safety .....	3
PHY 105 Technical Physics.....	4
POS 150 American Government, National .....	3
POS 151 American Government State and Local.....	3
PSY 217 Industrial/Organizational Psychology.....	3

### Fire Science Electives

FSS 206 Fire Service Management I, Officer Role & Function.....	3
FSS 207 Fire Service Management II, Communication & Group Dynamics.....	3
FSS 215 Emergency Medical Technician-Basic .....	6
FSS 220 Legal Concerns in Emergency Services.....	3

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• The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.

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# Fire Science & Safety

**CERTIFICATE CONFERRED:  
BASIC VOCATIONAL SPECIALIST IN  
EMS**

**Special Admissions Requirements:** None

**Program Requirements:** Students must attain a valid CPR card prior to finishing this class if they plan to take the national EMT test. Only two CPR cards will be accepted: American Heart Association Healthcare Provider CPR card OR an American Red Cross Professional Rescuer CPR card. Successful completion of ECC's PHR 102 First Aid and Safety fulfills this requirement.

<b>Sem. Hrs.</b>	
FSS 215 Emergency Medical Technician-Basic.....	6
	Total 6

**CERTIFICATE CONFERRED:  
BASIC VOCATIONAL SPECIALIST IN  
FIRE OFFICER I**

**Special Admissions Requirements:** None

**Program Requirements:** None

	<b>Sem. Hrs.</b>
FSS 102 Fire Prevention Principles I.....	3
FSS 201 Fire Fighting Tactics & Strategy I .....	3
FSS 206 Fire Service Management I, Officer Role & Function.....	3
FSS 207 Fire Service Management II, Communication & Group Dynamics.....	3
FSS 214 Fire Service Instructor- Basic Level .....	3
	Total 15

**CERTIFICATE CONFERRED:  
BASIC VOCATIONAL SPECIALIST IN  
HAZARDOUS MATERIALS & APPARATUS**

**Special Admissions Requirements:** Students are expected to have completed the prerequisites or received instructor consent for the courses contained in the certificate:

1. FSS 202 has prerequisites of FSS 204 or consent of instructor.
2. FSS 203 has prerequisites of FSS 103 or consent of instructor.

**Program Requirements:** FSS 203 meets certification requirements as required by the Office of the State Fire Marshall, Division of Personnel Standards and Education. This course is recommended for volunteer, paid-on-call or career firefighters for professional development as an apparatus engineer. Employment as a firefighter is not required to enroll in this course.

FSS 202 is not currently approved for certification at the operations level. Course approval is currently pending through the Office of the State Fire Marshall. This course does, however, meet ECC degree and certificate requirements.

	<b>Sem. Hrs.</b>
FSS 202 Hazardous Materials.....	3
FSS 203 Fire Apparatus Engineer Specialist.....	4
	Total 7

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Marketable skills and rewarding careers for people with artistic talent are as close as the graphic design program of Elgin Community College.

Our instructional program encompasses three visual communication disciplines of computerized graphic design, Web design and multimedia design. At ECC you'll experience hands-on learning in small classes from exceptional, industry-seasoned faculty in state-of-the-art labs.

Exciting practical experiences are offered through the Spartan Design Club and internships, student film fests and professional portfolio presentations provide forums for students to showcase their work to the community and prospective employers.

You can choose to master new skills, earn a certificate in graphic or Web design, or jump start your career and enhance your earnings potential by completing a degree. While the associate of applied science degrees are intended for immediate employment, you may pursue an associate in arts degree with a concentration in graphic design and seamlessly transfer to a four-year college or university where you can master strategic design skills to gain a significant competitive edge in today's global marketplace.

Whatever your goal, ECC can help you design a bright new future.

**DEGREE CONFERRED:  
ASSOCIATE OF APPLIED SCIENCE IN  
GRAPHIC DESIGN  
COMPUTERIZED  
GRAPHIC DESIGN OPTION**

**Special Admissions Requirements:** None

**Program Requirements:** Students should possess a good sense of design and balance; artistic talent and drawing skills preferred. Students will also be expected to purchase some personal graphic design tools, including templates and technical pens, and some supplies, including illustration board, markers, colored pencils, airbrush kits, computer disks and a portfolio.

First Semester	Sem. Hrs.
GRD 100 Design Principles/Drawing Techniques .....	3
GRD 107 Introduction to Digital Design.....	3
GRD 102 Tech Illustration/Info. Graphics.....	3
GRD 115 History of Graphic Design.....	3
GRD 105 Color Theory.....	3
Total 15	

Second Semester	Sem. Hrs.
GRD 103 Conceptual Visualization.....	3
GRD 104 Typography.....	3
GRD 101 2D Visual Basics for Design.....	3
GRD 106 Layout Design.....	3
GRD 204 Design/Adobe Illustrator I.....	3
Required Communications Course* .....	3
Total 18	

Third Semester	Sem. Hrs.
SPH 101 Fundamentals of Speech.....	3
GRD 206 Design/Adobe Illustrator II.....	3
GRD 207 Image Design/Photoshop I.....	3
GRD 203 Designing with InDesign.....	3
Required Communications Course* .....	3
Total 15	

Fourth Semester	Sem. Hrs.
GRD 214 Portfolio Review.....	1
Required Math/Science Course* .....	3
Required Social/Behavioral Science*.....	3
GRD 227 Image Design/Photoshop II.....	3
Liberal Education Requirement* .....	3
GRD 225 Adobe Acrobat.....	3
GRD 213 Electronic Prepress.....	3
Total 19	

\*See p. 21

**DEGREE CONFERRED:  
ASSOCIATE OF APPLIED SCIENCE IN  
WEB DESIGN**

**Special Admissions Requirements:** Students are expected to have completed the prerequisites for the following courses contained in the certificate:

- GRD 221 has a prerequisite of grade of C or better in GRD 220 or consent of instructor.
- GRD 222 has a prerequisite of grade of C or better in GRD 220 or consent of instructor.

**Program Requirements:** None

First Semester	Sem. Hrs.
GRD 100 Design Principles/Drawing Techniques.....	3
GRD 107 Introduction to Digital Design.....	3
GRD 105 Color Theory.....	3
GRD 103 Conceptual Visualization.....	3
Liberal Education Requirement* .....	3
Total 15	

Second Semester	Sem. Hrs.
GRD 101 2D Visual Basics for Design.....	3
GRD 207 Image Design/Photoshop I.....	3
GRD 219 Web Basics.....	3
GRD 230 Introduction to Multimedia Design .....	3
Required Communications Course* .....	3
Total 15	

Third Semester	Sem. Hrs.
GRD 220 Web Graphics .....	3
GRD 204 Design/Adobe Illustrator I.....	3
GRD 104 Typography .....	3
SPH 101 Fundamentals of Speech.....	3
Required Communications Course* .....	3
Total 15	

Fourth Semester	Sem. Hrs.
GRD 214 Portfolio Review.....	1
GRD 222 Computer Animation.....	3
GRD 115 History of Graphic Design .....	3
GRD 221 Web Site Design.....	3
Required Math/Science Course* .....	3
Required Social/Behavioral Science Course*.....	3
Total 16	

\*See p. 21

**CERTIFICATE CONFERRED:  
BASIC VOCATIONAL SPECIALIST IN  
WEB DESIGN**

First Semester	Sem. Hrs.
GRD 221 Web Site Design.....	3
GRD 220 Web Graphics .....	3
GRD 222 Computer Animation.....	3
GRD 104 Typography .....	3
GRD 219 Web Basics.....	3
Total 15	

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# Graphic Design

## CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN ADVANCED WEB DESIGN

**Special Admissions Requirements:** Students are expected to have completed the prerequisites for the following courses contained in the certificate:

1. GRD 223 has prerequisites of GRD 220 and GRD 221.
2. GRD 224 has a prerequisite of GRD 222.
3. GRD 225 has prerequisites of grade of C or better in GRD 203 and GRD 204 and GRD 207 or consent of instructor.
4. GRD 226 has a prerequisite of GRD 222.

**Program Requirements:** None

First Semester	Sem. Hrs.
GRD 223 Adv. Web Page Design/Dreamweaver II .....	3
GRD 224 Flash II .....	3
GRD 225 Adobe Acrobat .....	3
GRD 226 Dynamic Flash (Database Integration) .....	3
	Total 12

## DEGREE CONFERRED: ASSOCIATE OF APPLIED SCIENCE IN MULTIMEDIA DESIGN

**Special Admissions Requirements:** None

**Program Requirements:** Students need a good sense of design and balance; artistic talent and drawing skills preferred, and computer literacy.

First Semester	Sem. Hrs.
GRD 100 Design Principles/Drawing Techniques .....	3
GRD 107 Introduction to Digital Design .....	3
GRD 105 Color Theory .....	3
GRD 103 Conceptual Visualization .....	3
Liberal Education Requirement* .....	3
	Total 15

Second Semester	Sem. Hrs.
GRD 104 Typography .....	3
GRD 101 2D Visual Basics for Design .....	3
GRD 207 Image Design/Photoshop I .....	3
GRD 230 Introduction to Multimedia Design .....	3
Required Communications Course* .....	3
	Total 15

Third Semester	Sem. Hrs.
GRD 234 Multimedia Production .....	2
GRD 115 History of Graphic Design .....	3
GRD 232 Sound Design .....	3
SPH 101 Fundamentals of Speech .....	3
Required Communications Course* .....	3
	Total 14

Fourth Semester	Sem. Hrs.
GRD 214 Portfolio Review .....	1
GRD 201 Presentation Graphics .....	3
GRD 222 Computer Animation .....	3
GRD 233 Digital Video & Editing .....	3
GRD 239 Multimedia Internship .....	1
Required Math/Science Course* .....	3
Required Social/Behavioral Science Course* .....	3
	Total 17

\*See p. 21

## DEGREE CONFERRED: BASIC VOCATIONAL SPECIALIST IN GRAPHICS SOFTWARE LEVEL I

**Special Admissions Requirements:** None

**Program Requirements:** Students need a good sense of design and balance. Artistic talent and/or drawing skills are not required.

First Semester	Sem. Hrs.
OTS 100 Keyboarding .....	1
OAT 126 Word Processing Applications I: Microsoft Word .....	1.5
GRD 201 Presentation Graphics .....	3
GRD 203 Designing with InDesign .....	3
GRD 204 Design/Adobe Illustrator I .....	3
GRD 207 Image Design/Photoshop I .....	3
	Total 14.5

## DEGREE CONFERRED: BASIC VOCATIONAL SPECIALIST IN GRAPHICS SOFTWARE LEVEL II

**Special Admissions Requirements:** None

**Program Requirements:** Students need a good sense of design and balance. Artistic talent and/or drawing skills are not required.

First Semester	Sem. Hrs.
OTS 100 Keyboarding .....	1
OAT 126 Word Processing Applications I: Microsoft Word .....	1.5
GRD 201 Presentation Graphics .....	3
GRD 203 Designing with InDesign .....	3
GRD 204 Design/Adobe Illustrator I .....	3
GRD 207 Image Design/Photoshop I .....	3
	Total 14.5

Second Semester	Sem. Hrs.
GRD 206 Design/Adobe Illustrator II .....	3
GRD 227 Image Design/Photoshop II .....	3
GRD 225 Adobe Acrobat .....	3
GRD 213 Electronic Prepress .....	3
	Total 12

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# Energy Management – Heating, Ventilation, Air Conditioning & Refrigeration

*This program is accredited by the Partnership for Air Conditioning Heating and Refrigeration Accreditation (PAHRA).*

Maximizing indoor comfort levels while minimizing energy use is the challenge of technicians in the HVACR field (heating, ventilation, air conditioning and refrigeration). Each year the demand for well-trained men and women to install, service, and maintain equipment increases as fuel conservation, ozone depletion and global warming remain critical issues worldwide.

Heating, ventilation, air conditioning and refrigeration programs at ECC are education and training leaders in Illinois and the Midwest. All programs are in touch with industry standards and in tune with new trends and developments. Equipment has been retrofitted to alternate refrigerants which reduce environmental hazards.

The degree in energy management prepares students for work as a mid-level technician whose position is lower than an engineer but higher than an HVACR technician. It requires extensive study, dedication and determination to complete.

Students seeking this degree design, retrofit, test, balance, and problem-solve environmental controls and computerized building automation systems. They learn up-to-date methods of identifying and performing efficiency evaluations for energy management control in buildings, indoor air quality and codes and standards set by the industry. In addition to classroom study, students actually perform energy and systems analysis on area buildings.

The degree in heating, air conditioning and refrigeration offers in depth study of systems technology. Students concentrate on system design, energy management controls and computerized building management controls. Commercial refrigeration including installation and control troubleshooting is presented in the degree program as well. Students also have the opportunity to explore experimental technologies like water to air heat pumps and cascade systems.

Heating, air conditioning and refrigeration certificates emphasize fundamental skills where students learn to install, operate, maintain, troubleshoot and repair various residential and light commercial systems. They are recommended for the individual who wishes to specialize or who requires basic knowledge of heating, air conditioning, refrigeration and electrical control troubleshooting as part of his or her job.

Another short-term program, sheet metal mechanics, is ideal for students seeking a specialty. Instruction provides in-depth study of basic and commercial sheet metal, cost estimating, air balancing and architectural and ornamental applications.

Students in all study options learn in modern, well equipped labs, including an electronics lab and one of the largest pneumatic control labs with computerized building automation systems in the Midwest. The commercial air conditioning lab is equipped with variable air volume and features two 20-ton dual duct systems and two 18 1/2 ton dual duct systems along with other air conditioning and heat pump roof-top units. All students receive a great deal of hands-on experiences and enjoy personalized attention. Faculty includes veteran teachers and industry professionals.

Heating, air conditioning and refrigeration jobs exist in installation, service, sales, estimating and maintenance with mechanical contractors and companies throughout the area. In energy management, graduates work in applications engineering and HVACR in-plant control engineering or as a field technician, systems representative, control systems technician, and manufacturer representative.

For learning activities outside the classroom, students may wish to join the American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE), Fox Valley Student Branch Chapter, to take part in educational meetings and Midwest manufacturer tours. Student memberships in the greater Chicago chapter of the Refrigeration Service Engineers Society (RSES) are also available. Free training seminars and networking opportunities are among the benefits of RSES membership.

**Special Admissions Requirements:** None

**Program Requirements:** None

**CERTIFICATE CONFERRED:  
BASIC VOCATIONAL SPECIALIST IN  
HEATING AC & REFRIGERATION LEVEL I**

	Sem. Hrs.
HAC 114 Basic Electricity and HVACR Controls.....	3
HAC 101 Air Conditioning & Refrigeration I .....	3
HAC 103 Basic Heating Gas/Oil .....	3
HAC 102 Air Conditioning & Refrigeration II .....	4
HAC 119 Refrigerant Recovery Certification .....	(.5)
	Total 13.5

**CERTIFICATE CONFERRED:  
BASIC VOCATIONAL SPECIALIST IN  
HEATING AC & REFRIGERATION LEVEL II**

	Sem. Hrs.
HAC 115 Blueprint Reading for Heating & Air Conditioning .....	3
HAC 114 Basic Electricity and HVACR Controls.....	3
HAC 101 Air Conditioning & Refrigeration I .....	3
HAC 103 Basic Heating Gas/Oil .....	3
HAC 109 Basic Sheet Metal .....	3
	Total 15

**CERTIFICATE CONFERRED:  
VOCATIONAL SPECIALIST IN  
HEATING AC & REFRIGERATION LEVEL III**

**Certification:** Students are required to take the ARI/GAMA National Residential Air Conditioning and Heating exam (HAC 220).

	Sem. Hrs.
<b>First Semester</b>	
HAC 115 Blueprint Reading for Heating & Air Conditioning .....	3
HAC 114 Basic Electricity and HVACR Controls.....	3
HAC 101 Air Conditioning & Refrigeration I .....	3
HAC 103 Basic Heating Gas/Oil .....	3
HAC 109 Basic Sheet Metal .....	3
HAC 119 Refrigerant Recovery Certification .....	(.5)
Industrial Technology Elective .....	3
	Total 18.5

	Sem. Hrs.
<b>Second Semester</b>	
HAC 102 Air Conditioning & Refrigeration II .....	4
HAC 104 HVACR Controls .....	3
HAC 205 Commercial Air Conditioning .....	3
HAC 110 Heat Pumps & Electrical Heat .....	3
WEL 101 Welding I .....	2
HAC 111 Commercial Sheet Metal.....	3
HAC 220 HVACR National Certification .....	1
	Total 19

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# Heating, Ventilation, Air Conditioning & Refrigeration – Energy Management

**CERTIFICATE CONFERRED:  
VOCATIONAL SPECIALIST IN  
SHEET METAL MECHANICS**

**Certification:** Upon completion of the program, students are encouraged to take the ARI/GAMA National Light Commercial or Commercial Competency Exam (HAC 220).

First Semester	Sem. Hrs.
HAC 114 Basic Electricity & HVACR Controls.....	3
HAC 109 Basic Sheet Metal .....	3
WEL 101 Welding I .....	2
HAC 115 Blueprint Reading for Heating & Air Conditioning .....	3
HAC 116 Cost Estimating for Sheet Metal .....	3
HAC 104 HVACR Controls or HAC 212 Pneumatic Controls.....	3/4
<b>Total</b>	<b>17/18</b>

**Second Semester**

HAC 111 Commercial Sheet Metal .....	3
HAC 117 Architectural & Ornamental Sheet Metal .....	3
HAC 208 Load Calculations & Duct System Design .....	4
HAC 118 Testing and Balancing HVAC Equipment.....	3
WEL 102 Welding II .....	4
<b>Total</b>	<b>17</b>

**DEGREE CONFERRED:  
ASSOCIATE OF APPLIED SCIENCE IN  
HEATING, AIR CONDITIONING &  
REFRIGERATION**

**Certification:** Upon completion of the program, students are required to take the ARI/GAMA National Light Commercial or Commercial Competency Exam (HAC 220).

First Semester	Sem. Hrs.
HAC 115 Blueprint Reading for Heating & Air Conditioning .....	3
HAC 114 Basic Electricity and HVACR Controls.....	3
HAC 101 Air Conditioning & Refrigeration I .....	3
HAC 103 Basic Heating Gas/Oil .....	3
IMT 107 Technical Math I or MTH 107 Technical Math I .....	4
HAC 119 Refrigerant Recovery Certification .....	(.5)
<b>Total</b>	<b>16.5</b>

**Second Semester**

HAC 102 Air Conditioning & Refrigeration II .....	4
HAC 104 HVACR Controls .....	3
HAC 205 Commercial Air Conditioning .....	3
HAC 109 Basic Sheet Metal .....	3
HAC 110 Heat Pumps & Electrical Heat .....	3
WEL 101 Welding I .....	2
<b>Total</b>	<b>18</b>

**Third Semester**

HAC 106 Advanced Heating Hydronics/Steam .....	3
HAC 208 Load Calculations & Duct System Design .....	4
HAC 111 Commercial Sheet Metal .....	3
Required Social/Behavioral Science Course* .....	3
Required Communications Course* .....	3
<b>Total</b>	<b>16</b>

**Fourth Semester**

HAC 207 Commercial Refrigeration .....	3
HAC 212 Pneumatic Controls.....	4
HAC 220 HVACR National Certification .....	1
Industrial Technology Electives .....	3
Liberal Education Requirement* .....	3
Required Communications Course* .....	3
<b>Total</b>	<b>17</b>

\*See page 21

**Industrial Technology Electives**

AUT 290 Auto Heating & Air Conditioning .....	5
CAD 108 Introduction to Micro-Cad AutoCAD .....	3
CIS 110 Introduction to Computers.....	3
GET 118 Hydraulics & Pneumatics .....	5
HAC 233 Special Topics in HVACR.....	(.5)
HAC 234 Special Topics in HVACR .....	1
HAC 235 Special Topics in HVACR .....	2
HAC 236 Special Topics in HVACR .....	3

**CERTIFICATE CONFERRED:  
VOCATIONAL SPECIALIST IN  
ENERGY MANAGEMENT**

Summer Semester	Sem. Hrs.
CIS 110 Introduction to Computers.....	3

**First Semester**

HAC 101 Air Conditioning & Refrigeration I .....	3
HAC 104 HVACR Controls .....	3
IST 140 Programmable Controllers I.....	3
ECS 103 Commercial/Industrial Boilers.....	3
HAC 205 Commercial Air Conditioning .....	3
<b>Total</b>	<b>15</b>

**Second Semester**

HAC 212 Pneumatic Controls.....	4
ECS 202 Commercial Load Calculations.....	3
IST 142 Programmable Controllers II .....	3
ECS 108 Commercial Electronic Systems.....	3
IST 245 Advanced Programmable Controllers .....	3
<b>Total</b>	<b>16</b>

**DEGREE CONFERRED:  
ASSOCIATE OF APPLIED SCIENCE IN  
ENERGY MANAGEMENT**

Summer Semester	Sem. Hrs.
CIS 110 Introduction to Computers.....	3

**First Semester**

HAC 103 Basic Heating Gas/Oil .....	3
HAC 101 Air Conditioning & Refrigeration I .....	3
HAC 104 HVACR Controls .....	3
IST 105 Electrical Control Circuits.....	3
IMT 107 Technical Math I or MTH 107 Technical Math I or MTH 112 College Algebra.....	4
<b>Total</b>	<b>16</b>

**Second Semester**

Required Communications Course* .....	3
HAC 205 Commercial Air Conditioning .....	3
HAC 212 Pneumatic Controls.....	4
ECS 202 Commercial Load Calculations.....	3
IST 142 Programmable Controllers II .....	3
<b>Total</b>	<b>16</b>

**Third Semester**

Required Communications Course* .....	3
IST 245 Advanced Programmable Controllers .....	3
ECS 206 Commercial Duct Design.....	3
ECS 108 Commercial Electronic Control Systems.....	3
ECS 110 Codes and Standards .....	2
ECS 114 IAQ for Commercial Buildings.....	3
<b>Total</b>	<b>17</b>

**Fourth Semester**

IST 235 AC Drives .....	3
ECS 215 Commercial Applications Systems.....	3
Recommended Electives.....	3/4
Liberal Education Course* .....	3
Required Social/Behavioral Science Course* .....	3
<b>Total</b>	<b>15/16</b>

\*See p. 21

**Recommended Electives**

HAC 207 Commercial Refrigeration .....	3
HAC 236 Special Topics in HVACR.....	3
ECS 103 Commercial/Industrial Boilers .....	3

• Although the course sequences as shown on this page are based on full-time enrollment, students may complete their course of study on a part-time or three-quarter time basis.

• The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.

• Degrees and certificates are subject to change without notice. For the most current curricula, go to [elgin.edu/academics](http://elgin.edu/academics).

*The human services/early childhood education program is accredited as a level I entitled program for the Illinois director credential (IDC).*

In the Fox Valley and Elgin area, qualified childcare professionals have no trouble finding and keeping a job with so many two-income families and single parents. Work caring for and nurturing children ages birth to 5 years often interests returning adult students, particularly mothers with children who want child care benefits, and grandparents and other empty nesters who are re-careering. High school students have learned they can achieve greater earning power by the time they turn 21 by taking career ladder classes and working in childcare at the same time. ECC's early childhood education programs prepare students to work in the following areas:

To become a child care worker you must:

- have a high school diploma or equivalent
- be at least 19 years of age
- complete two years of college credit with 6 credits in child care or complete one year of college credits with 6 credits in child care plus one year (1560 clock hours) of experience as a child care assistant.

To become a child care director you must:

- have a high school diploma or equivalent
- be at least 21 years of age
- complete two years of college credit with 18 hours in child care or complete one year of college credit with 10 hours in child care plus two years (3120 clock hours) of experience in a licensed day care facility, nursery school, or kindergarten.

The associate of applied science degree in human services/early childhood education is approved as a Level I Entitled Program for the Illinois Director Credential (IDC). That means the college is authorized to offer the courses approved by the IDC Commission within the approved degree program and to certify students who have met all requirements of the IDC Level I. ECC is one of only 10 community colleges to achieve this IDC recognition and entitlement. The credential recognizes colleges that are operating at a high level of quality in all areas of knowledge and experience while establishing a high standard of professionalism for the child care field.

**Special Admissions Requirements:** None

**Program Requirements:** All students must provide their own transportation to and from all field experience sites.

**DEGREE CONFERRED:  
ASSOCIATE OF APPLIED SCIENCE IN  
HUMAN SERVICES  
EARLY CHILDHOOD EDUCATION OPTION**

First Semester	Sem. Hrs.
Required Communications Course*	3
ECE 100 Health, Safety, Nutrition/Young Child	3
ECE 102 Introduction to Early Childhood Ed.	3
ECE 220 Child, Family & Community	3
HUS 110 Issues in Human Services	3
	<b>Total 15</b>

Second Semester	Sem. Hrs.
Required Communications Course*	3
SPH 101 Fundamentals of Speech	3
ECE 116 School-Age Activities & Programming	3
ECE 174 Child Growth and Development	3
HUS 205 Introduction to Group Processes	3
	<b>Total 15</b>

Third Semester	Sem. Hrs.
ECE 124 Curriculum Planning/Young Child	3
ECE 150 Child Guidance Practices I	3
HUS 201 Field Experience I & Seminar	4
ECE 204 Students with Disabilities in School	3
Liberal Education Requirement*	3
Behavioral Science Elective	3
	<b>Total 19</b>

Fourth Semester	Sem. Hrs.
HUS 202 Field Experience II & Seminar	4
Math/Science Requirement*	3
HUS 102 Principles & Practices of Human Services	3
Early Childhood Education Electives	3
ECE 203 Child Care Rules and Regulations	3
	<b>Total 16</b>

\*See p. 21

**CERTIFICATE CONFERRED:  
VOCATIONAL SPECIALIST IN  
HUMAN SERVICES  
EARLY CHILDHOOD EDUCATION**

Sem. Hrs.	
Required Communications Course*	3
HUS 102 Principles & Practices of Human Services	3
HUS 205 Introduction to Group Processes	3
Behavioral Science Elective	3
ECE 100 Health, Safety, Nutrition/Young Child	3
ECE 102 Introduction to Early Childhood Ed.	3
ECE 220 Child, Family and Community	3
ECE 116 School-Age Activities & Programming	3
ECE 150 Child Guidance Practices I	3
ECE 174 Child Growth and Development	3
HUS 201 Field Experience I & Seminar	4
	<b>Total 34</b>

Behavioral Science Electives	Sem. Hrs.
PSY 100 Introduction to Psychology	3
SOC 100 Principles of Sociology	3
SOC 210 Marriage & Family	3

\*See p. 21

Early Childhood Education Electives	Sem. Hrs.
ECE 101 Exploring Careers/Early Childhood Ed.	1
ECE 103 Issues in Early Childhood Education	1
ECE 106 Experiential Learning in Human Svcs	1-3
ECE 114 Infant-Toddler Care	3
ECE 120 Music & Movement for the Young Child	3
ECE 121 Math & Science for the Young Child	3
ECE 122 Creative Art Activities/Young Child	3
ECE 123 Language Development for Young Child	3
ECE 205 Behavior Management	3
ECE 206 Group Leadership Skills	3
ECE 210 Family Child Care Management	3
ECE 215 Child Care Administration	3
HUS 253 Topics in Human Services	1-3

**Montessori Practitioner**

Montessori Education Centers Associated in partnership with ECC offers a Montessori preparedness program for teachers of infants and preschoolers at ECC. Interested students intern at a local Montessori school and earn academic credits from ECC. Instruction meets the academic component of the American Montessori Society teacher certification program and practicum credit for the 9-month required practicum and leads to teacher certification for employment at Montessori schools worldwide.

Montessori environments are built on a child's tendencies toward exploration, creativity, and communication rather than a strict, dictated set of lessons. Read more about Montessori education at [montessori.edu](http://montessori.edu). Locally, direct questions about admission and course content to Lynn Sellers at Montessori, 630-654-0151; or at ECC, contact Dean Rick Mao.

**Special Admissions Requirements:** None

**Program Requirements:** All students must provide their own transportation to and from all field experience sites.

**CERTIFICATE CONFERRED:  
BASIC VOCATIONAL SPECIALIST IN  
MONTESSORI INFANT/TODDLER**

First Semester	Sem. Hrs.
MEC 101 Mont. History and Philosophy	3
MEC 102 Mont. Developmental Theory	3
MEC 103 Mont. Activities and Programs	3
MEC 104 Mont. Child, Family & Community	3
MEC 105 Montessori Program Leadership	3
	<b>Total 15</b>

**CERTIFICATE CONFERRED:  
BASIC VOCATIONAL SPECIALIST IN  
MONTESSORI EARLY CHILDHOOD**

First Semester	Sem. Hrs.
MEC 111 Mont. History, Philosophy & Pedagogy	3
MEC 112 Mont. Dev. Theory, Early Childhood	3
MEC 113 Montessori Practical Life	3
MEC 114 Montessori Language Arts	3
MEC 115 Montessori Mathematics	3
	<b>Total 15</b>

• Although the course sequences as shown on this page are based on full-time enrollment, students may complete their course of study on a part-time or three-quarter time basis.

• The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.

• Degrees and certificates are subject to change without notice. For the most current curricula, go to [elgin.edu/academics](http://elgin.edu/academics).

# Human Services – Family Violence Counseling

Family violence is a critical problem in our society. Social awareness coupled with legislation mandates that violence toward women, children and older adults is reported, addressed and prevented by health and human services professionals.

Instruction in family violence counseling at ECC educates and trains students for work in this sensitive and crucial area. Though job duties, job titles and responsibilities vary greatly in this field, prevention and working toward promoting optimum conditions are emphasized. Graduates are prepared for entry-level paraprofessional work in the fields of domestic violence, sexual assault, child abuse and advocacy, and elder abuse and advocacy.

**Special Admissions Requirements:** None

**Program Requirements:** Students in the human service program must complete all of the core courses and all of the courses required in their specialty. All students must also provide their own transportation to and from all field experience sites if required in their core or specialty courses.

## DEGREE CONFERRED: ASSOCIATE OF APPLIED SCIENCE IN HUMAN SERVICES FAMILY VIOLENCE COUNSELING OPTION

First Semester	Sem. Hrs.
Required Communications Course*	3
FMV 101 Introduction to Family Violence	3
HUS 102 Principles and Practices of Human Services	3
PSY 100 Introduction to Psychology	3
HUS 213 Crisis Intervention	3
<b>Total</b>	<b>15</b>

Second Semester	Sem. Hrs.
Required Communications Course*	3
Behavioral Science Elective	3
HUS 205 Behavior Management	3
SPH 101 Fundamentals of Speech	3
FMV 110 Rules and Regulations	3
<b>Total</b>	<b>15</b>

Third Semester	Sem. Hrs.
HUS 205 Introduction to Group Processes	3
HUS 201 Field Experience I & Seminar	4
Liberal Education Requirement*	3
HUS 211 Behavior Problems	3
FMV 150 Violence Against Women	3
<b>Total</b>	<b>16</b>

Fourth Semester	Sem. Hrs.
HUS 202 Field Experience II & Seminar	4
Human Services Elective	3
HUS 110 Issues in Human Services	3
HUS 125 Special Populations	3
Math/Science Requirement*	3
<b>Total</b>	<b>16</b>

\*See p. 21

Behavioral Science Electives	Sem. Hrs.
PSY 212 Child Psychology	3
PSY 213 Psychology of Adolescence	3
PSY 214 Adulthood and Aging	3
SOC 210 Marriage & Family	3

Human Services Electives	Sem. Hrs.
HUS 101 Introduction to Human Services	3
HUS 253 Topics in Human Services	1-3
ECE 150 Child Guidance Practices I	3
HUS 210 Working with Families	3
HUS 206 Group Leadership Skills	3
SUB 215 Basic Substance Abuse & Treatment	3

## CERTIFICATE CONFERRED: VOCATIONAL SPECIALIST IN FAMILY VIOLENCE COUNSELING

First Semester	Sem. Hrs.
PSY 100 Introduction to Psychology	3
FMV 101 Introduction to Family Violence	3
HUS 102 Principles and Practices of Human Services	3
HUS 125 Special Populations	3
HUS 201 Field Experience I and Seminar	4
<b>Total</b>	<b>16</b>

Second Semester	Sem. Hrs.
HUS 213 Crisis Intervention	3
FMV 110 Rules and Regulations	3
FMV 150 Violence Against Women	3
HUS 205 Introduction to Group Processes	3
HUS 202 Field Experience II and Seminar	4
<b>Total</b>	<b>16</b>

• Although the course sequences as shown on this page are based on full-time enrollment, students may complete their course of study on a part-time or three-quarter time basis.

• The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.

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Students come face to face with real problems in learning to help mental health clients in everyday living. Classroom training is enhanced by clinical experiences at facilities such as the Elgin Mental Health Center, Ecker Center, and the Elgin Rehabilitation Center.

While basic courses in psychology and sociology provide the foundation for work in group processes, additional study and firsthand training allows students to explore intervention techniques, socialization, remotivation, and behavior problems.

**Special Admissions Requirements:** None

**Program Requirements:** All students must provide their own transportation to and from field experience sites if required in their study sequence.

**DEGREE CONFERRED:  
ASSOCIATE OF APPLIED SCIENCE IN  
HUMAN SERVICES GENERALIST OPTION**

First Semester	Sem. Hrs.
Required Communications Course*	3
HUS 101 Introduction to Human Services	3
PSY 100 Introduction to Psychology <b>or</b> SOC 100 Principles of Sociology	3
HUS 110 Issues in Human Services	3
HUS 213 Crisis Intervention	3
<b>Total 15</b>	
Second Semester	
Required Communications Course*	3
SPH 101 Fundamentals of Speech	3
HUS 102 Principles & Practices of Human Services	3
HUS 205 Introduction to Group Processes	3
Behavioral Science Elective	3
<b>Total 15</b>	
Third Semester	
HUS 201 Field Experience I & Seminar	4
HUS 211 Behavior Problems	3
Human Services Electives	3/6
Liberal Education Requirement*	3
HUS 106 Experiential Learning in Human Services**	3
<b>Total 16/19</b>	
Fourth Semester	
HUS 202 Field Experience II & Seminar	4
Math/Science Requirement*	3
Human Services Electives	6
HUS 205 Behavior Management	3
<b>Total 16</b>	

\*See p. 21

\*\*Note: By the end of the program, the student needs three credit hours of HUS 106. If preferred, this can be taken for one credit hour over each of three semesters. See instructor for clarification, if necessary.

**CERTIFICATE CONFERRED:  
VOCATIONAL SPECIALIST IN  
HUMAN SERVICES GENERALIST**

Required Communications Course*	Sem. Hrs.
HUS 101 Introduction to Human Services	3
HUS 102 Principles & Practices of Human Services	3
HUS 205 Introduction to Group Processes	3
PSY 100 Introduction to Psychology	3
HUS 205 Behavior Management	3
HUS 211 Behavior Problems	3
HUS 213 Crisis Intervention	3
Electives with HUS prefix	6
<b>Total 30</b>	

\*See p. 22

**Behavioral Science Electives**

PSY 100 Introduction to Psychology	3
PSY 212 Child Psychology	3
PSY 214 Adulthood and Aging	3
SOC 100 Principles of Sociology	3
SOC 210 Marriage & Family	3

**Human Services Electives**

FMV 101 Introduction to Family Violence	3
HUS 106 Experiential Learning in Human Svcs	1-3
HUS 253 Special Topics in Human Services	1-3
HUS 206 Group Leadership Skills	3
HUS 210 Working with Families	3
HUS 215 Basic Substance Abuse & Treatment	3
PHR 102 First Aid & Safety	3

• Although the course sequences as shown on this page are based on full-time enrollment, students may complete their course of study on a part-time or three-quarter time basis.

• The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.

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# Human Services – Substance Abuse

*The substance abuse program is accredited by the Illinois alcohol and other drug abuse professional certification association, inc. (IAODAPCA)*

Substance abuse is a critical global issue. Each year, the numbers of those habitually using drugs and/or alcohol climbs higher.

ECC's program in substance abuse counseling prepares students to help chemically dependent people manage their addictions and choose pathways to recovery. It leads to employment in social service, education and health care fields.

To earn the advanced certification credential from IAODAPCA (Illinois Alcohol and Other Drug Abuse Professional Certification Association, Inc.), ECC students must:

1. Successfully complete the associate of applied science degree in human services, substance abuse counseling option, AND take SUB 203 Field Experience III and seminar; or
2. Have a bachelor's degree or higher in a related field and complete the vocational specialist certificate in substance abuse counseling and take SUB 203 Field Experience III, and
3. Successfully pass a certification exam administered by IAODAPCA.

To earn provisional certification as a substance abuse counselor through IAODAPCA, ECC students must:

1. Successfully complete a minimum of the vocational specialist certificate in substance abuse counseling
2. Successfully pass a certification exam administered by IAODAPCA and
3. Complete 4,000 hours related, supervised work experience. The number of hours required will be decreased with advanced degrees.

**Special Admissions Requirements:** None, but persons recovering from drug and/or alcohol dependency and considering substance abuse counseling as a major should note that two consecutive years of sobriety are recommended before enrolling in SUB 201 and/or before seeking employment.

**Program Requirements:** All students must provide their own transportation to and from field experience sites.

## DEGREE CONFERRED: ASSOCIATE OF APPLIED SCIENCE IN HUMAN SERVICES SUBSTANCE ABUSE COUNSELING OPTION

First Semester	Sem. Hrs.
Required Communications Course*	3
SUB 102 Principles & Practices of Human Services.....	3
SUB 122 Basic Substance Abuse Pharmacology .....	3
SUB 213 Crisis Intervention.....	3
PSY 100 Introduction to Psychology .....	3
	<b>Total 15</b>

Second Semester	Sem. Hrs.
Behavioral Science Elective .....	3
Required Communications Course*	3
SUB 110 Rules and Regulations .....	3
HUS 205 Behavior Management .....	3
SPH 101 Fundamentals of Speech.....	3
	<b>Total 15</b>

Third Semester	Sem. Hrs.
SUB 201 Field Experience I & Seminar.....	4
SUB 205 Introduction to Group Processes .....	3
Liberal Education Requirement* .....	3
HUS 211 Behavior Problems .....	3
SUB 215 Basic Substance Abuse & Treatment .....	3
	<b>Total 16</b>

Fourth Semester	Sem. Hrs.
Human Services Elective .....	3
HUS 110 Issues in Human Services.....	3
SUB 125 Special Populations .....	3
SUB 202 Field Experience II & Seminar .....	4
Math/Science Requirement* .....	3
	<b>Total 16</b>

\*See p. 21

Behavioral Science Electives	Sem. Hrs.
PSY 213 Psychology of Adolescence .....	3
PSY 214 Adulthood and Aging.....	3
SOC 210 Marriage & Family .....	3

Human Services Electives	Sem. Hrs.
HUS 210 Working with Families .....	3
HUS 206 Group Leadership Skills .....	3
SUB 106 Experiential Learning in Human Svcs.....	1-3
SUB 203 Field Experience III and Seminar .....	4

## CERTIFICATE CONFERRED: VOCATIONAL SPECIALIST IN HUMAN SERVICES SUBSTANCE ABUSE COUNSELING

	Sem. Hrs.
SUB 102 Principles & Practices of Human Services .....	3
SUB 110 Rules and Regulations .....	3
SUB 122 Basic Substance Abuse Pharmacology .....	3
SUB 125 Special Populations.....	3
SUB 201 Field Experience I & Seminar.....	4
SUB 202 Field Experience II & Seminar .....	4
SUB 205 Introduction to Group Processes .....	3
SUB 213 Crisis Intervention .....	3
SUB 215 Basic Substance Abuse & Treatment .....	3
PSY 100 Introduction to Psychology .....	3
	<b>Total 32</b>

• Although the course sequences as shown on this page are based on full-time enrollment, students may complete their course of study on a part-time or three-quarter time basis.

• The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.

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*IMT course work is approved by the U.S. Department of Labor Bureau of Apprenticeship Training for the supplemental instruction portion of local industry apprenticeship programs in tool and die maker, mold maker, and machinist including CNC programming, CNC operations/setup and MasterCam software training.*

Machine tool operations are an essential first step in the production process of all manufactured goods. The ever increasing complexity of machine tools, including computer assisted and computer controlled manufacturing processes, require greater knowledge and higher skill standards. Employment opportunities for skilled people are excellent.

Elgin Community College prepares students for entry level employment in jobs such as general machinist, tool and die maker, mold maker, special machine builder, maintenance machinist, computer aided manufacturing technician, computer numerical control (CNC) operator or programmer, set-up specialist, industrial sales, supervision and specialties in thermoplastics injection molding.

Students increase their proficiency and knowledge of drill presses, lathes, vertical and horizontal mills, precision grinders, electro-discharge machining (EDM) and computer aided manufacturing (CNC). They learn to use precision measuring instruments (metrology) and study various manufacturing processes, electrical controls, hydraulics and pneumatics, and related mathematics.

In addition to working in the machine laboratory, students learn a variety of auxiliary skills including the workability of materials, blueprint reading, SPC skills, welding, the layout of machine parts, and the interpretation of drawings which show part shapes and refinements.

ECC's four semester machine tool technology program is ideal for the student interested in a career as a tool and die maker. In addition to the technical background needed for this highly skilled and well paid trade, students take additional courses in liberal arts and sciences to broaden their academic background and prepare them for supervisory positions. Upon graduation, most students are prepared to enter up to the third year of a four year tool and die apprenticeship.

In ECC's four semester industrial manufacturing degree, students learn about computer controlled production machines which include a variety of machine tools running on CNC programmed instructions. Students master programming skills using CNC equipment. Plus, electives in thermoplastics, computer aided manufacturing, or traditional machine tool processes, allow students to specialize or pursue concentrated study.

The machine tool operations program is designed for those seeking basic skills, advanced skills or a speaking knowledge of machine tool operations. It provides a fundamental understanding of machine tool for persons interested in working in related fields such as sales, purchasing or supervision.

The thermoplastics injection molding certificate emphasizes technical, specialty courses in areas such as injection and clamp mechanisms, thermoplastics materials, molds and processes of injection molding along with supplementary courses in basic math, graphics, and communications. Classes meet at night and on Saturdays. Graduates are prepared for entry level employment as mold setters or processing trouble shooters on production injection molding machines.

**Special Admissions Requirements:** None

**Program Requirements:** Students must purchase their own safety glasses, locks and are expected to wear sturdy, leather shoes to all IMT classes. Lists of recommended supplies and tools are available from ECC industrial manufacturing technology instructors.

**CERTIFICATE CONFERRED:  
VOCATIONAL SPECIALIST IN  
MACHINE TOOL OPERATIONS**

First Semester	Sem. Hrs.
IMT 103 Industrial Manufacturing Tech. I.....	3
IMT 104 Industrial Manufacturing Tech. II.....	3
IMT 107 Technical Math I or MTH 107 Technical Math I .....	4
CAD 101 Introduction to Engineering Design .....	4
IMT 110 Intro to Computer Aided Mfg (CAD) .....	2
Total 16	

**Second Semester**

IMT 108 Industrial Manufacturing Tech. III.....	3
IMT 109 Industrial Manufacturing Tech. IV .....	3
IMT 220 Introduction to CNC Programming Control....	4
IMT 112 Metrology-The Study of Measurement.....	3
IMT 119 Fabrication of Machine Parts .....	3
IMT 212 Metallurgy-The Study of Steel.....	2
Total 18	

**CERTIFICATE CONFERRED:  
VOCATIONAL  
SPECIALIST CERTIFICATE IN  
MOLD MAKING**

First Semester	Sem. Hrs.
IMT 103 Industrial Manufacturing Tech. I.....	3
IMT 104 Industrial Manufacturing Tech. II .....	3
CAD 101 Introduction to Engineering Design .....	4
GET 118 Hydraulics & Pneumatics .....	5
Total 15	

**Second Semester**

IMT 108 Industrial Manufacturing Tech. III.....	3
IMT 212 Metallurgy-The Study of Steel.....	2
IMT 119 Fabrication of Machine Parts .....	3
IMT 107 Technical Math I or MTH 107 Technical Math I .....	4
IMT 209 Basic Mold Theory.....	4
Total 16	

• Although the course sequences as shown on this page are based on full-time enrollment, students may complete their course of study on a part-time or three-quarter time basis.

• The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.

• Degrees and certificates are subject to change without notice. For the most current curricula, go to [elgin.edu/academics](http://elgin.edu/academics).

# Industrial Manufacturing Technology

## CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST CERTIFICATE IN TOOL AND DIE MAKING

First Semester	Sem. Hrs.
IMT 103 Industrial Manufacturing Tech. I.....	3
IMT 104 Industrial Manufacturing Tech. II.....	3
CAD 101 Introduction to Engineering Design.....	4
Total 10	
Second Semester	
IMT 107 Technical Math I or MTH 107 Technical Math I.....	4
IMT 108 Industrial Manufacturing Tech. III.....	3
IMT 208 Basic Die Theory.....	4
Total 11	

## DEGREE CONFERRED: ASSOCIATE OF APPLIED SCIENCE IN INDUSTRIAL MANUFACTURING TECHNOLOGY

First Semester	Sem. Hrs.
IMT 103 Industrial Manufacturing Tech. I.....	3
IMT 104 Industrial Manufacturing Tech. II.....	3
CAD 101 Introduction to Engineering Design.....	4
IMT 107 Technical Math I or MTH 107 Technical Math I.....	4
CAD 105 Pro/ENGINEER Basic Design Training.....	3
Total 17	
Second Semester	
IMT 108 Industrial Manufacturing Tech. III.....	3
IMT 109 Industrial Manufacturing Tech. IV.....	3
IMT 112 Metrology-The Study of Measurement.....	3
IMT 111 Technical Mathematics II or MTH 109 Technical Mathematics II.....	4
Required Communications Course*.....	3
Industrial Electives.....	3/4
Total 19-20	
Third Semester	
IMT 220 Introduction to CNC Programming.....	4
Liberal Education Requirement*.....	3
Required Communications Course*.....	3
Industrial Electives.....	8-9
Total 18/19	
Fourth Semester	
Industrial Electives.....	10-11
Social or Behavioral Science*.....	3
Total 13/14	

\*See p. 21

## Industrial Manufacturing Electives with a Thermoplastics Emphasis

IMT 209 Basic Mold Theory.....	4
IMT 131 Injection Molding Machine I.....	4
IMT 133 Thermoplastics Materials.....	4
IMT 231 Injection Molding Machine II.....	5
IMT 238 Injection Mold Process.....	5

## Industrial Manufacturing Electives with a Computer Aided Manufacturing or Machine Tool Emphasis

IMT 110 Intro to Computer Aided Mfg (CAD).....	2
IMT 221 Introduction to CNC Toolpathing.....	4
IMT 222 Advanced CNC Programming.....	4
IMT 223 Special Problems in CNC Programming.....	2
IMT 119 Fabrication of Machine Parts.....	3
IMT 203 Manufacturing Process Technology.....	3
IMT 212 Metallurgy-The Study of Steel.....	2
IMT 214 Jig & Fixture Theory.....	2
IMT 204 Industrial Manufacturing Tech. V.....	5
IMT 208 Basic Die Theory.....	4

## DEGREE CONFERRED: ASSOCIATE OF APPLIED SCIENCE IN MACHINE TOOL TECHNOLOGY

First Semester	Sem. Hrs.
IMT 103 Industrial Manufacturing Tech. I.....	3
IMT 104 Industrial Manufacturing Tech. II.....	3
CAD 101 Introduction to Engineering Design.....	4
IMT 107 Technical Math I or MTH 107 Technical Math I.....	4
CAD 105 Pro/ENGINEER Basic Design Training.....	3
Total 17	
Second Semester	
IMT 108 Industrial Manufacturing Tech. III.....	3
IMT 109 Industrial Manufacturing Tech. IV.....	3
IMT 112 Metrology-The Study of Measurement.....	3
IMT 119 Fabrication of Machine Parts.....	3
IMT 111 Technical Mathematics II or MTH 109 Technical Mathematics II.....	4
IMT 110 Intro to Computer Aided Mfg (CAD).....	2
Total 18	
Third Semester	
IMT 203 Manufacturing Process Technology.....	3
IMT 204 Industrial Manufacturing Tech. V.....	5
GET 118 Hydraulics & Pneumatics.....	5
Social or Behavioral Science Course*.....	3
Required Communications Course*.....	3
Total 19	
Fourth Semester	
IMT 208 Basic Die Theory.....	4
IMT 209 Basic Mold Theory.....	4
IMT 214 Jig & Fixture Theory.....	2
WEL 101 Welding I.....	2
Liberal Education Requirement*.....	3
Required Communications Course*.....	3
Total 18	

\*See p. 21

## CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN CNC OPERATOR

First Semester	Sem. Hrs.
IMT 103 Industrial Manufacturing Tech. I.....	3
IMT 104 Industrial Manufacturing Tech. II.....	3
IMT 107 Technical Math I or MTH 107 Technical Math I.....	4
Total 10	
Second Semester	
CAD 101 Introduction to Engineering Design.....	4
IMT 110 Intro to Computer Aided Mfg (CAD).....	2
IMT 220 Introduction to CNC Programming Control.....	4
Total 10	

## CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN THERMOPLASTICS INJECTION MOLDING

### Special Admissions Requirements:

Students are expected to be employed in the thermoplastics injection molding industry while taking classes. If not, the college will attempt to help the student with job placement.

### Program Requirements: None

First Semester	Sem. Hrs.
IMT 131 Injection Molding Machine I.....	4
IMT 107 Technical Math I or MTH 107 Technical Math I.....	4
Total 8	
Second Semester	
IMT 133 Thermoplastics Materials.....	4
CAD 101 Introduction to Engineering Design.....	4
Total 8	
Third Semester	
IMT 231 Injection Molding Machine II.....	5
MMT 100 Fundamentals of Supervision or Required Communications Course*.....	3
Total 8	
Fourth Semester	
IMT 238 Injection Molding Process.....	5
Total 5	

\*See p. 22

• Although the course sequences as shown on this page are based on full-time enrollment, students may complete their course of study on a part-time or three-quarter time basis.

• The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.

• Degrees and certificates are subject to change without notice. For the most current curricula, go to [elgin.edu/academics](http://elgin.edu/academics).



Today's high costs of production equipment and facilities make maintenance more critical to the bottom line of manufacturing and business than ever before. Employers must protect those investments and assure their assets are well maintained. While on-time completion of planned work is vital, reducing downtime, the amount of unplanned work, and outsourcing are just as important. Well-trained maintenance workers are crucial in helping any organization save time, money and create a high-level impact.

Elgin Community College now offers maintenance technology training and instruction in dedicated space. Programs of study are suitable for those with no previous experience in the field, for those who seek specialization or a skills upgrade, and/or for those who seek quick entry into the workforce.

The curriculum is performance-based and provides the information and knowledge for employment in jobs requiring multiple maintenance competencies. Hands-on training to maintain, calibrate, and repair equipment covers basic knowledge in the areas of electricity, mechanical drives and programmable logic controllers.

Graduates are qualified to obtain general maintenance positions in a variety of industries. Maintenance employees often work on several different tasks in a single day. They may work at a single building or in several different buildings.

Jobs exist in almost every industry – manufacturing, government, wholesale and retail. With work experience and additional training, some maintenance workers advance to maintenance supervisor or seek employment in allied positions such as an electrician, a heating and air-conditioning mechanic, or a plumber.

**Special Admissions Requirements:** None

**Program Requirements:** None

**DEGREE CONFERRED:**  
**ASSOCIATE OF APPLIED SCIENCE IN**  
**IST/MAINTENANCE TECHNOLOGY**

First Semester	Sem. Hrs.
IST 105 Electrical Control Circuits.....	3
IST 120 Hydraulics.....	3
IMT 107 Technical Mathematics I or MTH 107 Technical Mathematics I .....	4
Industrial Electives .....	5/6
	Total 15/16

Second Semester	
IST 110 Electrical Motor Control.....	3
IST 122 Hydraulics Troubleshooting.....	3
IST 140 Programmable Controllers I.....	3
Industrial Electives .....	6/8
	Total 15/17

Third Semester	
IST 125 Pneumatics .....	3
IST 142 Programmable Controllers II.....	3
IST 130 Basic Mechanical Drives .....	3
Social or Behavioral Science Course*.....	3
Required Communications Course* .....	3
Industrial Electives .....	3/5
	Total 18/20

Fourth Semester	
IST 115 Industrial Power Distribution .....	2
IST 235 AC Drives .....	3
IST 245 Advanced Programmable Controllers .....	3
Liberal Education Requirement* .....	3
Required Communications Course* .....	3
	Total 14

\*See p. 21

**Industrial Electives**

HAC 101 Air Conditioning and Refrigeration I.....	3
HAC 114 Basic Electricity and HVACR Controls.....	3
IMT 103 Industrial Manufacturing Tech. I.....	3
IMT 104 Industrial Manufacturing Tech. II.....	3
IST 136 Piping Systems.....	2
WEL 101 Welding I .....	2
WEL 102 Welding II .....	4
GET 107 Technical Graphics .....	3

**CERTIFICATE CONFERRED:**  
**BASIC VOCATIONAL SPECIALIST IN**  
**ELECTRICAL SYSTEMS**

	Sem. Hrs.
IST 105 Electrical Control Circuits.....	3
IST 110 Electrical Motor Control.....	3
IST 115 Industrial Power Distribution .....	2
IST 235 AC Drives .....	3
	Total 11

**CERTIFICATE CONFERRED:**  
**BASIC VOCATIONAL SPECIALIST IN**  
**AUTOMATED ELECTRONIC SYSTEMS**

	Sem. Hrs.
IST 140 Programmable Controllers I.....	3
IST 142 Programmable Controllers II.....	3
IST 245 Advanced Programmable Controllers .....	3
	Total 9

**CERTIFICATE CONFERRED:**  
**BASIC VOCATIONAL SPECIALIST IN**  
**MECHANICAL SYSTEMS**

	Sem. Hrs.
IST 120 Hydraulics .....	3
IST 122 Hydraulics Troubleshooting.....	3
IST 125 Pneumatics .....	3
IST 130 Basic Mechanical Drives .....	3
IST 136 Piping Systems.....	2
	Total 14

• Although the course sequences as shown on this page are based on full-time enrollment, students may complete their course of study on a part-time or three-quarter time basis.

• The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.

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# Management

The success and efficiency of any business depends on a manager's or supervisor's ability to plan, organize, staff, lead, and control integrated business systems. In every organization, someone must be the boss.

To be effective, managers and supervisors must be well versed in the principles, practices and concepts of business and management to ensure that dollars in equipment and materials are used properly and efficiently. Because they direct the activities of others, managers and supervisors must also be adept at human relations.

In Elgin Community College's four semester management program, students receive intensive instruction in human resources and organizational behavior necessary to motivate others, maintain high morale and command respect. In addition, they concentrate on learning business, economics, accounting, marketing and microcomputer skills. The depth and scope of the program prepares graduates to adapt their knowledge to a variety of management/supervisory endeavors.

Management career options include many of the fastest growing career fields including; information technology manager, food service manager, hospitality manager, financial manager, real estate manager, credit manager, sales manager, public relations manager, human resources manager, sales promotion manager, and warehouse manager.

## Supervisory & Administrative Management

One of the college's most popular management programs is this fast-track 13 semester hour certificate in supervisory and administrative management. This short-term program is ideal for men and women who seek immediate academic credentials in management to enhance their job opportunities.

Courses from this fast-track certificate are combined with other management courses for a two semester certificate program in supervisory and administrative management. This program provides additional instruction for students who wish to continue their study of management. All course work from both certificates may be applied to the management degree which provides the most comprehensive academic credential in this program.

## Entrepreneurship

Persons interested in applying managing or marketing skills in self-employment should investigate the college's four instructional options in entrepreneurship shown on p. 34.

## DEGREE CONFERRED: ASSOCIATE OF APPLIED SCIENCE IN MANAGEMENT

**Special Admissions Requirements:** None

**Program Requirements:** Students who complete a certificate in management or marketing prior to enrolling in the two-year program may take a recommended elective instead of Introduction to Business (BUS 100) in the first semester.

First Semester	Sem. Hrs.
BUS 120 Business Mathematics .....	3
BUS 101 Business Communications .....	3
BUS 100 Introduction to Business+ .....	3
MMT101 Principles of Management .....	3
SPH 101 Fundamentals of Speech .....	3
	Total 15

Second Semester	Sem. Hrs.
CIS 110 Introduction to Computers or OAT 130 Software Applications for the Office .....	3
PSY 100 Introduction to Psychology .....	3
MKT 103 Marketing .....	3
MMT107 Human Resource Management .....	3
MMT155 Independent Study in Management .....	4
	Total 16

Third Semester	Sem. Hrs.
BUS 113 Business Law .....	3
MMT102 Human Relations in Applied Management .....	3
BEC 101 Basic Economics or BEC 102 Principles of Macroeconomics .....	3
ACC 100 Introductory Accounting I .....	3
OAT 141 Spreadsheet I .....	1
OAT 142 Presentations I .....	1
OAT 140 Word Processing I .....	1
	Total 15

Fourth Semester	Sem. Hrs.
BUS 142 Report Writing .....	3
MMT118 Problems & Projects in Management .....	3
MMT125 Leadership Development .....	3
MMT205 Advanced Independent Study in Management .....	4
Recommended Electives .....	3/4
Liberal Education Requirement* .....	3
	Total 19/20

+See program requirements this page.

\*See p. 21

## Recommended Electives

ACC 101 Financial Accounting .....	4
ACC 105 Managerial Accounting .....	4
ENT 200 The Virtual Company .....	4
MMR101 Principles of Retailing .....	3
MMT100 Fundamentals of Supervision .....	3
MKT 105 Sales .....	3
MMT 111 Small Business Management .....	3
MKT 115 Advertising & Promotion .....	3
MMT145 e-Commerce: A Managerial Perspective .....	3
MMT210 Small Business Finance .....	3
MMT233 Special Topics in Management .....	(.5)
MMT234 Special Topics in Management .....	1
MMT235 Special Topics in Management .....	2
MMT236 Special Topics in Management .....	3

## CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN MANAGEMENT - SUPERVISORY & ADMINISTRATIVE MANAGEMENT

**Special Admissions Requirements:** None

**Program Requirements:** None

	Sem. Hrs.
MMT101 Principles of Management .....	3
MMT102 Human Relations in Applied Management .....	3
MMT107 Human Resource Management .....	3
MMT118 Problems & Projects in Management or MMT155 Independent Study in Management .....	3/4
	Total 12/13

## CERTIFICATE CONFERRED: VOCATIONAL SPECIALIST IN SUPERVISORY & ADMINISTRATIVE MANAGEMENT

**Special Admissions Requirements:** None

**Program Requirements:** None

	Sem. Hrs.
MMT101 Principles of Management .....	3
MMT102 Human Relations in Applied Management .....	3
MMT107 Human Resource Management .....	3
OAT 141 Spreadsheet I .....	1
OAT 142 Presentations I .....	1
MMT118 Problems & Projects in Management .....	3
MMT155 Independent Study in Management .....	4
MMT205 Advanced Independent Study in Management .....	4
OAT 140 Word Processing I .....	1
Nine semester hours from the following:	
ACC 100 Introductory Accounting I .....	3
BEC 101 Basic Economics or BEC 102 Principles of Macroeconomics .....	3
MKT 103 Marketing .....	3
MKT 105 Sales .....	3
MMT111 Small Business Management .....	3
MMT125 Leadership Development .....	3
MMT145 e-Commerce: A Managerial Perspective .....	3
MMT210 Small Business Finance .....	3
	Total 32

• Although the course sequences as shown on this page are based on full-time enrollment, students may complete their course of study on a part-time or three-quarter time basis.

• The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.

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Selling and marketing products or services profitably is the goal of any firm large or small. Businesses and non-profit organizations worldwide spend billions annually on promotions that get people excited about a product or service and that keep them perceiving the product or service positively. Spurred by intense domestic and global competition for consumer products and services, marketing and retailing are expected to grow faster than most other occupations, according to the US Department of Labor.

Elgin Community College can help you find a rewarding and interesting career in the world of marketing and retail management. The college offers instruction leading to a degree and a short term certificate in retail management and a degree and a short term certificate in marketing. Graduates with related experience, a high level of creativity, and strong communication skills should have the best job opportunities. Types of work in the marketing field commonly include -

- Marketing research
- Product management
- Advertising
- Sales
- Retailing & merchandising
- Physical distribution
- Non-profit

### Retail Management

Retail is one of the fastest growing, most dynamic parts of the world economy. Careers in retail are people-oriented, fast-paced and exciting. ECC's short term certificate concentrates on the principles of retailing, marketing, and sales. The four-semester degree provides in-depth study of business, marketing, management, retailing, and human relations with related courses in accounting, data processing, and communications.

Both programs explore merchandise planning, pricing, display, store location and layout, advertising and promotion, financial planning and control, customer relations and buying. Graduates are prepared to assume such positions as section manager, merchandise manager, central manager, retail sales manager, or assistant buyer. Retailing is worth taking a good look at, particularly if you are looking for a service-oriented, entrepreneurial profession.

### DEGREE CONFERRED: ASSOCIATE OF APPLIED SCIENCE IN RETAIL MANAGEMENT

**Special Admissions Requirements:** None

**Program Requirements:** Students who complete a certificate in management or marketing prior to enrolling in the two-year program may take a recommended elective instead of Introduction to Business (BUS 100) in the first semester.

First Semester	Sem. Hrs.
BUS 120 Business Mathematics .....	3
BUS 101 Business Communications .....	3
BUS 100 Introduction to Business+ .....	3
MKT 105 Sales .....	3
SPH 101 Fundamentals of Speech.....	3
Total 15	

Second Semester	
CIS 110 Introduction to Computers or OAT 130 Software Applications for the Office.....	3
PSY 100 Introduction to Psychology .....	3
MKT 103 Marketing .....	3
MMT101 Principles of Management.....	3
Liberal Education Requirement* .....	3
Total 15	

Third Semester	
MMT107 Human Resource Management.....	3
MMT102 Human Relations in Applied Management ...	3
BEC 101 Basic Economics or BEC 102 Principles of Macroeconomics.....	3
ACC 101 Financial Accounting.....	4
MMR101 Principles of Retailing.....	3
Total 16	

Fourth Semester	
BUS 142 Report Writing .....	3
BUS 113 Business Law .....	3
MMR160 Independent Study in Retail Management or MMT 150 Independent Study in Marketing.....	4
MMR106 Retail Management .....	3
Recommended Elective .....	3
Total 16	

+See program requirements this page.  
\*See p. 21

### Recommended Electives:

ENT 101 Entrepreneurship Seminar I.....	2
ENT 102 Entrepreneurship Seminar II.....	2
ENT 111 Small Business Management .....	3
ENT 120 Business Plan Writing I .....	3
ENT 145 e-Commerce: A Managerial Perspective.....	3
ENT 200 The Virtual Company.....	4
ENT 210 Small Business Finance .....	3
ENT 220 Business Plan Writing II .....	3
MMT111 Small Business Management .....	3
MKT 115 Advertising & Promotion .....	3
MMT118 Problems & Projects in Management.....	3
MMT 125 Leadership Development .....	3
MMT145 e-Commerce: A Managerial Perspective.....	3
MMT155 Independent Study in Management.....	4
MMT210 Small Business Finance .....	3

### CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN RETAIL MANAGEMENT

**Special Admissions Requirements:** None

**Program Requirements:** None

	Sem. Hrs.
MMR101 Principles of Retailing .....	3
MKT 103 Marketing .....	3
MMR106 Retail Management .....	3
MKT 105 Sales or MKT 115 Advertising & Promotion....	3
MMR160 Independent Study in Retail Management.....	4
Total 16	

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# Marketing / Retail Management

## Marketing

The marketing function in organizations connects a company with its customers, suppliers, distributors and community. While that domain is broad and diverse, specific tools and techniques aid the marketing professional in managing the perception of products and services. Study at ECC covers key areas such as market analysis, production planning and development, consumer buying patterns, channels of distribution, pricing, advertising, promotion and sales techniques.

The marketing certificate is ideal for those with some previous work experience or higher education who seek to upgrade their knowledge quickly for a new career. The longer-term degree is better suited for those with little or no prior work history or experience in marketing. Graduates are prepared for entry level employment in sales, public relations, market research, promotions, product development, and other associated fields.

## DEGREE CONFERRED:

### ASSOCIATE OF APPLIED SCIENCE IN MARKETING

**Special Admissions Requirements:** None

**Program Requirements:** Students who complete a certificate in management or marketing prior to enrolling in the two-year program may take a recommended elective instead of Introduction to Business (BUS 100) in the first semester.

First Semester	Sem. Hrs.
BUS 100 Introduction to Business+ .....	3
MKT 103 Marketing .....	3
BUS 101 Business Communications <b>or</b> ENG 101 English Composition I .....	3
BUS 120 Business Mathematics .....	3
MKT 105 Sales .....	3
Total 15	

#### Second Semester

MKT 115 Advertising & Promotion .....	3
OAT 130 Software Applications for the Office <b>or</b> CIS 110 Introduction to Computers.....	3
SPH 101 Fundamentals of Speech .....	3
MMT101 Principles of Management .....	3
MMR101 Principles of Retailing .....	3
Total 15	

#### Third Semester

HUM 216 Ethics .....	3
BEC 102 Principles of Macroeconomics.....	3
MKT 210 International Marketing.....	3
ACC 101 Financial Accounting.....	4
MKT 220 e-Marketing .....	3
Total 16	

#### Fourth Semester

BUS 142 Report Writing .....	3
MKT 240 Business to Business Marketing.....	3
SOC 100 Principles of Sociology <b>or</b> PSY 100 Introduction to Psychology .....	3
MKT 150 Independent Study in Marketing.....	4
Recommended Elective .....	3
Total 16	

+See program requirements this page.

\*See p. 21

#### Recommended Electives

BUS 113 Business Law .....	3
ENT 101 Entrepreneurship Seminar I.....	3
MKT 230 Direct Marketing .....	3
MKT 260 Public Relations .....	3
MKT 290 Marketing Internship .....	3
MMT102 Human Relations in Applied Management.....	3
MMT107 Human Resource Management.....	3
MMT 111 Small Business Management .....	3
MMT125 Leadership Development .....	3
OAT 142 Presentations I.....	1

## CERTIFICATE CONFERRED:

### BASIC VOCATIONAL SPECIALIST IN MARKETING

**Special Admissions Requirements:** None

**Program Requirements:** None

	Sem. Hrs.
MKT 103 Marketing .....	3
MKT 105 Sales .....	3
MKT 115 Advertising & Promotion .....	3
MKT 150 Independent Study in Marketing.....	4
Total 13	

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• The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.

• Degrees and certificates are subject to change without notice. For the most current curricula, go to [elgin.edu/academics](http://elgin.edu/academics).

*The professional nursing program is accredited by the national league for nursing accrediting commission.*

### Nursing RN Program

ECC offers an associate of applied science degree in nursing which leads to eligibility to take the NCLEX-RN licensure exam to become a registered professional nurse (RN). A student may be eligible for a vocational specialist certificate in practical nursing after completing the first year of the nursing program which leads to eligibility to take the NCLEX-PN licensure exam to become a licensed practical nurse (LPN). Special admission procedures and program requirements apply to these programs.

ECC's nursing program is approved by the Illinois Department of Professional Regulation and is accredited by the Council of Associate Degree Programs of the National League for Nursing Accrediting Commission, Inc (NLNAC), 61 Broadway, 33rd Floor, New York, New York, 10006. Telephone: 800-669-1656, ext. 153; [nlac.org](http://nlac.org).

Study in nursing emphasizes individualized instruction and goes beyond the traditional classroom by utilizing a combination of other learning experiences such as hybrid and online learning, computer simulations, videos, small group discussions, videotapes and laboratory practice. This approach places greater responsibility on individual students for their education and encourages each one to develop the necessary skills for life-long learning.

### Nursing Program Policies

Students are held to the standards, policies and procedures of the nursing program as published in the student handbook of the nursing program's policies & procedures. Copies are available online at [elgin.edu/nursing](http://elgin.edu/nursing).

All prospective nursing students should either attend an on campus information session or review the admission requirements on the nursing program Web site for application information [elgin.edu/nursing](http://elgin.edu/nursing). To register for an on campus information session, go to [elgin.edu/visitecc](http://elgin.edu/visitecc) or call the admissions office at 847-214-7385. Admission packets will be distributed at the information session. Visit the nursing Web site to obtain admission information, steps and packet checklist and nursing program questions. Students admitted to the program will also be required to attend an orientation before nursing classes begin. A prerequisite for NUR 114 or NUR 115 is HPE 101, Socialization into Nursing Program, one credit hour course offered just prior to the beginning of every semester.

Criminal background checks and drug testing are required for all health profession programs. Students demonstrating a positive background check or drug test will be denied admission to a health profession program. Students demonstrating a positive background check or annual drug test while enrolled in a health profession program will be dismissed from the program.

Students admitted to the nursing program must achieve a 2.0 (C) in all courses applying to the nursing curriculum including those shown under general education requirements. Students who fail to achieve a 2.0 (C) grade in any course must repeat the course with a 2.0 (C) grade in order to complete the program. Nursing courses are repeated according to the policy in the handbook for nursing students.

Preference is given to candidates who are legal residents of Community College District 509, Elgin Community College. Working in-district does not meet this requirement. Admission to the program is competitive and selective.

The National League for Nursing (NLN) pre-admission exam is part of the admissions process. Fall candidates should take the NLN pre-admission exam no later than November, and spring candidates no later than July for screening consideration. Students may only take the NLN pre-admission exam twice, at least six months apart. For testing dates and further exam information contact the Testing Center at 847-214-7219; [elgin.edu/testing](http://elgin.edu/testing).

Students must purchase their own uniforms and are expected to provide their own transportation to class and clinical sites. Students must submit pre-clinical medical forms showing evidence of required immunizations and proof of health/fitness, health insurance coverage, and CPR certification prior to starting program.

Please refer to the student appeal and complaint procedures for admissions appeals.

### Admission Procedures

#### Admission to Nursing Program

A specialized admission procedure is required for the nursing program. Students must submit admission materials and meet admission requirements before their application is considered for review. The deadline for application materials is January 15 for fall admission and August 15 or spring admission. Screening of complete applications takes place in March for fall and in October for spring.

### Admission Steps And Packet

#### Admission Steps

All nursing candidates must complete the following steps prior to applying for admission to the nursing program:

1. Attend a nursing information session
2. Submit completed ECC application for admission
3. Submit proof of high school graduation or equivalent
4. Take the National League for Nursing (NLN) pre-admission examination
5. Take the COMPASS Reading Assessment or submit proof of ACT reading score of 22 or above.
6. If you would like to apply your previously earned college credits toward your ECC degree/certificate, submit your official college transcripts to the Records Office, SRC 166. You must request the evaluation of prior college credit by completing a transcript evaluation request form. Please allow at least three weeks for review.
7. Create an educational plan with the assistance of an ECC counselor.
8. Submit completed admission packet (see below)

#### Admission Packet

All candidates must submit the following information/documentation in one complete packet by January 15 (fall admission) or August 15 (spring admission) in order for their application to the nursing program to be considered. If January 15 or August 15 falls on a weekend, packets are due on the Friday before those dates. Late applications will be considered for the next available admission date.

- A. Completed ECC health professions application and payment of a \$10 nonrefundable fee
- B. Copy of NLN test score of 55 or above
- C. Compass Reading Assessment score of 85 or above or submit proof of ACT reading score of 22 or above
- D. Current enrollment in BIO 110 or completion with a grade of C or better (as shown on college transcript)
- E. One (1) year high school chemistry with a grade of C or better in each semester or CHM 112 or CHM 101 completed within the last 10 years (as shown on official college or high school transcript) or chemistry proficiency test
- F. Official transcript evaluation of previously earned credits, if applicable

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## Admissions Screening Process

All candidates who submit a complete admission packet by January 15 (fall admission) or August 15 (spring admission) (or the Friday before if the dates fall on a weekend), for the nursing program are evaluated twice a year using the following criteria.

Criteria:

1. NLN test score which must be a minimum of 55.
2. ACT composite score or grade point average for 12 credit hours of general education courses required for nursing, including either anatomy & physiology or microbiology.
3. Grade earned in chemistry.

These three criteria are evaluated and students are ranked accordingly. The NLN test score (criteria one) is given a weight of 1-16 points with 1 being a minimum and 16 being a maximum. Criteria two and three, are given a value from 1-8 points.

- NLN percentiles of 55 are given a point value of 1; percentiles of 99 are given a point value of 16.
- An ACT composite score of 21 is assigned a point value of 1; An ACT composite score of 36 is assigned a point value of 8.
- A 2.0 grade point average for the 12 credit hours of general education courses required for nursing will give you a 1; a 4.0 GPA is assigned a point value of 8.
- A 2.0 in chemistry is assigned a point value of 1; a 4.0 is assigned a point value of 8.

The highest possible point value is 32. A candidate receiving a rank of 32 would have an NLN percentile score of 99 and translates to 16 in the ranking system; an ACT of 36 or 4.0 in the 12 credit hours of general education for nursing translate to 8 in the ranking system; and earned a 4.0 in chemistry translates into an 8 in the ranking system.

DEGREE CONFERRED:

## ASSOCIATE OF APPLIED SCIENCE IN NURSING

First Semester	Sem. Hrs.
NUR 114 Nursing Fundamentals A.....	8
or NUR 115 Nursing Fundamentals B.....	6*
NUR 116 Introduction to Pharmacology .....	2
BIO 240 Human Anatomy & Physiology.....	5
PSY 100 Introduction to Psychology .....	3
	Total 16/18

\*Certified Nurse Assistants only.

### Second Semester

NUR 120 Common Health Challenges .....	4.5
NUR 122 Caring for Women & Children .....	4.5
NUR 124 Professional Aspects of Nursing.....	1
PSY 218 Human Growth & Development.....	3
ENG 101 English Composition I .....	3
	Total 16

### Third Semester

NUR 212 Complex Health Challenges I .....	5
NUR 214 Complex Health Challenges II.....	5
SOC 100 Principles of Sociology .....	3
BIO 265 General Microbiology .....	4
	Total 17

### Fourth Semester

NUR 220 Complex Health Challenges III.....	4.5
NUR 222 Integrative Nursing Experience.....	4.5
NUR 224 Professional Socialization .....	1
ENG 102 English Composition II .....	3
Liberal Studies Elective (recommended):	
HUM 216 Ethics.....	3
	Total 16

## State of Illinois Licensure Regulations: RN and LPN

If a student has been convicted of a felony, treated for chemical substance abuse, mental illness or chronic physical illness, the Department of Professional Regulation will not consider his/her application for licensure in the State of Illinois until a review hearing has been conducted by its Committee on Nursing. The committee will not conduct this hearing until the individual has completed the required approved nursing program in an approved school and has completed the necessary application forms for licensure required by the Department of Professional Regulation. The decision to allow an individual to take the examination for licensure rests with the Department of Professional Regulation's Committee on Nursing.

**High School Students** who are interested in applying to the nursing program should include math, biology and chemistry in their studies as preparatory course work for the program and to meet its entrance requirements.

## Continuing Education

ECC offers continuing education courses for health professionals each semester. For course offerings and further information contact the Health Professions Department at 847-214-7350.

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• The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.

• Degrees and certificates are subject to change without notice. For the most current curricula, go to [elgin.edu/academics](http://elgin.edu/academics).

By taking the vocational specialist certificate course sequence, professional nursing students become eligible to take the NCLEX-PN exam. After successful completion of the exam, they may work as licensed practical nurses. All special admissions and program requirements apply.

**CERTIFICATE CONFERRED:  
VOCATIONAL SPECIALIST  
CERTIFICATE IN  
PRACTICAL NURSING**

First Semester	Sem. Hrs.
NUR 114 Nursing Fundamentals A.....	8
or NUR 115 Nursing Fundamentals B.....	6*
NUR 116 Introduction to Pharmacology .....	2
BIO 240 Human Anatomy & Physiology.....	5
PSY 100 Introduction to Psychology .....	3
Total 16/18	

Second Semester	
NUR 120 Common Health Challenges .....	4.5
NUR 122 Caring for Women & Children .....	4.5
NUR 124 Professional Aspects of Nursing.....	1
PSY 218 Human Growth & Development.....	3
ENG 101 English Composition I .....	3
Total 16	

\*Certified nurse assistants only.

**Advanced Standing for  
Licensed Practical Nurses**

Licensed practical nurses who have successfully completed an LPN program may be eligible to enter the second year of the nursing program with approval of the nursing department. Advanced standing is based on the work history of LPNs, their previous educational background, clinical experience and success on the ECC level 1 exam. The score on this exam determines placement in either the second or third semester. Contact the health professions office at 847-214-7350 for more information. All nursing program general education courses must be completed to earn the associate of applied science degree in nursing and to take the NCLEX-RN exam. In addition, all advanced standing LPNs and transfer students must enroll in NUR 150-Nursing Transitions prior to beginning the core nursing courses. To review medication skills, LPN's may wish to take NUR 116 Introduction to Pharmacology.

**Advanced Standing LPN's Special Admissions Requirements**

To enter the nursing program as an advanced standing LPN, the LPN must first meet the following criteria:

1. Be a graduate of an approved LPN program and be currently licensed in Illinois or be eligible for licensure in Illinois.
2. Submit a letter documenting work history since graduating from an LPN program.
3. Take ECC level 1 exam. Contact health professions office for more information, 847-214-7350.
4. Within 10 years of the date of starting the nursing program, show evidence of one of the following: One year high school chemistry with a grade of C or better in each semester; or CHM 112 or CHM 101 or their equivalents at another institution with a grade of C or better.
5. Complete ECC's human anatomy & physiology (BIO 240) and microbiology (BIO 245) or their equivalents from another accredited institution with minimum grades of C within 10 years of starting the ECC nursing program.
6. Students admitted to the nursing program must achieve a 2.0 (C) in all courses applying to the nursing curriculum including those shown under general education requirements. Students who fail to achieve a 2.0 (C) grade in any course must repeat the course with a 2.0 (C) grade in order to complete the program. Nursing courses are repeated according to the policy in the handbook for nursing students.
7. Submit all ECC nursing degree program admission materials. A NLN pre-admission exam score is not required.

**Special Option:** Certified nursing assistants, accepted into ECC's nursing program, will be awarded two (2) credits for coursework taken in the basic nursing assistant program as recommended by the Illinois Nursing Articulation Initiative. To be eligible, certified nursing assistants must show proof of work experience as a CNA within the past two (2) years.

• Although the course sequences as shown on this page are based on full-time enrollment, students may complete their course of study on a part-time or three-quarter time basis.

• The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.

• Degrees and certificates are subject to change without notice. For the most current curricula, go to [elgin.edu/academics](http://elgin.edu/academics).

# Nursing – Basic Nurse Assistant Training

*The basic nurse assistant training program is approved by the Illinois department of public health.*

The basic nurse assistant training program prepares students for employment as a nurse assistant in various health care agencies. It is approved by the Illinois Department of Public Health and satisfactory completion of the program (NUR 105) leads to eligibility to take the State Competency Written Evaluation for certification. Certification is required for employment. The primary aim of his program is to prepare student for immediate employment. However, opportunities exist to include this course in a bachelor's degree. Please see a counselor for information.

**Special Option:** Certified nursing assistants, accepted into ECC's nursing program, will be awarded two (2) credits for coursework taken in the basic nurse assistant training program as recommended by the Illinois Nursing Articulation Initiative. To be eligible, certified nursing assistants must show proof of work experience as a CNA within the past two (2) years.

**Special Admissions Requirements:** Students must be at least age 16, have a minimum of an eighth grade education and a COMPASS reading test score of 84 or higher or ACT reading score of 20 or completion of RDG 110 with a grade of C or better or 12 credit hours of prior course work with a C or better including 3 credit hours in English or reading.\*

\*Please refer to the student appeal and complaint procedure for admissions appeals.

Criminal background checks and drug testing are required as part of the admissions process for all health professions programs. Students demonstrating a positive background check or drug test will be denied admission to health professions programs. Students demonstrating a positive background check or annual drug test while enrolled in health professions programs will be dismissed from the program. Pending criminal background checks are not accepted to meet program requirements.

**Program Requirements:** The Illinois Department of Public Health (IDPH) requires minimum clinical and classroom hours. Students must attend the first day of class or contact the instructor for special emergency circumstances.

According to the IDPH code, Basic Nurse Assistant students must have a valid Social Security number in order to take the CNA certification exam and become listed on the Nurse Aide Registry in Illinois.

Students must purchase their own uniforms, a gait belt, provide proof of immunizations and health/fitness to complete the program and provide their own transportation to and from classes and clinicals.

**State Of Illinois Regulations: CNA**  
As of January 1, 1997, the Health Care Worker Background Check Act requires that all students who start a nurse aide training program must have an Illinois State Police non-fingerprint background check initiated within 10 days of starting the program. A positive check may result in the student's inability to complete the clinical portion of the program or to secure employment in a health care facility.

CERTIFICATE CONFERRED:  
**BASIC VOCATIONAL SPECIALIST  
CERTIFICATE IN:  
BASIC NURSE ASSISTANT TRAINING  
PROGRAM**

	<b>Sem. Hrs.</b>
NUR 105 Basic Nurse Assistant Training Program .....	7
	<b>Total 7</b>

CERTIFICATE CONFERRED:  
**BASIC VOCATIONAL SPECIALIST  
CERTIFICATE IN:  
NCLEX-RN REMEDIAL CERTIFICATE**

	<b>Sem. Hrs.</b>
NUR 150 Nursing Transition .....	1.5
NUR 212 Complex Health Challenges I .....	5
NUR 214 Complex Health Challenges II .....	5
NUR 220 Complex Health Challenges III .....	4.5
NUR 222 Integrative Nursing Experience .....	4.5
	<b>Total 20.5</b>

• Although the course sequences as shown on this page are based on full-time enrollment, students may complete their course of study on a part-time or three-quarter time basis.

• The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.

• Degrees and certificates are subject to change without notice. For the most current curricula, go to [elgin.edu/academics](http://elgin.edu/academics).



# Administrative Office Programs – Office Administration Technology

Elgin Community College offers 17 options of training and education for persons interested in office careers.

Four-semester programs are for persons with little or no training or office experience. By completing the degree, graduates are prepared for positions at a higher skill level than a person with less training and can generally expect to earn higher starting salaries. All degree options consist of the following core courses:

+OAT 100	Professional Development Skills .....	1
<b>Or</b>		
+COL 101	College 101: Student Success* .....	1
+OAT 101	Document Production I .....	3
+OAT 130	Software Applications for the Office .....	3
+OAT 132	Applied Business Language Skills .....	3
+OAT 144	Operating Systems I .....	1
+OTS 101	Keyboarding – Speed and Accuracy .....	2
+OAT 102	Document Production II .....	3
+OAT 126	Word Processing Applications I .....	1.5
+OAT 127	Word Processing Applications II .....	1.5
+BUS 101	Business Communications .....	3
+OAT 103	Document Production III .....	3
+OAT 135	Machine Transcription I .....	3
+Social or Behavioral Science Elective **	.....	3
+OAT 141	Spreadsheet I .....	1
+OAT 142	Presentations I .....	1
+OAT 143	Database I .....	1
+BUS 120	Business Mathematics .....	3
+BUS 142	Report Writing .....	3
+Liberal Education Requirement***	.....	3
+OAT 260	Administration Office Procedures .....	3
+ACC 100	Introductory Accounting I .....	3
+BUS 131	Customer Service Solutions .....	1

+Core courses.

\*Full-time students in their first semester of study must take COL 101; others may take either COL 101 or OAT 100.

\*\*Choose one from the following: INS 160 Survey of International Business (3) or INS 208 Life & Work in the 21st Century (3) or PSY 100 Introduction to Psychology (3) or SOC 100 Principles of Sociology (3) or SOC 209 Racial & Ethnic Relations (3).

\*\*\*See page 22.

Two semester and short-term programs are designed for persons who wish to gain quick skills for immediate employment or for persons who are already employed and wish to combine their work experience with formal training for job advancement or a change in jobs. All courses in the certificate programs may be applied to the degree in the same sequence.

## Administrative Office Program

The administrative office programs offer a wide base of knowledge in office procedures including speedwriting shorthand while developing exceptional keyboarding skills (65 plus words per minute) and essential computer skills. The office assistant basic vocational certificate offers a short-term credential that develops basic office skills. The certificate in accounting/office technology emphasizes basic manual and computerized financial concepts and procedures to meet the demand of today's businesses which require individuals to possess office skills and accounting skills.

**Special Admissions Requirements: None**

**Program Requirements: None**

• Although the course sequences as shown on this page are based on full-time enrollment, students may complete their course of study on a part-time or three-quarter time basis.

DEGREE CONFERRED:

## ASSOCIATE OF APPLIED SCIENCE IN OFFICE ADMINISTRATION TECHNOLOGY- ADMINISTRATIVE OFFICE PROFESSIONAL OPTION

First Semester		Sem. Hrs.
+ OAT 100	Professional Development Skills or +COL 101 College 101: Student Success* .....	1
^+ OAT 130	Software Applications for the Office .....	3
+ OAT 132	Applied Business Language Skills .....	3
+ OAT 144	Operating Systems I .....	1
+ OTS 101	Keyboarding-Speed and Accuracy .....	2
^ BUS 100	Introduction to Business .....	3
	<b>Total</b>	<b>13</b>

### Second Semester

^+ OAT 101	Document Production I .....	3
+ OAT 126	Word Processing Applications I .....	1.5
+ OAT 127	Word Processing Applications II .....	1.5
+ BUS 101	Business Communications .....	3
^+ SPH101	Fundamentals of Speech .....	3
	Recommended Elective** .....	3
	<b>Total</b>	<b>15</b>

### Summer Semester

^+ OAT 141	Spreadsheet I .....	1
^+ OAT 142	Presentation I .....	1
^+ OAT 143	Database I .....	1
^ OAT 146	Personal Information Management I .....	1
	<b>Total</b>	<b>4</b>

### Third Semester

^+ OAT 102	Document Production II .....	3
+ OAT 135	Machine Transcription I .....	3
^+ BUS 120	Business Mathematics .....	3
+Social or Behavioral Science Elective***	.....	3
+ BUS 142	Report Writing .....	3
	<b>Total</b>	<b>15</b>

### Fourth Semester

^ OAT 103	Document Production III .....	3
^ OAT 145	Desktop Publishing I .....	1
+ OAT 260	Administration Office Procedures .....	3
^+ ACC 100	Introductory Accounting I .....	3
ACC 202	Microcomputer General Ledger .....	1
+ BUS 131	Customer Service Solutions .....	1
+ Liberal Education Requirement*	.....	3
	<b>Total</b>	<b>15</b>

\*Full-time students in their first semester of study must take COL 101; others may take either COL 101 or OAT 100.  
+Indicates a core (required) degree/certificate course.  
^Proficiency tests are available to earn these hours.

### \*\*Recommended Electives

At least three credit hours of electives must be taken from the following list or by written approval of an OAT faculty and may be included in any semester of course work (shown in second semester):

OAT 119	Office Skills Enhancer .....	1/12
OAT 136	Machine Transcription II .....	3
OAT 147	Special Topics Appls/Ofc I .....	1
OAT 241	Spreadsheet II .....	1
OAT 242	Presentations II .....	1
OAT 243	Database II .....	1
OAT 245	Desktop Publishing II .....	1
OAT 246	Personal Information Management II .....	1
OAT 247	Special Topics Appls/Ofc II .....	1

### \*\*\*Social or Behavioral Science Electives

INS 160	Survey of International Business .....	3
INS 208	Life & Work in the 21st Century .....	3
PSY 100	Introduction to Psychology .....	3
SOC 100	Principles of Sociology .....	3
SOC 209	Racial & Ethnic Relations .....	3

+Core courses.

•See p. 21

CERTIFICATE CONFERRED:

## VOCATIONAL SPECIALIST IN ADMINISTRATIVE OFFICE ASSISTANT

First Semester		Sem. Hrs.
+ OAT 100	Professional Development Skills or +COL 101 College 101: Student Success* .....	1
^+ OAT 130	Software Applications for the Office .....	3
+ OAT 132	Applied Business Language Skills .....	3
+ OAT 144	Operating Systems I .....	1
+ OTS 101	Keyboarding-Speed and Accuracy .....	2
	<b>Total</b>	<b>10</b>

### Second Semester

^+ OAT 101	Document Production I .....	3
+ OAT 126	Word Processing Applications I .....	1.5
+ OAT 127	Word Processing Applications II .....	1.5
^+ OAT 141	Spreadsheet I .....	1
^+ OAT 142	Presentations I .....	1
BUS 100	Introduction to Business .....	3
	<b>Total</b>	<b>11</b>

### Third Semester

+ OAT 102	Document Production II .....	3
+ OAT 135	Machine Transcription I .....	3
+ OAT 143	Database I .....	1
OAT 145	Desktop Publishing I .....	1
+ BUS 101	Business Communications .....	3
	<b>Total</b>	<b>11</b>

### Fourth Semester

+ OAT 103	Document Production III .....	3
^ OAT 146	Personal Information Management I .....	1
+ OAT 260	Administration Office Procedures .....	3
+ BUS 131	Customer Service Solutions .....	1
+ BUS 142	Report Writing .....	3
	<b>Total</b>	<b>11</b>

\*Full-time students in their first semester of study must take COL 101; others may take either COL 101 or OAT 100.  
+Indicates a core (required) degree/certificate course.  
^Proficiency tests are available to earn these hours.

CERTIFICATE CONFERRED:

## BASIC VOCATIONAL SPECIALIST IN OFFICE ASSISTANT

First Semester		Sem. Hrs.
+ OAT 100	Professional Development Skills or +COL 101 College 101: Student Success* .....	1
^+ OAT 101	Document Production I .....	3
^+ OAT 130	Software Applications for the Office .....	3
+ OAT 132	Applied Business Language Skills .....	3
+ OAT 144	Operating Systems I .....	1
+ OTS 101	Keyboarding-Speed and Accuracy .....	2
	<b>Total</b>	<b>13</b>

### Second Semester

+ OAT 126	Word Processing Applications I .....	1.5
+ OAT 127	Word Processing Applications II .....	1.5
^+ OAT 141	Spreadsheet I .....	1
^ OAT 146	Personal Information Management I .....	1
+ BUS 101	Business Communications .....	3
+ BUS 131	Customer Service Solutions .....	1
	<b>Total</b>	<b>9</b>

### Summer Semester

+ OAT 102	Document Production II .....	3
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• Degrees and certificates are subject to change without notice. For the most current curricula, go to [elgin.edu/academics](http://elgin.edu/academics).

# Office Administration Technology – Legal Office Programs

The legal profession in the Fox Valley and surrounding area is very strong with many opportunities for well-trained legal office professionals. Emphasis in both options of the legal program is placed on developing transcription skill, mastering necessary legal terminology, and mastering a high level of skill with computer applications software. Advanced courses in document production and transcription are designed to further develop legal office skills.

**Special Admissions Requirements:** None

**Program Requirements:** None

DEGREE CONFERRED:

**ASSOCIATE OF APPLIED SCIENCE IN  
OFFICE ADMINISTRATION TECHNOLOGY-  
LEGAL OFFICE PROFESSIONAL OPTION**

First Semester	Sem. Hrs.
+ OAT 100 Professional Development Skills or +COL 101 College 101: Student Success* .....	1
^+ OAT 130 Software Applications for the Office .....	3
+ OAT 132 Applied Business Language Skills .....	3
^+ OAT 141 Spreadsheet I .....	1
+ OAT 144 Operating Systems I .....	1
+ OTS 101 Keyboarding-Speed and Accuracy .....	2
PAR 101 Introduction to Legal Technology .....	3
<b>Total 14</b>	

Second Semester	
^+ OAT 101 Document Production I .....	3
+ OAT 126 Word Processing Applications I .....	1.5
+ OAT 127 Word Processing Applications II .....	1.5
^+ OAT 142 Presentations I .....	1
+ BUS 101 Business Communications .....	3
^+ SPH 101 Fundamentals of Speech .....	3
Recommended Elective** .....	1
<b>Total 14</b>	

Summer Semester	
^+ OAT 143 Database I .....	1
+ BUS 120 Business Mathematics .....	3
<b>Total 4</b>	

Third Semester	
^+ OAT 102 Document Production II .....	3
+ OAT 135 Machine Transcription I .....	3
BUS 112 Legal Environment of Business or .....	
BUS 113 Business Law .....	3
+ BUS 142 Report Writing .....	3
Social or Behavioral Science Elective*** .....	3
<b>Total 15</b>	

Fourth Semester	
+ OAT 103 Document Production III .....	3
+ OAT 260 Administration Office Procedures .....	3
^+ ACC 100 Introductory Accounting I .....	3
+ BUS 131 Customer Service Solutions .....	1
+ Liberal Education Requirement* .....	3
<b>Total 13</b>	

\*Full-time students in their first semester of study must take COL 101; others may take either COL 101 or OAT 100.  
+Indicates a core (required) degree/certificate course.  
^Proficiency tests are available to earn these hours.  
+Core Courses.  
•See page 22

**\*\*Recommended Electives**

At least one credit hour of electives must be taken from the following list or by written approval of an OAT faculty and may be included in any semester of course work (shown in second semester):

OAT 119 Office Skills Enhancer I .....	1/12
OAT 145 Desktop Publishing I .....	1
OAT 146 Personal Information Management I .....	1
OAT 147 Special Topics Appls/Ofc I .....	1
OAT 241 Spreadsheet II .....	1
OAT 242 Presentations II .....	1
OAT 243 Database II .....	1
OAT 245 Desktop Publishing II .....	1
OAT 246 Personal Information Management II .....	1
OAT 247 Special Topics Appls/Ofc II .....	1

**\*\*\*Social or Behavioral Science Electives**

INS 160 Survey of International Business .....	3
INS 208 Life & Work in the 21st Century .....	3
PSY 100 Introduction to Psychology .....	3
SOC 100 Principles of Sociology .....	3
SOC 209 Racial & Ethnic Relations .....	3

CERTIFICATE CONFERRED:

**VOCATIONAL SPECIALIST IN  
LEGAL OFFICE ASSISTANT**

First Semester	Sem. Hrs.
+ OAT 100 Professional Development Skills or +COL 101 College 101: Student Success* .....	1
^+ OAT 130 Software Applications for the Office .....	3
^+ OAT 132 Applied Business Language Skills .....	3
+ OAT 144 Operating Systems I .....	1
+ OTS 101 Keyboarding-Speed and Accuracy .....	2
PAR 101 Introduction to Legal Technology .....	3
<b>Total 13</b>	

Second Semester	
^+ OAT 101 Document Production I .....	3
+ OAT 126 Word Processing Applications I .....	1.5
+ OAT 127 Word Processing Applications II .....	1.5
^+ OAT 141 Spreadsheet I .....	1
^+ OAT 143 Database I .....	1
+ BUS 101 Business Communications .....	3
<b>Total 11</b>	

Third Semester	
^+ OAT 102 Document Production II .....	3
^+ OAT 142 Presentations I .....	1
+ OAT 135 Machine Transcription I .....	3
BUS 112 Legal Environment of Business or .....	
BUS 113 Business Law .....	3
+ BUS 142 Report Writing .....	3
<b>Total 13</b>	

Fourth Semester	
+ OAT 103 Document Production III .....	3
+ OAT 260 Administration Office Procedures .....	3
+ ACC 100 Introductory Accounting I .....	3
+ BUS 131 Customer Service Solutions .....	1
<b>Total 10</b>	

\*Full-time students in their first semester of study must take COL 101; others may take either COL 101 or OAT 100.  
+Indicates a core (required) degree/certificate course.  
^Proficiency tests are available to earn these hours.

• Although the course sequences as shown on this page are based on full-time enrollment, students may complete their course of study on a part-time or three-quarter time basis.

• The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.

• Degrees and certificates are subject to change without notice. For the most current curricula, go to [elgin.edu/academics](http://elgin.edu/academics).

# Medical Office Programs – Office Administration Technology

Medical transcriptionists will find outstanding job opportunities in the Fox Valley and surrounding area where the medical community is very strong. Major employers include doctor offices, hospitals, clinics, and medical centers.

Emphasis in both the two-semester and four-semester programs is placed on developing exceptional typing skills (65 plus words per minute); mastering necessary medical terminology, and developing a high level of skill with transcription equipment. Advanced courses in document production and transcription are designed to further develop specific medical office skills.

**Special Admissions Requirements:** None

**Program Requirements:** None

**DEGREE CONFERRED:  
ASSOCIATE OF APPLIED SCIENCE IN  
OFFICE ADMINISTRATION TECHNOLOGY-  
MEDICAL OFFICE PROFESSIONAL  
OPTION**

First Semester	Sem. Hrs.
+ OAT 100 Professional Development Skills or +COL 101 College 101: Student Success* .....	1
OAT 122 Medical Terminology I.....	3
^+ OAT 130 Software Applications for the Office.....	3
+ OAT 132 Applied Business Language Skills.....	3
+ OAT 144 Operating Systems I.....	1
+ OTS 101 Keyboarding-Speed and Accuracy.....	2
<b>Total</b>	<b>13</b>

Second Semester	Sem. Hrs.
^+ OAT 101 Document Production I.....	3
OAT 123 Medical Terminology II.....	3
+ OAT 126 Word Processing Applications I.....	1.5
+ OAT 127 Word Processing Applications II.....	1.5
BIO 110 Principles of Biology .....	4
+ BUS 101 Business Communications .....	3
<b>Total</b>	<b>16</b>

Summer Semester	Sem. Hrs.
^+ BUS 120 Business Mathematics .....	3
+ OAT 141 Spreadsheet I.....	1
<b>Total</b>	<b>4</b>

Third Semester	Sem. Hrs.
^+ OAT 102 Document Production II.....	3
^+ OAT 142 Presentations I .....	1
^+ OAT 143 Database I .....	1
BIO 240 Human Anatomy and Physiology.....	5
+ BUS 142 Report Writing.....	3
+ Social or Behavioral Science Elective** .....	3
<b>Total</b>	<b>16</b>

Fourth Semester	Sem. Hrs.
+ OAT 103 Document Production III.....	3
+ OAT 260 Administration Office Procedures .....	3
+ OAT 135 Machine Transcription I.....	3
^+ ACC 100 Introductory Accounting I.....	3
+ BUS 131 Customer Service Solutions .....	1
+ Liberal Education Requirement• .....	3
<b>Total</b>	<b>16</b>

\*Full-time students in their first semester of study must take COL 101; others may take either COL 101 or OAT 100.  
+Indicates a core (required) degree/certificate course.  
^Proficiency tests are available to earn these hours.

**\*\*Social or Behavioral Science Electives**

INS 160 Survey of International Business.....	3
INS 208 Life & Work in the 21st Century.....	3
PSY 100 Introduction to Psychology .....	3
SOC 100 Principles of Sociology .....	3
SOC 209 Racial & Ethnic Relations.....	3

+Core Courses.  
•See page 21

**CERTIFICATE CONFERRED:  
VOCATIONAL SPECIALIST IN  
MEDICAL OFFICE ASSISTANT**

First Semester	Sem. Hrs.
+ OAT 100 Professional Development Skills or +COL 101 College 101: Student Success* .....	1
OAT 122 Medical Terminology I.....	3
^+ OAT 130 Software Applications for the Office.....	3
+ OAT 132 Applied Business Language Skills.....	3
+ OAT 144 Operating Systems I.....	1
+ OTS 101 Keyboarding-Speed and Accuracy.....	2
<b>Total</b>	<b>13</b>

Second Semester	Sem. Hrs.
^+ OAT 101 Document Production I.....	3
OAT 123 Medical Terminology II.....	3
+ OAT 126 Word Processing Applications I.....	1.5
+ OAT 127 Word Processing Applications II.....	1.5
^+ OAT 141 Spreadsheet I.....	1
BIO 110 Principles of Biology .....	4
<b>Total</b>	<b>14</b>

Third Semester	Sem. Hrs.
^+ OAT 102 Document Production II.....	3
+ OAT 142 Presentations I.....	1
^+ OAT 143 Database I .....	1
+ OAT 135 Machine Transcription I.....	3
+ BUS 101 Business Communications .....	3
<b>Total</b>	<b>11</b>

Fourth Semester	Sem. Hrs.
+ OAT 103 Document Production III.....	3
+ OAT 260 Administration Office Procedures.....	3
BIO 240 Human Anatomy and Physiology.....	5
+ BUS 131 Customer Service Solutions .....	1
<b>Total</b>	<b>12</b>

\*Full-time students in their first semester of study must take COL 101; others may take either COL 101 or OAT 100.  
+Indicates a core (required) degree/certificate course.  
^Proficiency tests are available to earn these hours.

• Although the course sequences as shown on this page are based on full-time enrollment, students may complete their course of study on a part-time or three-quarter time basis.

• The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.

• Degrees and certificates are subject to change without notice. For the most current curricula, go to [elgin.edu/academics](http://elgin.edu/academics).

# Office Administration Technology – Information Processing Programs

Skills in information processing have become even more essential with the widespread use of computers in businesses. Students in the information processing programs emphasize current word/information processing software with an introduction to operating systems, database, spreadsheet, and desktop publishing.

**Special Admissions Requirements:** None

**Program Requirements:** None

**DEGREE CONFERRED:**

**ASSOCIATE OF APPLIED SCIENCE IN OFFICE ADMINISTRATION TECHNOLOGY-INFORMATION PROCESSING PROFESSIONAL OPTION**

First Semester	Sem. Hrs.
^+ OAT 100 Professional Development Skills or +COL 101 College 101: Student Success* .....	1
+ OAT 130 Software Applications for the Office .....	3
+ OAT 132 Applied Business Language Skills .....	3
+ OAT 144 Operating Systems I.....	1
OAT 146 Personal Information Management I .....	1
^+ OTS 101 Keyboarding-Speed and Accuracy .....	2
^+ BUS 100 Introduction to Business .....	3
Recommended Elective** .....	3
<b>Total 17</b>	

<b>Second Semester</b>	
^+ OAT 101 Document Production I .....	3
+ OAT 126 Word Processing Applications I.....	1.5
+ OAT 127 Word Processing Applications II.....	1.5
^+ OAT 141 Spreadsheet I.....	1
^+ OAT 142 Presentation I .....	1
+ BUS 101 Business Communications .....	3
^+ SPH 101 Fundamentals of Speech.....	3
<b>Total 14</b>	

<b>Summer Semester</b>	
^+ OAT 143 Database I .....	1
^+ BUS 120 Business Mathematics .....	3
<b>Total 4</b>	

<b>Third Semester</b>	
^+ OAT 102 Document Production II.....	3
+ OAT 135 Machine Transcription I.....	3
^ OAT 145 Desktop Publishing I.....	1
+ BUS 142 Report Writing .....	3
+ Social or Behavioral Science Elective*** .....	3
<b>Total 13</b>	

<b>Fourth Semester</b>	
+ OAT 103 Document Production III .....	3
+ OAT 260 Administration Office Procedures.....	3
^+ ACC 100 Introductory Accounting I .....	3
ACC 202 Microcomputer General Ledger .....	1
+ BUS 131 Customer Service Solutions .....	1
+ Liberal Education Requirement• .....	3
<b>Total 14</b>	

\*Full-time students in their first semester of study must take COL 101; others may take either COL 101 or OAT 100.  
+Indicates a core (required) degree/certificate course.  
^Proficiency tests are available to earn these hours.

**\*\*Recommended Electives**

At least one credit hour of electives must be taken from the following list or by written approval of an OAT faculty and may be included in any semester of course work (shown in first semester):

OAT 119 Office Skills Enhancer I .....	1/12
OAT 136 Machine Transcription II.....	3
OAT 147 Special Topics Appls/Ofc I.....	1
OAT 241 Spreadsheet II.....	1
OAT 242 Presentations II.....	1
OAT 243 Database II.....	1
OAT 245 Desktop Publishing II.....	1
OAT 246 Personal Information Management II .....	1
OAT 247 Special Topics Appls/Ofc II.....	1

**\*\*\*Social or Behavioral Science Electives**

INS 160 Survey of International Business.....	3
INS 208 Life & Work in the 21st Century.....	3
PSY 100 Introduction to Psychology .....	3
SOC 100 Principles of Sociology .....	3
SOC 209 Racial & Ethnic Relations .....	3

+Core Courses.  
•See page 22

**CERTIFICATE CONFERRED:  
VOCATIONAL SPECIALIST IN  
INFORMATION PROCESSING ASSISTANT**

First Semester	Sem. Hrs.
+OAT100 Professional Development Skills or +COL 101 College 101: Student Success* .....	1
^+ OAT 130 Software Applications for the Office .....	3
+ OAT 132 Applied Business Language Skills .....	3
+ OAT 144 Operating Systems I.....	1
+ OTS 101 Keyboarding-Speed and Accuracy .....	2
<b>Total 10</b>	

<b>Second Semester</b>	
^+ OAT 101 Document Production I.....	3
+ OAT 126 Word Processing Applications I.....	1.5
+ OAT 127 Word Processing Applications II.....	1.5
+ BUS 101 Business Communications .....	3
<b>Total 9</b>	

<b>Third Semester</b>	
^+ OAT 102 Document Production II.....	3
^+ OAT 141 Spreadsheet I.....	1
^+ OAT 142 Presentations I.....	1
^+ OAT 143 Database I .....	1
^ OAT 145 Desktop Publishing I.....	1
+ BUS 142 Report Writing .....	3
<b>Total 10</b>	

<b>Fourth Semester</b>	
+ OAT 103 Document Production III .....	3
+ OAT 135 Machine Transcription I.....	3
^ OAT 146 Personal Information Management I .....	1
+ OAT 260 Administration Office Procedures .....	3
+ BUS 131 Customer Service Solutions .....	1
<b>Total 11</b>	

\*Full-time students in their first semester of study must take COL 101; others may take either COL 101 or OAT 100.  
+Indicates a core (required) degree/certificate course.  
^Proficiency tests are available to earn these hours.

**CERTIFICATE CONFERRED:**

**BASIC VOCATIONAL SPECIALIST IN  
INFORMATION PROCESSING ASSISTANT**

First Semester	Sem. Hrs.
+ OAT 100 Professional Development Skills or +COL 101 College 101: Student Success* .....	1
+ OAT 132 Applied Business Language Skills .....	3
+ OAT 144 Operating Systems I.....	1
+ OAT 130 Software Applications for the Office.....	3
+ OTS 101 Keyboarding-Speed and Accuracy.....	2
<b>Total 10</b>	

<b>Second Semester</b>	
^+ OAT 101 Document Production I.....	3
+ OAT 126 Word Processing Applications I.....	1.5
+ OAT 127 Word Processing Applications II.....	1.5
^ OAT 145 Desktop Publishing I.....	1
+ BUS 131 Customer Service Solutions .....	1
OAT 137 Office Applications I.....	1
<b>Total 9</b>	

<b>Summer Semester</b>	
OAT 138 Office Applications II.....	1
+ BUS 101 Business Communications .....	3
<b>Total 4</b>	

\*Full-time students in their first semester of study must take COL 101; others may take either COL 101 or OAT 100.  
+Indicates a core (required) degree/certificate course.  
^Proficiency tests are available to earn these hours.

• Although the course sequences as shown on this page are based on full-time enrollment, students may complete their course of study on a part-time or three-quarter time basis.

• The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.

• Degrees and certificates are subject to change without notice. For the most current curricula, go to [elgin.edu/academics](http://elgin.edu/academics).

# Specialized Options & Applications – Office Administration Technology

**CERTIFICATE CONFERRED:  
BASIC VOCATIONAL SPECIALIST IN  
COMPUTER OFFICE ASSISTANT**

The computer office assistant certificate offers a short-term credential for individuals interested in developing a wide range of introductory computer software skills; including word processing, spreadsheet, operating systems, and desktop publishing.

**Special Admissions Requirements:** None

**Program Requirements:** None

First Semester	Sem. Hrs.
+ OAT 100 Professional Development Skills or +COL 101 College 101: Student Success* .....	1
+ OAT 132 Applied Business Language Skills .....	3
+ OAT 130 Software Applications for the Office .....	3
+ OAT 144 Operating Systems I.....	1
+ OTS 101 Keyboarding-Speed and Accuracy.....	2
Recommended Elective.....	1/3
<b>Total 11/13</b>	

Second Semester	
^+ OAT 101 Document Production I.....	3
+ OAT 126 Word Processing Applications I.....	1.5
+ OAT 127 Word Processing Applications II.....	1.5
+ OAT 141 Spreadsheet I.....	1
^ OAT 145 Desktop Publishing I.....	1
+ BUS 131 Customer Service Solutions .....	1
OAT 137 Office Applications I.....	1
OAT 138 Office Applications II.....	1
<b>Total 11</b>	

Summer Semester	
+ OAT 102 Document Production II.....	3
<b>Total 3</b>	

The recommended elective must be taken and may be included in either semester of course work:

Recommended Elective	
OAT 119 Office Skills Enhancer.....	1/3

\*Full-time students in their first semester of study must take COL 101; others may take either COL 101 or OAT 100.  
+Indicates a core (required) degree/certificate course.  
^Proficiency tests are available to earn these hours.

**CERTIFICATE CONFERRED:  
BASIC VOCATIONAL SPECIALIST IN  
DATA ENTRY OFFICE ASSISTANT**

In this program, students have the opportunity for intensive hands-on study of the touch system of keyboarding. They complete speed and dexterity drills for quick and accurate data entry and get an introduction to spreadsheets and databases. Most employers are looking for minimum speeds of 9,000 to 15,000 keystrokes per hour with no more than one error per minute for entry-level data entry employment.

**Special Admissions Requirements:** None

**Program Requirements:** None

	Sem. Hrs.
^ OTS 100 Keyboarding (or placement test).....	0/1
+ OTS 101 Keyboarding-Speed & Accuracy .....	2
OTS 105 Office Data Entry Skills .....	3
^+ OAT 141 Spreadsheet I.....	1
^+ OAT 143 Database I .....	1
<b>Total 7/8</b>	

+Indicates a core (required) degree/certificate course.  
^Proficiency tests are available to earn these hours.

**MOS Preparation**

Add Microsoft approved credentials to your resume through your choice of preparation classes leading to Microsoft Office Specialist (MOS) certification. Currently, preparation classes are available in Word, Excel, PowerPoint, and Access. Certificates are ideal for anyone interested in a business-related career, especially those whose occupation is vital to the information flow of any organization.

MOS is an internationally recognized credential which demonstrates a high degree of proficiency in desktop computer skills using the Microsoft Office suite of business applications. Coursework meets Microsoft guidelines, uses Microsoft approved courseware, and prepares learners to take MOS exams administered at ECC. To learn more about MOS certification, visit [mous.net](http://mous.net)

**CERTIFICATE CONFERRED:  
BASIC VOCATIONAL SPECIALIST IN  
MOS WORD PREPARATION**

	Sem. Hrs.
^* OAT 140 Word Processing I.....	1
OAT 240 Word Processing II.....	1
OAT 250 MOS Word Expert .....	1.5
<b>Total 3.5</b>	

\*Student may substitute successful completion (grade of C or better) of OAT 126 and OAT 127

**CERTIFICATE CONFERRED:  
BASIC VOCATIONAL SPECIALIST IN  
MOS EXCEL PREPARATION**

	Sem. Hrs.
^* OAT 141 Spreadsheet I.....	1
* OAT 241 Spreadsheet II.....	1
OAT 251 MOS Excel Expert .....	1.5
<b>Total 3.5</b>	

\*Student may substitute successful completion (grade of C or better) of CIS 143 for OAT 141 and OAT 241.  
^Proficiency tests are available to earn these hours.

**CERTIFICATE CONFERRED:  
BASIC VOCATIONAL SPECIALIST IN  
MOS POWERPOINT PREPARATION**

	Sem. Hrs.
^ OAT 142 Presentations I.....	1
OAT 242 Presentations II.....	1
OAT 252 MOS PowerPoint Expert.....	1.5
<b>Total 3.5</b>	

^Proficiency tests are available to earn these hours.

**CERTIFICATE CONFERRED:**

**BASIC VOCATIONAL SPECIALIST IN  
MOS ACCESS PREPARATION**

	Sem. Hrs.
^* OAT 143 Database I .....	1
* OAT 243 Database II .....	1
OAT 253 MOS Access Expert.....	1.5
<b>Total 3.5</b>	

\*Students may substitute completion (grade of C or better) of CIS 142 for OAT 143 and OAT 243.  
^Proficiency tests are available to earn these hours.

**The Office Technology  
Instructional Center**

A special part of the office administration and technology program is its instructional center where students can establish their own class hours and work at their own pace. Instructors and/or lab assistants are available to assist students at all times. Consult a current class schedule for Instructional Center hours. Courses that use the Instructional Center as their classroom include the following:

OAT 103	Document Production III
OAT 135	Machine Transcription I
OAT 137	Office Applications I
OAT 138	Office Applications II
OAT 140	Word Processing I (some sections)
OAT 141	Spreadsheet I (some sections)
OAT 142	Presentations I (some sections)
OAT 143	Database I (some sections)
OAT 144	Operating Systems I (some sections)
OAT 145	Desktop Publishing I (some sections)
OAT 146	Personal Information Management I (some sections)
OAT 147	Special Topics: Applications/Ofc I
OAT 240	Word Processing II (some sections)
OAT 241	Spreadsheet II (some sections)
OAT 242	Presentations II (some sections)
OAT 243	Database II (some sections)
OAT 244	Operating Systems II (some sections)
OAT 245	Desktop Publishing II (some sections)
OAT 246	Personal Information Management II (some sections)
OAT 250	MOS Word Expert
OAT 251	MOS Excel Expert
OAT 252	MOS PowerPoint Expert
OAT 253	MOS Access Expert
OTS 100	Keyboarding
OTS 101	Keyboarding – Speed and Accuracy
OTS 105	Data Entry Skills

• Although the course sequences as shown on this page are based on full-time enrollment, students may complete their course of study on a part-time or three-quarter time basis.

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# Paralegal

*The paralegal program is approved by the American Bar Association.*

The Bureau of Labor Statistics predicts the number of jobs available for legal assistants is on the rise. Employment in the paralegal field is expected to grow at a rate faster than employment in other fields for the next several years.

People entering this field have opportunities as broad as their imaginations. Legal assistants can work, under the supervision of an attorney, in many fields of interest including:

- law firms
- financial institutions
- government
- major corporations
- service providers for the underprivileged
- small businesses
- insurance companies
- title companies
- teaching
- freelance businesses

Elgin Community College offers a degree program for legal assistants that includes a mix of general education, legal theory and practical skills. Approved by the American Bar Association, the program provides a broad based education in all major areas of law, so that students are not required to commit to an area of specialization before they have an opportunity to explore the job market. ECC paralegal students learn ethical principles, prohibitions on the unauthorized practice of law, and respect for the legal profession, so they can contribute to advancement of the profession.

The generalized certificate option is designed especially for students who hold a bachelor's degree. It allows students to create a specialty by choosing electives that meet their interests. Because students have different backgrounds and scheduling needs, each one will be personally assisted in the selection of his/her courses by the program coordinator.

The paralegal option in nurse-legal consultant responds to hiring trends which have seen an increase in paralegal specialists. This option is ideal for those currently employed in nursing who wish to enhance their marketability in health care, nurses seeking additional working credentials quickly, or nurses changing careers.

All study options emphasize hands on, practical applications. Facilities include Westlaw online legal research and a well-stocked law library. Classes are taught by judges, attorneys, and experienced paralegals. All of them know how to bring learning alive.

Make a judgment in favor of a bright future! Become an ECC paralegal. It's academically challenging and good skills in communications, math, social sciences, and basic office skills are recommended.

## DEGREE CONFERRED: ASSOCIATE OF APPLIED SCIENCE IN PARALEGAL

**Special Admissions Requirements:** Students seeking the AAS degree must complete prerequisites (see course description section of this catalog) for PAR 101 prior to taking that class.

**Program Requirements:** During the semester in which the student applies for graduation, each student must take an objective test and submit a portfolio in compliance with guidelines distributed in paralegal classes.

First Semester	Sem. Hrs.
ENG 101 English Composition I.....	3
PAR 101 Introduction to Legal Technology.....	3
BUS 112 Legal Environment of Bus. or BUS 113 Business Law .....	3
Math or Science* .....	3
CIS 110 Introduction to Computers.....	3
	Total 15

Second Semester	Sem. Hrs.
Liberal Education** .....	3
PAR electives**** .....	6
ENG 102 English Composition II.....	3
PAR 103 Legal Writing.....	3
POS 150 American Government, National or POS 151 American Government, State & Local.....	3
	Total 18

Third Semester	Sem. Hrs.
PAR 201 Litigation .....	3
SPH 101 Fundamentals of Speech.....	3
PAR Electives****.....	5
Social/Behavioral Science*** .....	6
	Total 17

Fourth Semester	Sem. Hrs.
PAR 204 Legal Research.....	3
Liberal Education** .....	6
PAR Electives****.....	6
	Total 15

\*Math level 101 or higher (except 107 or 109); biology (except 101); astronomy 101; any chemistry; any geology; any physics; SPC 111; or geography (except 116)  
\*\*Liberal education as described on p. 22, category D, not to include ART 155, INS 160  
\*\*\*Social/behavioral science as described on p. 22, category B, not to include ATR 230 or ATR 231; INS 160; or SOC 211

\*\*\*\*PAR electives include:

PAR 108 Family Law.....	3
PAR 111 Contract Law .....	3
PAR 136 Law Office Practice .....	3
PAR 203 Real Property Law.....	3
PAR 205 Wills, Trusts & Probate .....	3
PAR 207 Criminal Law Procedure.....	3
PAR 209 Taxation I .....	3
PAR 221 Torts & Insurance Law.....	3
PAR 223 Business Organizations.....	3
PAR 235 Internship .....	1-3
PAR 237 Special Topics.....	var.

## CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN PARALEGAL

**Special Admissions Requirements:** BVS certificate students must have a bachelor's degree before applying for the paralegal certificate.

**Program Requirements:** None

First Semester	Sem. Hrs.
^PAR 101 Introduction to Legal Technology .....	3
PAR103 Legal Writing.....	3
+PAR Electives .....	6
	Total 12

Second Semester	Sem. Hrs.
PAR 204 Legal Research .....	3
^PAR 201 Litigation.....	3
+PAR Electives .....	6
	Total 12

^ Students may take proficiency tests to earn these hours.  
+ Any PAR course, for which the student has met the prerequisite, may serve as an elective.

## CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN NURSE-LEGAL CONSULTANT

**Special Admissions Requirements:** Prior to applying for the certificate, BVS nurse-legal consultant, students must show evidence of an active license to work as a nurse in the state of Illinois and:

- 1) a bachelor's degree in nursing from an accredited college; or
- 2) an AAS degree in nursing from ECC; or
- 3) an AAS degree in nursing from another accredited institution, approved by the program director as meeting the American Bar Association (ABA) guidelines for general education.

**Program Requirements:** None

First Semester	Sem. Hrs.
PAR 101 Introduction to Legal Technology .....	3
PAR 103 Legal Writing.....	3
PAR 201 Litigation .....	3
	Total 9

Second Semester	Sem. Hrs.
PAR 204 Legal Research.....	3
PAR 221 Torts & Insurance.....	3
PAR Elective.....	3
	Total 9

• Although the course sequences as shown on this page are based on full-time enrollment, students may complete their course of study on a part-time or three-quarter time basis.

• The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.

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More and more Americans are placing an ever increasing value on physical fitness and creating job opportunities locally and across the country for qualified personal trainers.

Elgin Community College offers a certificate in this growth industry, ideal for recent high school graduates, adults changing careers, or those seeking working credentials quickly. The curriculum has been designed for ease of transfer to a four-year degree in sports management should students pursue additional study.

Personal trainers typically work one-on-one with their clients in a variety of environments, including YMCAs, athletic clubs, schools, health/fitness clubs, and clients' homes. Their clients are active and fit people working toward greater fitness, sedentary individuals who are trying to get in shape, as well as the elderly and overweight.

Trainers typically instruct individuals in beginning or advanced exercises, relying on their knowledge of physiology and corrective techniques to determine the type and difficulty level of exercises, specific movements, and correct individuals' technique. Trainers often demonstrate exercises and apparatus, too, and offer encouragement and praise.

Instruction prepares graduates to sit for the certified personal trainer credentialing examination of the National Strength and Conditioning Association (NSCA). The American Council on Exercise has acknowledged the course work.

**Special Admissions Requirements:** None

**Program Requirements:** None

**CERTIFICATE CONFERRED:  
BASIC VOCATIONAL SPECIALIST IN  
PERSONAL TRAINER**

First Semester	Sem. Hrs.
PHR 102 First Aid and Safety.....	3
BIO 110 Principles of Biology.....	4
PTR 101 Personal Trainer I.....	3
BIO 101 Nutrition for Today.....	3
	Total 13
Second Semester	
BIO 240 Human Anatomy & Physiology or BIO 245 Human Anatomy & Physiology I.....	4/5
PTR 102 Personal Trainer II.....	5
	Total 9/10

• Although the course sequences as shown on this page are based on full-time enrollment, students may complete their course of study on a part-time or three-quarter time basis.

• The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.

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# Phlebotomy

Phlebotomy is the collection of blood specimens using venipuncture and dermal puncture techniques. Phlebotomists are often the first member of the laboratory team that the patient encounters. For this reason, students considering a career in phlebotomy should possess good communication skills in addition to being able to perform technical procedures accurately and react professionally in critical situations.

Students who complete CLT 101 are qualified to work as phlebotomists in hospitals, outpatient clinics, commercial labs, blood centers, physicians' office labs, and others. Students who complete both CLT 101 and CLT 120 will receive a basic vocational specialist certificate from ECC, and are eligible to sit for a national phlebotomy certification exam.

### Policies and Procedures

Criminal background checks and drug testing are required for all health professions programs. Students demonstrating a positive background check or drug test will be denied admission to health professions programs. Students demonstrating a positive background check or annual drug test while enrolled in health professions programs will be dismissed from the program.

The standards, policies, and procedures of the phlebotomy program are published in the student handbook. Copies are available from the clinical lab office, HBT 191, Main Campus, or online at [elgin.edu/phlebotomy](http://elgin.edu/phlebotomy).

### Entrance Requirements:

1. High school graduate or equivalent.
2. COMPASS reading score of 85 or better or English ACT score of 20 or higher or grade of C or better in ENG 101.

### Program Requirements:

Students must complete CLT 101 with a grade of C or better and receive a recommendation from the instructor to be eligible to continue in CLT 120. A completed medical form and proof of health insurance must be on file prior to beginning the clinical practicum. Students must provide their own uniform and transportation to and from the clinical site.

### Recommended Courses:

Phlebotomy students who wish to continue their education in the clinical laboratory field should refer to clinical laboratory technology, p. 25, for career options.

### CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN PHLEBOTOMY

First Semester	Sem. Hrs.
CLT 101 Phlebotomy.....	3

Second Semester	Sem. Hrs.
*CLT 120 Clinical Lab Technology Practicum I .....	1.5

\*Students with one year of full-time phlebotomy experience may apply for proficiency credit for CLT 120.

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• The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.

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Physical therapist assistants (PTAs) are educated healthcare providers who assist a physical therapist (PT) in providing physical therapy services to patients of all ages. PTAs help patients manage movement difficulties caused by injury or disease, improve mobility, relieve pain, and prevent or limit permanent physical disability. Patients may include accident victims and individuals with short- and long-term disabling conditions, such as low back pain, fractures, head injuries, arthritis, heart disease, and cerebral palsy.

The PTA program at Elgin Community College prepares students for employment in a variety of settings, including hospitals, rehabilitation centers, outpatient facilities, sports medicine clinics, skilled nursing facilities, school systems and home health agencies.

The program has didactic and clinical components. Classroom instruction includes theory and laboratory practice in a variety of assessments and interventions including therapeutic exercise, manual muscle testing, physical agents, gait analysis and training and therapeutic massage. PTA lecture and lab classes are held in the afternoons.

Clinical practicums are attended during the day. Students are prepared to treat various types of patients who receive physical therapy services including geriatric and pediatric patients, athletes, individuals with neurological deficits and spinal cord injury, and patients with cardiac and pulmonary conditions. Students will receive clinical education at multiple sites and in a variety of practice settings. They receive instruction and direct supervision from licensed physical therapists and PTAs while applying and developing their hands-on skills with patients.

Other topics emphasized in the curriculum include professional behaviors, ethical conduct, documentation, the team approach to health care provision, psychosocial issues relative to patients, family and caregivers and preparation for the state licensure examination.

ECC has been granted candidacy for accreditation status by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association. Candidacy is not an accreditation status, nor does it assure eventual accreditation. Candidacy for accreditation is a status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates the program is progressing toward accreditation.

## Admission Procedures

A specialized admission procedure is required for the PTA program. Students must submit admission materials and meet admissions requirements before their application is considered for review. Review takes place in March for fall admission. Students may complete as many general education requirements as they wish before going through the application process. If the number of qualified candidates exceeds the number of seats available, admission to the program will be competitive and selective. Admission packets are available at the Health Professions Office, HBT-175, from First Stop, SRC-142A, or online at [elgin.edu/physicaltherapy](http://elgin.edu/physicaltherapy).

## Admission Materials

Physical therapist assistant candidates must submit and/or show evidence of the following items:

1. Completed ECC application for admission.
2. Completed ECC health professions admission application and payment of a \$10 nonrefundable fee.
3. A high school transcript or General Educational Development (GED) scores.
4. Official transcript(s) from all colleges /universities attended.
5. A copy of your Compass Reading Assessment Test indicating a score of 85 or above.

Application materials for priority fall admission are due by February 15.

## Compass Reading Assessment Test

All candidates accepted into ECC's PTA program are required to show evidence of a Compass reading assessment score of 88 or above or evidence of prescribed remediation prior to being permitted to register for physical therapist assisting (PTA) prefix courses.

The prescribed remediation is as follows:

1. Students scoring between 80-84 must take RDG 110 with a C or better.
2. Students scoring less than 80 must take the prescribed reading courses and HPE 112 with a C or better.

Non-native English speaking applicants are required to submit an ECC English placement test score. The exam is administered by ECC's Testing Center. Candidates must test at Level 10 in English as a Second Language to be accepted into the physical therapist assistant program.

## Admissions Requirements

Criminal background checks and drug testing are required as part of the admissions process for all health professions programs. Students demonstrating a positive background check or drug test will be denied admission to health professions programs. Students demonstrating a positive background check or annual drug test while enrolled in health professions programs will be dismissed from the program.

All candidates must:

1. Show evidence of one of the following:
  - Finish high school in the upper 1/3 of your graduating class; or
  - Achieve 67 percent or higher on GED report scores; or
  - Score 20 or higher on the ACT composite; or 21 or higher on the Enhanced ACT composite; or
  - Complete at least 10 semester hours of the physical therapist assistant program's general education requirements with a 2.0 GPA including BIO 110 Principles of Biology with a grade of C or higher. All science credits must be earned within 5 years of admission to the program or must be retaken to apply toward his/her degree.
2. Have completed within 10 years prior to admission to the program:
  - One year of high school biology with a grade of C or better in each semester; or ECC's BIO 110 or equivalent with a grade of C or better
3. Have completed within 10 years prior to admission to the program:
  - Two years of high school algebra with a grade of C or better in each semester; or ECC's MTH 098 or equivalent completed with a minimum grade of C; or one year of high school physics with a minimum grade of C or ECC's PHY 105 or equivalent with a minimum grade of C.
4. OPTIONAL: submit written documentation of 20 hours or more of volunteer observational hours in a physical therapy facility to receive added consideration in the selection process. Observation hours are not required but recommended.

• Although the course sequences as shown on this page are based on full-time enrollment, students may complete their course of study on a part-time or three-quarter time basis.

• The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.

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# Physical Therapist Assistant



## High School Students

It is recommended that high school students who are interested in applying to the physical therapist assistant program include math, biology and physics in their studies as preparatory course work for the program.

## Appeals Process

Please refer to the student appeals and complaint procedure for admissions appeals.

## State of Illinois Licensure Regulations

In determining qualifications for licensure, the Illinois Department of Finance and Professional Regulation's Physical Therapy Licensing and Disciplinary Board may take into consideration any felony conviction, any action that has caused a child to be abused or neglected and failure to file a tax return or pay the tax or penalty required.

## Program Requirements

1. Students must purchase their own uniforms and are expected to provide their own transportation to and from class and clinical sites, some of which may be up to 80 miles away. Students must submit pre-clinical medical forms showing evidence of required immunizations and proof of health/fitness and proof of health insurance coverage prior to starting the program. Students must also submit evidence or proof of current CPR for the Professional Rescuer certification obtained within the past year. Students are responsible for annual renewal regardless of expiration date.
2. Maintain – at all times – a minimum overall grade point average of 2.0 (C) for all courses applying to the physical therapist assistant curriculum including general education requirements. Failure to carry a minimum overall 2.0 (C) grade point average at all times means the student will lose his/her acceptance in the physical therapist assistant program. All candidates who provide written documentation of 20 hours or more of volunteer or observational hours in a physical therapy facility will receive added consideration in the selection process.

## DEGREE CONFERRED:

### ASSOCIATE OF APPLIED SCIENCE IN PHYSICAL THERAPIST ASSISTANT

First Semester		Sem. Hrs.
BIO 240	Human Anatomy & Physiology .....	5
HPE 112	Introduction to Health Care Vocabulary .....	3
ENG 101	English Composition I .....	3
PTA 120	Physical Therapist Assisting I .....	4
PTA 121	Clinical Practicum I .....	1
		Total 16
Second Semester		
PHY 105	Technical Physics.....	4
PSY 100	Introduction to Psychology .....	3
ENG 102	English Composition II .....	3
PTA 122	Physical Therapist Assisting II.....	4
PTA 123	Clinical Practicum II .....	3
		Total 17
Summer Semester		
PTA 125	Kinesiology .....	4
HUM 216	Ethics.....	3
		Total 7
Third Semester		
PSY 218	Human Growth & Development.....	3
SPH 215	Intercultural Communication .....	3
PTA 231	Physical Therapist Assisting III.....	5
PTA 232	Clinical Practicum III .....	4
		Total 15
Fourth Semester		
PTA 241	Physical Therapist Assisting IV .....	5
PTA 242	Clinical Practicum IV.....	5
PTA 250	Physical Therapist Assistant Seminar.....	2
		Total 12

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In an emergency, the first people to answer a 911 call for help are public safety communications specialists and police, fire, and ambulance dispatchers. These well trained, highly professional individuals send the appropriate type and number of emergency services units in response to calls for assistance and monitor the activity of emergency services personnel at the scene. They work in a variety of settings, ranging from police and fire stations to hospitals or centralized city communications centers.

Elgin Community College offers two certificates which lead to careers as public safety dispatchers or communications specialists. They are ideal for those currently employed in criminal justice who wish to enhance their marketability in the criminal justice field, those seeking working credentials quickly, or adults changing careers. Course work in the basic vocational specialist certificate in public safety communications may be applied to the vocational specialist certificate should the student decide to pursue additional education.

Another training and education option in criminal justice is shown on p. 28.

**Special Admissions Requirements:** None

**Program Requirements:** None

**CERTIFICATE CONFERRED:  
VOCATIONAL SPECIALIST IN  
PUBLIC SAFETY COMMUNICATIONS**

	Sem. Hrs.
Summer Session	
PSC 105 Public Safety Telecommunicator.....	6
Total	6

First Semester	
CRJ 198 The Police Service .....	3
ENG 101 English Composition I or BUS 101 Business Communications .....	3
PSC 206 Public Safety Answering Point (PSAP).....	3
PSC 207 Pub Saf Answering Point Application.....	2
SPH 101 Fundamentals of Speech.....	3
Total	14

Second Semester	
CRJ 101 Introduction to Criminal Justice .....	3
CRJ 111 Stress Management in Law Enforcement.....	3
PSC 208 Emergency Medical Dispatch .....	3
PSC 209 Pub Saf Answering Point Practicum .....	3
Choose one of the following:	
PSC 211 Career Management.....	2
PSC 212 Legal Aspects/Pub Saf Communications .....	2
Total	14

**CERTIFICATE CONFERRED:  
BASIC VOCATIONAL SPECIALIST IN  
PUBLIC SAFETY COMMUNICATIONS**

**Special Admissions Requirements:** None

**Program Requirements:** None

To complete the Illinois Law Enforcement Training and Standards Board recommendations for public safety telecommunication (9-1-1) basic training, students take the following:

	Sem. Hrs.
PSC 105 Public Safety Telecommunicator.....	6
Total	6

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• The primary aim of these programs is to prepare students for immediate employment. However, many opportunities exist to include these courses in a bachelor's degree. See a counselor for information.

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# Radiography

ECC offers an associate of applied science degree in radiography which leads to eligibility to take the national certifying examination administered by the American Registry of Radiologic Technologists (ARRT) and for accreditation (licensure) by the Illinois Emergency Management Agency – Division of Nuclear Safety (IEMA-DNS). The program meets the curricular requirements as set forth by the American Society of Radiologic Technologists (ASRT). Due to limited enrollment, special admissions procedures and program requirements apply.

The radiography program prepares students to become essential members of the healthcare team. The student radiographer learns about the characteristics and potential hazards of radiation, and applies this knowledge to produce quality diagnostic images which will assist the physician in the diagnosis and treatment of injuries and diseases.

## Accreditation

The radiography program will apply for accreditation by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker, Suite 2850, Chicago, IL 60606, 312-704-5300; [jrcert.org](http://jrcert.org).

## Radiography Program Policies

Students are held to the standards, policies and procedures of the radiography program as published in the radiography program student handbook. Copies are available at the Health Professions Office, HBT-179, Main Campus or online at [elgin.edu/radiography](http://elgin.edu/radiography).

All students admitted to the radiography program must attend an information session prior to starting the program. To register, go to [elgin.edu/visitecc](http://elgin.edu/visitecc) or call the admissions office at 847-214-7385. Admission packets will be distributed at the information session. Visit [elgin.edu/radiography](http://elgin.edu/radiography) for detailed admission information. Students admitted to the program will also be required to attend an orientation before radiography classes begin.

Criminal background checks and drug testing are required for all health professions programs. Students demonstrating a positive background check or drug test will be denied admission to health professions programs. Students demonstrating a positive background check or annual drug test while enrolled in health professions programs will be dismissed from the program.

Students admitted to the radiography program must achieve a 2.0 (C) in all courses applying to the radiography curriculum including those shown under general education requirements. Students who fail to achieve a 2.0 (C) grade in any course must repeat the course with a 2.0 (C) grade in order to complete the program. Radiography courses are repeated according to the policy in the radiography program student handbook.

The PSB Health Occupations Aptitude Test is a part of the admission process. For testing dates and further exam information contact the Testing Center at 847-214-7219, [elgin.edu/testing](http://elgin.edu/testing).

Students must purchase their own uniforms and are expected to provide their own transportation to and from class and clinical sites. Students must submit pre-clinical medical forms showing evidence of required immunizations and proof of health/fitness, proof of health insurance coverage, and CPR certification prior to starting the program.

Please refer to the student appeal and complaint procedure for issues involving procedural error or extenuating circumstances related to denied admission to health professions programs.

## Admission procedures

The radiography program is a two-year, limited enrollment program. Annually, admissions are limited to 20 students each year, therefore admission is competitive. All candidates for the radiography program are evaluated using a specialized admission procedure which is unique to the radiography program. Students must submit admission materials and meet admission requirements before the application is considered for review. The deadline for application materials is December 15 for summer admission. Screening of complete applications takes place in late January.

## Admission Steps and Packet

All radiography candidates must complete the following steps prior to applying for admission to the radiography program:

1. Attend a radiography information session
2. Submit completed ECC application for admission
3. Submit proof of high school graduation or equivalent
4. Take the PSB Health Occupations Aptitude pre-admission test
5. Take the COMPASS Reading Assessment
6. Submit completed admission packet (see below)

## Admission Packet

All candidates must submit the following information/documentation in one complete packet by December 15 in order for their application to the radiography program to be considered. If December 15 falls on a weekend, packets are due on the Friday before that date. Late applications will be considered for the next year.

1. Completed ECC health professions application and payment of a \$10 non-refundable fee.
2. Copy of PSB HOA test scores (must be a minimum of 25 percentile in each category)
3. Compass Reading Assessment score of 85 or above
4. Current enrollment in BIO 110 or completion with a grade of "C" or better.
5. Current enrollment in HPE 112 (or equivalent) or completion with a grade "C" or better.
6. Current enrollment in college-level math (MTH 102 preferred) or completion with a grade "C" or better.

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## Admissions Screening Process

All candidates who submit a complete admission packet by December 15 for the radiography program are evaluated using the following criteria.

Criteria:

1. PSB HOA test score which must be a minimum of 25 percentile in each category.
2. ACT composite score OR grade point average for the 10 credit hours of program requirements AND up to 20 credit hours of general education courses required for radiography, including anatomy and physiology.

These two criteria are evaluated and students are ranked accordingly. The PSB HOA test scores (criteria one) are given a weight of 1-16 points with 1 being a minimum and 16 being a maximum. Criteria two is given a value from 1-8 points.

- PSB HOA percentiles of 25 are given a point value of 1; percentiles of 99 are given a point value of 16.
- An ACT composite score of 21 is assigned a point value of 1; An ACT composite score of 36 is assigned a point value of 8.
- A 2.0 grade point average for the 10 credit hours of program prerequisites and up to 20 credit hours of general education courses required for radiography are assigned a point value of 1; a 4.0 GPA is assigned a point value of 8.

The highest rank is 25. A candidate receiving a rank of 25 would have a PSB HOA percentile score of 99, and translates to a 16 in the ranking system; an ACT score of 36 or 4.0 in the courses completed translates to 8 in the ranking system; and prior certification or successful completion in another health profession translates to an additional 1 point added to the final score for a possible 25 potential points.

Applicants on the waiting list may wish to consider the following options to improve his/her chance of being admitted into the program:

- Repeating courses which may negatively impact the GPA (note: there is a limit as to the number of times a course may be repeated);
- Re-taking the pre-admissions test to improve the scores;
- Completing additional math, science or health-related courses to increase the score (see recommended courses).

## DEGREE CONFERRED: ASSOCIATE OF APPLIED SCIENCE IN RADIOGRAPHY

First Semester	Sem. Hrs.
RAD 101 Introduction to Radiography.....	1
RAD 102 Methods of Patient Care.....	2
PSY 218 Developmental Psychology.....	3
ENG 101 English Composition I.....	3
	Total 9

Second Semester	Sem. Hrs.
RAD 103 Radiographic Imaging I.....	2
RAD 104 Radiographic Procedures I.....	3
RAD 124 Radiography Clinical Practicum I.....	4
BIO 240 Human Anatomy & Physiology.....	5
	Total 14

Third Semester	Sem. Hrs.
RAD 105 Radiographic Imaging II.....	2
RAD 106 Radiographic Procedures II.....	3
RAD 107 Radiologic Physics.....	2
RAD 134 Radiography Clinical Practicum II.....	4
ENG 102 English Composition II.....	3
	Total 14

Fourth Semester	Sem. Hrs.
RAD 208 Radiographic Procedures III.....	2
RAD 209 Radiobiology and Radiation Protection.....	2
RAD 210 Radiographic & Sectional Anatomy.....	2
RAD 242 Radiography Clinical Practicum III.....	2
	Total 8

Fifth Semester	Sem. Hrs.
RAD 211 Radiographic Imaging III.....	2
RAD 212 Radiographic Pathology.....	2
RAD 256 Radiography Clinical Practicum IV.....	5
SPH 101 or Fundamentals of Speech or	
SPH 215 Intercultural Communication.....	3
HUM Elective (recommended HUM 216 Ethics).....	3
	Total 15

Sixth Semester	Sem. Hrs.
RAD 220 Pharmacology.....	2
RAD 230 Medical Ethics & Law.....	2
RAD 240 Career Development.....	2
RAD 266 Radiography Clinical Practicum V.....	6
	Total 12

## ELIGIBILITY FOR NATIONAL ARRT (AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS) CERTIFICATION

An individual who has been involved in a criminal proceeding or who has been charged with or convicted of a crime may file a request for pre-application review with the ARRT in order to obtain a ruling on the impact of the situation on their eligibility for certification and registration. A charge or conviction of, a plea of guilty to, or a plea of nolo contendere (no contest) to an offense that is classified as a misdemeanor or felony constitutes a conviction for ARRT purposes. This includes situations in which the result is deferred or withheld adjudication, or suspended or withheld sentence. Military court-martials must also be reported. This procedure may enable the individual who has been involved in a criminal proceeding or has criminal conviction to avoid any delays in processing an application for certification that is made at the time of graduation from an approved program. The pre-application process and application can be found at the ARRT Web site [arrt.org/ethics/PREAPP2003.pdf](http://arrt.org/ethics/PREAPP2003.pdf).

### High School Students

High school students who are interested in applying to the radiography program should include math, biology, and chemistry and/or physics in their studies as preparatory course work for the program and to meet its entrance requirements.

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# Surgical Technology

*The surgical technology program is accredited by the Commission on Accreditation of Allied Health Education Programs in cooperation with the Accreditation Review Committee on Education in Surgical Technology.*

The Elgin Community College surgical technology certificate program will prepare you well to become a skilled and valued member of the operating room team. On campus courses in combination with clinical practice in hospitals equip you to work under the direction of a surgeon and operating room nurse where your duties as a surgical technologist include preparing the operating room, handling instruments and supplies during the procedure, and ensuring patient safety.

Employment prospects are bright and include:

- \*hospital surgery
- \*delivery rooms
- \*physician's offices
- \*private scrub assistants
- \*free standing surgical centers
- \*cardiac cath labs
- \*sterile processing departments
- \*emergency rooms
- \*clinics

In addition to meeting the special admissions requirements shown on this page, students will be expected to have good reading skills and evidence of good health and immunizations. Good "people" skills, a desire to serve others, reasoned judgment and the ability to work in high stress and emergency situations are highly recommended.

Graduates of the ECC surgical technology program are eligible to sit for the national certification exam given by the Association of Surgical Technologists that provides a nationally recognized credential of competency in the field.

For a healthcare career in a fast paced environment choose ECC's surgical technology program.

## Admissions Requirements

1. Receive a packet of information from the Health Professions Office, HBT 175, or from the Student Services Information Desk in the Student Resource Center.
2. The minimum admission requirements are:  
A high school diploma or GED certificate  
A minimum of a "C" grade in BIO 110 or its equivalent  
Completion of the Compass Reading Test (This exam is administered by ECC's Testing Center)

Preference is given to candidates who are legal residents of Community College District 509, Elgin Community College. In addition, a limited number of qualified students are accepted from District 512, Harper College, Palatine and from 24 other college districts that have joint agreements with ECC. Go to [elgin.edu/jointagreements](http://elgin.edu/jointagreements) to learn more.

Working in-district does not meet this requirement. Other qualified candidates will be accepted on a space available basis.

If the number of candidates with minimum qualifications exceeds the number of seats available, admission to the program will be competitive and selective.

## Competitive Selection Process

First students who have completed anatomy & physiology will be ranked according to the grade earned. If the student has completed anatomy & physiology more than once, earned grades will be averaged together for the purpose of ranking only.

Then those students who have only completed BIO 110 or its equivalent will be ranked according to the grade earned. If the student has completed BIO 110 more than once, earned grades will be averaged for the purpose of ranking only.

If there are ties in the above steps the Compass Reading Assessment score will be used to rank and/or break ties.

3. Submit an ECC Application to the registration office if you have not attended ECC before.
4. Submit the health professions application to Student Accounts, SRC 141, along with a \$10 fee by September 1.
5. Send all transcripts (high school record or GED scores, plus all colleges attended) to:  
Elgin Community College  
Records Office  
1700 Spartan Drive  
Elgin, IL 60123-7193

All transcripts and application forms must be received by September 1. It is the responsibility of the applicant to confirm that all applications and transcripts have been received in the ECC records office.

6. Accepted students will be notified by letter before October 1.\*
7. Criminal background checks and drug testing are required for all health professions programs. Students demonstrating a positive background check or drug test will be denied admission to health professions programs. Students demonstrating a positive background check or annual drug test while enrolled in health professions programs will be dismissed from the program.

Questions concerning this program can be addressed to the program coordinator at 847-214-7303 or [mlange@elgin.edu](mailto:mlange@elgin.edu).

\*Please refer to the student appeal and complaint procedure for admissions appeals.

**Program Requirements:** Students must provide their own lab coat and transportation to and from all clinical sites. Students must submit evidence of health insurance, CPR card, results of a criminal background check and a drug test, and preclinical medical forms showing evidence of required immunizations and proof of health/fitness to complete the program requirements prior to beginning the clinical portion of the program.

## CERTIFICATE CONFERRED: VOCATIONAL SPECIALIST IN SURGICAL TECHNOLOGY

First Semester	Sem. Hrs.
HPE 112 Introduction to Healthcare Vocabulary.....	3
BIO 240 Human Anatomy and Physiology .....	5
SGT 101 Surgical Technology I .....	5
	Total 13

Second Semester	Sem. Hrs.
SGT 111 Surgical Technology II .....	11.5
PSY 100 Introduction to Psychology .....	3
	Total 14.5

Third Semester	Sem. Hrs.
SGT 120 Surgical Technology III .....	14.5

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Truck driving, according to the U.S. Department of Labor, is among the fastest growing occupations in the country and training for the federally required commercial drivers license is at Elgin Community College.

Our certificate includes 320 hours of education consisting of classroom and hands on yard and road training. In addition to driving skills, students learn map reading, trip planning, log keeping, vehicle systems, cargo handling, driving under adverse conditions, defensive driving, and transporting hazardous materials.

The mandatory written examination and the driving test must be taken at a designated commercial driver's license testing center. Equipment for the driving test will be provided to ECC students.

To be commercially licensed intrastate, students must be at least age 18; age 21 for interstate and/or to transport placarded hazardous materials.

**Special Admissions Requirements:** Registration is contingent upon the student passing a federal Department of Transportation (D.O.T.) physical examination and drug test. The D.O.T. has regulations which govern the use of drugs and alcohol by commercial motor vehicle drivers, and which require ECC to conduct mandatory drug and alcohol testing of students in the truck driving program at specific times and under specific conditions. These regulations are available in the Counseling Center, the Office of Student Life, and the Truck Driving Office.

**Program Requirements:** Students must obtain required forms from the truck driving department that need to be completed and returned prior to starting the program.

**CERTIFICATE CONFERRED:**

**BASIC VOCATIONAL SPECIALIST IN TRUCK DRIVING OWNER/OPERATOR**

	Sem. Hrs.
BRG 101 Truck Driving I .....	6
BRG 201 Truck Driving II .....	6
BRG 202 Truck Driving III .....	4
CIS 110 Introduction to Computers .....	3
BUS 100 Introduction to Business .....	3
BUS 101 Business Communications .....	3
ACC 100 Introductory Accounting I .....	3
	Total 28

**CERTIFICATE CONFERRED:**

**BASIC VOCATIONAL SPECIALIST IN TRUCK DRIVING**

	Sem. Hrs
BRG 101 Truck Driving I.....	6
BRG 201 Truck Driving II .....	6
BRG 202 Truck Driving III .....	4
	Total 16

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# Welding

From pipelines and skyscrapers to automobiles, boilers and aeronautics, welding is the primary process for repairing and fabricating metal components. For the skilled welder and flame cutter, there are many challenging opportunities available right now and leading indicators show that the demand is likely to continue and expand through the 21st century.

Unlike many of the other skilled trades where various forms of automation have cut into the work force, skilled welding is likely to remain robot proof because of the highly demanding, precise craftsmanship vitally essential to the trade. The work of skilled welders is simply too complex for today's single task robots.

Prospects for employment in a booming industry, the potential for growth limited only by individual desire, and a career track tailor-made for people who enjoy working with their minds and their hands is what skilled welding is all about ... and it starts with the right education.

Elgin Community College has a four semester degree program in advanced metal fabrication processes plus four, short-term certificates. Certificate options are designed so that coursework may be applied to the degree, should the student pursue additional study, and they allow for maximum flexibility which makes them ideal for those currently working in the field and for those who need to obtain greater specialization or more credentials.

The short term programs emphasize fundamental skills for the individual who wants basic knowledge of welding as part of his or her job for advancement or specialization or for the individual in a hurry seeking the quickest educational route.

Welding processes covered are arc, oxy-acetylene, gas tungsten arc (TIG) and gas metal arc (MIG). Cutting processes include oxy fuel and plasma arc in both manual and optical tracer modes. Students also study and analyze the composition of various metals before and after processing.

Students in the longer certificate and degree programs have additional study in math, communications, materials of industry, machine tool operations, and other technical electives which serve as a solid foundation for advancement to supervisory positions once on the job.

The degree sequence provides the most in depth study of welding. It builds on the course work covered in the certificates and qualifies students for skilled welding positions. Topics of study include welding troubleshooting; reading complex welding prints; weld cost estimation; hands on layout; plasma and oxy fuel optical tracer cutting; out of position brazing and oxy acetylene welding; cast iron repair; and other operations.

**Special Admissions Requirements:** None

**Program Requirements:** Students are expected to purchase their own approved safety glasses and welding gloves.

## DEGREE CONFERRED: ASSOCIATE OF APPLIED SCIENCE IN WELDING FABRICATION TECHNOLOGY

First Semester	Sem. Hrs.
WEL 101 Welding I .....	2
WEL 102 Welding II .....	4
WEL 120 Blueprint Reading for Welders .....	2
Required Mathematics Course* .....	3
Required Communications Course* .....	3
	<b>Total 14</b>

Second Semester	Sem. Hrs.
WEL 112 Applied Welding Theory .....	3
WEL 113 Welding Power Sources & Set-up .....	3
IMT 112 Metrology-The Study of Measurement .....	3
Industrial Technology Electives .....	3
Required Communications Course* .....	3
	<b>Total 15</b>

Third Semester	Sem. Hrs.
WEL 208 Welding III .....	4
WEL 221 Advanced Blueprint Reading for Welders .....	2
IMT 103 Industrial Manufacturing Tech. I .....	3
WEL 215 Advanced Welding Techniques .....	4
Required Social or Behavioral Science Course* .....	3
	<b>Total 16</b>

Fourth Semester	Sem. Hrs.
WEL 210 Welding IV .....	4
WEL 211 TIG Welding Techniques or WEL 212 MIG Welding Techniques .....	4
WEL 214 Cutting Processes .....	2
IMT 112 Metallurgy-The Study of Steel .....	2
Required Liberal Education Course* .....	3
	<b>Total 15</b>

\*See p. 21

## CERTIFICATE CONFERRED: VOCATIONAL SPECIALIST IN WELDING

First Semester	Sem. Hrs.
WEL 101 Welding I .....	2
IMT 103 Industrial Manufacturing Tech. I .....	3
Required Mathematics Course* .....	3
	<b>Total 8</b>

Second Semester	Sem. Hrs.
WEL 102 Welding II .....	4
Industrial Technology Elective .....	3
IMT 212 Metallurgy-The Study of Steel .....	2
	<b>Total 9</b>

Third Semester	Sem. Hrs.
WEL 208 Welding III .....	4
WEL 120 Blueprint Reading for Welders .....	2
Required Communications Course* .....	3
	<b>Total 9</b>

Fourth Semester	Sem. Hrs.
WEL 210 Welding IV .....	4
Industrial Technology Elective .....	3
	<b>Total 7</b>

\*See p. 22

## Industrial Technology Electives

The student may choose an elective from any of the areas below as long as certificate requirements are met (See p. 22).

ART 103 Sculpture I .....	3
ART 104 Sculpture II .....	3
AUT 151 Automotive Engine Service and Repair .....	7
AUT 152 Intro to Auto Operation and Maint. ....	2
BUS 100 Introduction to Business .....	3
CAD 101 Introduction to Engineering Design .....	4
CAD 105 Pro/ENGINEER Basic Design Training .....	3
CAD 108 Introduction to Micro-CAD AutoCAD .....	3
FSS 101 Introduction to Fire Science .....	3
HAC 101 Air Conditioning & Refrigeration .....	3
HAC 109 Basic Sheet Metal .....	3
HAC 114 Basic Electricity and HVACR Controls .....	3
IMT 106 Mathematics for Machinists .....	5
IMT 111 Technical Mathematics II .....	4
MMT101 Principles of Management .....	3
MTH 109 Technical Mathematics II .....	4
MTH 112 College Algebra .....	4
WEL 211 TIG Welding Techniques .....	4
WEL 212 MIG Welding Techniques .....	4

## CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN WELDING

	Sem. Hrs.
WEL 101 Welding I .....	2
WEL 102 Welding II .....	4
IMT 212 Metallurgy-The Study of Steel .....	2
WEL 208 Welding III .....	4
WEL 120 Blueprint Reading for Welders .....	2
WEL 218 Arc Welder Qualification or WEL 220 MIG Welder Qualification .....	2
	<b>Total 16</b>

## CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN ARC WELDING

	Sem. Hrs.
WEL 101 Welding I .....	2
WEL 102 Welding II .....	4
WEL 208 Welding III .....	4
WEL 218 Arc Welder Qualification .....	2
	<b>Total 12</b>

## CERTIFICATE CONFERRED: BASIC VOCATIONAL SPECIALIST IN MIG WELDING

	Sem. Hrs.
WEL 101 Welding I .....	2
WEL 102 Welding II .....	4
WEL 208 Welding III .....	4
WEL 220 MIG Welder Qualification .....	2
	<b>Total 12</b>

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