COURSE DESCRIPTIONS
Course Delivery Options

Students at ECC have options to learn in ways that are different from the traditional face-to-face classroom setting where student and instructor meet in the same physical location at a scheduled time each week. Specific classes offered in a nontraditional format may vary by semester. To see current classes, look for the following types of courses in a hard copy credit class schedules or the college Web site at elgin.edu.

**Online Classes**
These courses are delivered through the Internet and accessed when you have the time – whether that is 9 a.m. or 9 p.m. makes no difference. Like traditional classes, online classes are 16 weeks long and feature interactivity, homework, discussion, group work, quizzes and exams. But instead of learning face-to-face, students complete their assignments and interact with their instructor and classmates via email or online discussion groups.

Online courses are recommended for self-motivated learners with excellent reading skills who possess basic computer knowledge and can follow direction.

**Telecourses**
Students watch videos, use a textbook, study guide, complete assignments and take exams when enrolled in these courses. Telecourses are more flexible than most online classes because you work independently. But they are not easier than campus-delivered versions of the same courses and, in fact, are harder because you are working solely on your own.

Students who tend to procrastinate in any way should not take telecourses. However, they are a good choice for self-disciplined students who cannot attend regularly scheduled classes on campus.

**Hybrid Classes**
Combining traditional classroom instruction with online instruction, these classes allow students to meet on-campus with a teacher and other students for one class session and then meet online the next class session. They are ideal for reducing classroom time and commutes to campus. By taking several hybrid classes during the same semester, students may need to be on campus only one or two days a week.

**Virtual Classes**
Students in virtual classes may collaborate, exchange ideas and learn in a virtual, 3-D environment from home, the library, computer lab or anywhere they place their computer. Classes meet in real-time and instructors provide course content through voice communication software, the Internet, multimedia resources and computer-related applications.

Virtual courses are recommended for self-motivated learners with excellent reading skills who possess basic computer knowledge and can follow direction.

**Learning Communities**
Students registering for learning communities enroll in a grouping of two to three classes that are linked around a common theme or fulfill a specific need, such as first-time students or students interested in a particular major. Research shows that students taking courses together improves their grades, fosters a supportive environment and builds stronger bonds with the instructor and other students.
Glossary of Terms

Chargeback  See pg. 81

Class Hour  The number of hours per week that a student spends in class, (lecture time, lab time, or both). Class hours are the last two numbers that appear with the course title in the course description section of this catalog. The first of these two numbers is lecture hours, the second is lab hours. The actual time of day a course will be offered is shown in the class schedule publication or on the Web site (www.elgin.edu/access).  

Concurrent Enrollment  A condition of enrollment stated in a course prerequisite which allows a student to enroll in a course and its prerequisite(s) at the same time.  

Consent of Instructor  A condition of enrollment stated in a prerequisite which allows a student to obtain written permission from an instructor to take the course. If the prerequisite is a course which is also required in a particular curriculum, the student must either take a proficiency test for the prerequisite (if available) or substitute another course. Credits are not granted for waived courses.  

Course  A body of information taught in a particular subject. ECC courses are identified with a course prefix, course number and course title. An explanation of each course is in the course description section of this catalog.  

Course Code  A number which appears at the end of every course description in the catalog and which designates the program category in which the state of Illinois has approved the course. See the course description section of this catalog for details.  

Course Description  An explanation of the content of a course. Descriptions for every credit course offered by the college appear alphabetically in the course description section of this catalog.  

Course Number  A three-digit number which follows the course prefix. Course numbers between 100 and 199 are generally considered freshman level. Courses numbered between 200 and 299 are generally considered sophomore level. Courses numbered below 100 are remedial or developmental and cannot be used to fulfill graduation requirements for any associate degree and are not transferable to four-year schools.  

Course Prefix  A three-letter code which identifies the department in which a course is taught, e.g., ENG English, WEL welding, GRD graphic design.  

Course Section Number  A number used in college class schedules which indicates the different days, times, locations, instructors and starting dates that a course will be offered in a particular semester. Most courses have more than one section, but, students may register for only one.  

Course Title  The official name of a course.  

Course Waiver  See Consent of Instructor.  

Credit Hour  A standardized unit of academic measurement assigned to every course offered by the college. Credit hours are shown immediately after the course title in both this catalog and class schedules. ECC credit hours are semester hours. Other colleges may use quarter hours or units. Contact the ECC Records Office for credit hour conversion. For the number of credit hours required for degrees and certificates, see pgs. 21 –26 and 28 and 29.  

Elective  A course, in the selection of which, the student has some choice. The amount of choice depends upon the type of elective. A general elective is any course offered by the college which meets the minimum criteria for graduation. A recommended elective is chosen from a list of suggested courses. A required elective is chosen from a list of mandatory courses. A subject elective is chosen from any course in a given department, discipline or program.  

Independent Study  Students have the opportunity to turn their special interests into college credit through Independent Study projects. Students may apply up to six hours of Independent Study credit toward any associate degree. Interested students must talk with the appropriate instructional dean to complete a project authorization form. Ultimate authorization for a project rests with the dean and the faculty member who coordinate the project with the student. The student must bring the authorization form with him/her to register. Students working on Independent Study projects meet at least weekly with their project coordinator. Projects must be completed within the framework of the college’s 16-week academic semester.  

Laboratory Section  Courses which include time in the laboratory sometime have separate sections for lecture and lab. Lab sections are always identified with a number and letter. Students must register for a lab section which has the same number as the lecture section.  

Pass/No Credit Courses  Students may choose to take some designated credit courses as pass/no credit or earn regular letter grades of A-F. Students who opt for pass/no credit registration earn credit for the course if they complete it with a C or better. If not, they receive no credit. Either way, pass/no credit carries no grade value and does not affect a student’s grade point average or their academic standing. Registration for pass/no credit classes must be made in person only at the time of registration or up to 10 days after at the Registration Center.  

Prerequisite  A course requirement which must be met prior to enrollment. Students not meeting prerequisites may be dropped from class by the college.  

Semester  The period of time during which the college offers courses. The actual number of weeks required to complete a course in a given semester will vary and is designated in class schedules. See a current academic calendar at elgin.edu/calendar for semester starting and ending dates.  

Variable Entry-Exit Course  A course which does not have pre-determined starting and ending dates. Students may begin these courses anytime and study at their own pace.
### Explanation of Course Title

<table>
<thead>
<tr>
<th>Course prefix</th>
<th>Course number</th>
<th>Course Title</th>
<th>Semester hours of credit</th>
<th>Hours of lecture per week</th>
<th>Hours of lab per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC</td>
<td>100</td>
<td>Introductory Accounting I</td>
<td>(3)</td>
<td>(3, 0)</td>
<td></td>
</tr>
</tbody>
</table>

The number codes that appear at the end of each course description have the following meaning. Consult an ECC counselor for more information.

**1.1 - Transfer course**

**1.2 - Career & Technical Education - not intended for transfer; however, some courses may transfer.**

**1.4, 1.5, 1.6, 1.7, 1.8 - Developmental or general studies credit - not intended for transfer and not applicable to any degree.**

The semester(s) in which a course is generally offered are designated at the end of each course description to help students plan their schedule of classes. Fall, Spring, Summer and On Demand may be designated.

The college reserves the right to cancel classes which do not meet minimum enrollment standards or due to other unforeseen circumstances such as inclement weather.

Students may enroll in any course as long as individual course prerequisites and/or placement procedures are met. If, due to low enrollment, a particular course is not offered, an appropriate course substitution may sometimes be recommended by the instructional dean so that a student can complete his/her degree or certificate on time.

The ECC/IAI explanation at the end of some of the course descriptions means the course has been approved as meeting a specific general education core requirement or major recommendation for transfer and has been assigned a statewide IAI (Illinois Articulation Initiative) number.

**EXAMPLE: ART 115, Art Appreciation – “Fulfills the ECC/IAI General Education/Fine Arts requirement. IAI course number: F2 900”**

**EXAMPLE: BIO 113, Molecular & Cellular Biology – Recommended as a foundation course for a Biology Major. IAI course code: “BIO 910.”**

It is advisable that a student see an ECC counselor for further information concerning these recommendations.

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### NOTES:

- Course outlines for classes shown in this section of the catalog are available upon request in the Counseling and Transfer Center and Renner Learning Resources Center (library) on the Main Campus. A specific plan/syllabus for each course in this section is also available upon request from the office of the appropriate instructional dean. Deans’ offices are located on the Main Campus with the exception of the dean of adult education and English as a second language who is located at Fountain Square Campus.

- Requirements for ECC degrees and certificates are listed on pages 22-26 and 28-29. How courses shown in this section apply to the Associate in Arts, Associate in Science, Associate in Fine Arts, Associate in Engineering Science, and Associate of Applied Science degrees is stated under each department heading on the following pages. Students pursuing the Associate in Liberal Studies degree or those who have questions about its requirements should see an ECC counselor.

- The requirements for the Associate in Fine Arts degrees and Associate in Engineering Science degree are very prescribed and any deviation from the requirements should be approved by an ECC counselor on a course by course basis.

- Students intending to transfer to another college or university upon graduation from ECC are urged to consult an ECC counselor regarding the selection of courses.

- Specific course requirements for every career/technical education program offered by ECC are listed in the degree programs and certificate section of this catalog, pp. 30-77.

- Students looking for developmental studies, adult basic education, GED and English as a second language should review pgs. 175-179.

- Non-credit courses are not shown in this catalog. Refer instead to a current non-credit class schedule or go to the college’s website elgin.edu/noncredit.
ACCOUNTING

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

ACC 100 Introductory Accounting I (3) (3, 0)
Prerequisite: None
Recommended BUS 120
The first semester of fundamental financial accounting. Emphasis is on procedural aspects of financial accounting for the single proprietorship. Accrual basis is utilized. Entire accounting cycle is covered for both service and merchandising businesses, including adjustments, preparation of financial statements, and closing procedures. Also included are reconciliation of bank statements and petty cash. (1.2) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Available

ACC 101 Financial Accounting (4) (4, 0)
Prerequisite: Grade of C or better in BUS 120 or MTH 125 or MTH 112 or concurrent enrollment in BUS 120 or MTH 125 or MTH 112
Recommended: ACC 100 or previous course in bookkeeping strongly recommended; BUS 100 or BEC 102 recommended
Foundation course required for further study of accounting. Principles and concepts of fundamental financial accounting are emphasized and procedures are de-emphasized. Topics include transaction analysis, development of financial reports, the accounting cycle, promissory notes, inventory costing, depreciation methods, corporation equity concepts, bonds payable, and present value. (1.1) Fall, Spring, Summer
IAI Major: BUS904
Proficiency Credit Available
Pass/No Credit Available

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

ACC 105 Managerial Accounting (4) (4, 0)
Prerequisite: ACC 101
The second semester foundation course required for further study in accounting. Managerial accounting topics include the Statement of Cash Flows, cost behavior analysis and use, job-order costing, process costing, cost-volume-profit relationships, contribution approach to costing, budgeting, standard costs, JIT/FMS performance measures, relevant costs for decision making, and capital budgeting. (1.1) Fall, Spring, Summer
IAI Major: BUS904
Proficiency Credit Available
Pass/No Credit Not Available

ACC 106 Cost Accounting (3) (3, 0)
Prerequisite: ACC 105
Fundamentals of cost accounting, covering job order, process and estimated cost development and procedures. Emphasizes current practices in cost control through reports to management, applied to business establishments of relatively small and intermediate size. (1.1) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

ACC 108 Intermediate Accounting I (3) (3, 0)
Prerequisite: ACC 105
Provides review of the accounting cycle and discussion of the environment and conceptual framework underlying financial accounting. Deals in depth with income statement and balance sheet content, classification, disclosures and interpretation. Includes reports to management, applied to business establishments of relatively small and intermediate size. (1.1) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

ACC 109 Intermediate Accounting II (3) (3, 0)
Prerequisite: ACC 108
Continuation of intermediate financial accounting. Includes in-depth study of leases, plant and equipment, depreciation, intangible assets, current liabilities, pensions, bases of revenue recognition, and accounting for income taxes. Stresses authoritative pronouncements of APB and FASB. (1.1) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

ACC 110 Intermediate Accounting III (3) (3, 0)
Prerequisite: ACC 108
Coverage of following topics in intermediate financial accounting: investments, long-term liabilities, corporate stockholders equity, earnings per share, statement of changes in financial position, accounting for inflation. Stresses authoritative pronouncements of APB and FASB. (1.1) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

ACC 112 Income Tax Accounting (3) (3, 0)
Prerequisite: None
This course is of value to anyone interested in learning about income taxes, whether for personal use or as a start toward a new vocational goal. Emphasis is on federal individual income taxes. Also, some attention is given to small businesses and corporations. Topics covered include filing status, taxable income, employee business expenses, itemized deductions, profit from business or profession, capital gains and losses, tax credits, corporations, and state of Illinois income tax. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Available

ACC 130 Internship in Financial Accounting (3) (1, 10)
Prerequisite: Grade of C or better in ACC 202 and ACC 203 or ACC 101 or ACC 103 or consent of instructor
Students work for a business, government agency, or other organization approximately 10 hours per week for one semester performing financial accounting tasks. Students will keep a journal detailing work performed, write a short paper and make a presentation to a current accounting class summarizing their on-the-job experience. Course is repeatable to six credits; only three credits may apply toward a degree or certificate. (1.2) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

ACC 134 Internship in Managerial Accounting (3) (1, 10)
Prerequisite: Grade of C or better in ACC 105 and ACC 202 and ACC 203 or ACC 205 or consent of instructor
Students work for a business, government agency, or other organization approximately 10 hours per week for one semester performing managerial accounting functions. Students will keep a journal detailing work performed, and write a short paper and make a presentation summarizing their on-the-job experience to a current accounting class. Course is repeatable to six credits; only three credits may apply toward a degree or certificate. (1.2) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

ACC 138 Internship in Tax Accounting (3) (1, 10)
Prerequisite: Grade of C or better in ACC 112 and ACC 212 or consent of instructor
Students work for an accounting firm or other business approximately 10 hours per week for one semester preparing tax returns and/or working on tax-related matters. Students will keep a journal detailing work performed, and will write a short paper and make a presentation summarizing their on-the-job experience. Course is repeatable to six credits; only three credits may apply toward a degree or certificate. (1.2) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available
ACC 201 Microcomputer Applications in Financial Accounting (1) (1, 0)
Prerequisite: ACC 100 or ACC 101 or concurrent enrollment in ACC 100 or ACC 101
Recommended: OTS 100
Designed to meet today's business needs for computer applications in accounting. Instructional units are based on current software used on the IBM microcomputer. Course is repeatable to a maximum of four credits using different software. (1.2) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Available

ACC 202 Microcomputer General Ledger (1) (1, 0)
Prerequisite: ACC 100 or ACC 101 or concurrent enrollment in ACC 100 or ACC 101
Recommended: OTS 100 and CIS 141 or CIS 110
Designed to bridge the gap between the accounting classroom and current accounting practices. Involves processing business transactions using a general ledger software package. Course is repeatable to a maximum of four credits using different software. (1.2) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

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

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

ACC 206 Microcomputer Applications in Cost Accounting (1) (1, 0)
Prerequisite: ACC 106 or concurrent enrollment in ACC 106
Designed to meet today's business needs for computer applications in accounting. Microcomputer applications of selected topics included in ACC 106. These selected instructional units are based on current software used on the IBM PC: A) Lotus 1-2-3 Electronic Spreadsheet applications B) miscellaneous software as needed. Course is repeatable to a maximum of four credits using different software. (1.2) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Not Available

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

ACC 210 Microcomputer Applications in Managerial Accounting (1) (1, 0)
Prerequisite: ACC 105 or concurrent enrollment in ACC 105
Designed to meet today's business needs for computer applications in accounting. Instructional units are based on current software used on the IBM microcomputer. Course is repeatable to a maximum of four credits using different software. (1.2) Spring
Proficiency Credit Available
Pass/No Credit Available

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

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

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

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

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

ACCOUNTING–GENERAL STUDIES
The following ACC course is not intended for transfer and not applicable to any ECC degree, nor counted in the GPA.

ACC 102 Financial Accounting Review (1) (1, 0)
Prerequisite: ACC 101
A refresher course in Principles of Financial Accounting. Topics to be covered include adjusting and closing entries, accounting for bad debts, inventory cost methods, depreciation, time value of money concepts, bonds and stock. (1.6) Spring, On Demand
Proficiency Credit Not Available
Pass/No Credit Available

ADMINISTRATIVE OFFICE ASSISTANT
(See Office Administration Technology)

ADMINISTRATIVE OFFICE PROFESSIONAL
(See Office Administration Technology)

ADULT BASIC EDUCATION
(See page 173)

ADULT SECONDARY EDUCATION–GED®
(See page 174)
ANTHROPOLOGY / ARCHEOLOGY

ATR 120, 210, 220, and 250 fulfill the behavioral sciences requirement in the Associate in Arts, Associate in Science, Associate in Fine Arts and Associate in Engineering Degrees.

All ATR courses numbered 100 and above may be used to fulfill the behavioral science requirements for the Associate in Liberal Studies and Associate of Applied Science Degrees.

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

Selected archeology classes and archeological digs are sponsored in cooperation with Midwest Archeological Services.

ATR 120 Introduction to Anthropology (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score
This course introduces the student to the four subfields of anthropology: biological (physical) anthropology, cultural anthropology, archeology and anthropological linguistics. The fundamental theme uniting the subfields is the search for understanding human diversity and the central role that culture plays in human society. The relationship between human biology and human culture is explored, as well as the variation that exists in human societies of all types. Major topics are: evolution of modern humans, our ecological adaptations, social organization and global relationships. (1.1) Fall, Spring, Summer IAI General Education: S1 900N Proficiency Credit Available Pass/No Credit Not Available

ATR 170 Archeology of the Midwest (3) (3, 0)
Prerequisite: None
This course will examine the development of human culture in the Midwest U.S., primarily Illinois. There is strong evidence that people have lived in this area for at least the last 10,000 years. During this period, man's culture has changed greatly in terms of subsistence activity, social organization, settlement pattern and population size. This course will examine in detail the major archeological periods of Midwest prehistory and will discuss a wealth of archeological information about man's past and why this understanding is important to us today. (1.1) Summer, On Demand Proficiency Credit Not Available Pass/No Credit Not Available

ATR 180 Laboratory Methods in Archeology (3) (3, 0)
Prerequisite: Concurrent enrollment in ATR 231 required
In this class, students will be introduced to the post-excavation phases of archeological research. Classes of artifacts and debris will be discussed. Methods and theories concerning their analysis will be examined in an historical perspective. In addition, students will be given the opportunity to work with actual material from archeological sites and to take it through all stages of laboratory examination from curation to description. (1.1) Summer, On Demand Proficiency Credit Not Available Pass/No Credit Not Available

ATR 210 General Prehistoric Archeology (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score
An in-depth exposure to the concepts, principles, and methods employed by archeologists and cultural anthropologists in the reconstruction of culture history and prehistory. Illustrations from world prehistory will be used to establish familiarity with sequences of cultural development that have been learned through archeological analysis. (1.1) Fall, On Demand IAI General Education: S1 903 Proficiency Credit Not Available Pass/No Credit Not Available

ATR 220 Cultural Anthropology (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score
This course introduces students to the diversity of human culture and presents a framework for understanding its differences. Culture, as the adaptive mechanism which provides for survival of the human species, is presented as an ever-changing expression of human values, behavior and social organization. (1.1) Fall, Spring, Summer IAI General Education: S1 901N Proficiency Credit Not Available Pass/No Credit Not Available

ATR 230 Field Archeology-Prehistoric (3) (3, 0)
Prerequisite: None
Recommended: ATR 120
The course will introduce students to methods of archeological excavation and survey of prehistoric sites, through lecture and actual field participation. In the early part of the course, lecture will predominate while during the balance of the course, most time will be spent on learning techniques of site survey and excavation procedures. (1.1) Summer, On Demand Proficiency Credit Not Available Pass/No Credit Not Available

ATR 231 Field Archeology-Historic (3) (3, 0)
Prerequisite: Concurrent enrollment in ATR 180 required
Recommended: ATR 120
The course will introduce students to methods of archeological excavation and survey of historic sites, through lecture and actual field participation. In the early part of the course, lecture will predominate while during the balance of the course, most time will be spent on learning techniques of site survey and excavation procedures. (1.1) Summer, On Demand Proficiency Credit Not Available Pass/No Credit Not Available

ATR 240 Topics in Anthropology (3) (3, 0)
Prerequisite: ATR 120 or consent of instructor
This course is designed to accommodate a wide range of special topics in anthropology. Course topics will focus on specific geographical areas, theoretical scopes, thematic concentrations and/or specific problems in archeology, cultural anthropology or biological anthropology and develop them in greater detail than would be possible as part of other courses. Repeatable to 12 credits. (1.1) Summer, On Demand Proficiency Credit Not Available Pass/No Credit Not Available

ATR 250 Human Evolution (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score
An introduction to the field of biological (physical) anthropology concentrating on the origin of modern humans from earlier members of the primate order. Topics include: history of evolutionary thought; basic principles of genetics, the theory of natural selection as a mechanism for evolution, the evolution of primates and modern primate diversity, ecological adaptations of human ancestors, the fossil and molecular (genetic) evidence for models of human evolution, and modern human variation. (1.1) Fall, Spring, Summer IAI General Education: S1 902 Proficiency Credit Available Pass/No Credit Not Available
APPLIED PHYSICAL SCIENCE
(See also Astronomy, Biology, Chemistry, Geology, and Physics.)

APS 111 and APS 211 fulfills both the physical sciences requirement and the lab science requirement for the Associate in Arts, Associate in Science and Associate in Fine Arts Degrees.

APS 111 and 211 may be used to fulfill the lab science requirement for the Associate in Liberal Studies Degrees.

All APS and SCI courses numbered 100 and above may be used to fulfill the math/science requirement for the Associate of Applied Science Degree.

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

APS 111 Applied Physical Science (4)  (3, 2)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score. Math: Grade of C or better in MTH 098, an ACT Math score of 23, or an appropriate placement score.
General course dealing with fundamentals of physical science using lectures, demonstrations and laboratory exercises. Emphasis is on physics and chemistry, and earth science that relate to everyday life and current events/issues. (1.1) Fall, Spring
IAI General Education: P1 905L
Proficiency Credit Available
Pass/No Credit Available

APS 211 Earth Science (4)  (3, 2)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
A holistic physical science approach to the study of earth science using basic chemical and physical science principles. The course will be a nonquantitative survey of astronomy, oceanography, meteorology and geology. (1.1) On Demand
IAI General Education: P1 905L
Proficiency Credit Not Available
Pass/No Credit Not Available

SCI 290 Physical Science: Special Topics  (Variable Credit 1-3)  (0-3, 0-5)
Prerequisite: None
Designed to satisfy specific needs of students and the community. The following guidelines are to be used in selecting topics: 1) adequate and available materials on special topics and 2) course will increase skills and knowledge of physical science (chemistry, physics, geology, and physical geography.) (1.1) On Demand
Proficiency Credit Available
Pass/No Credit Available

ARC WELDING
(See Welding)

ART

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

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

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

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

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

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

ADVANCED ART PLACEMENT

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

ART 101 Drawing I (3)  (0, 6)
Prerequisite: None
An introduction to the fundamental concepts and techniques of drawing using a variety of black and white media. Includes drawing from observation and invention leading to an interpretation and evaluative approach to drawing. Emphasis on descriptive drawing techniques from geometric and organic objects. Course includes vocabulary development critical analysis activities, and reference to historic models of drawing. (1.1) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Available

ART 102 Drawing II (3)  (0, 6)
Prerequisite: Grade of C or better in ART 101 or consent of instructor
This course builds on and refines the experiences of Drawing I focusing on a variety of color media. Emphasis is on invention and formal concerns. Exploration into abstraction, non-objection and fabricated image making are covered in this class. Course includes vocabulary development, critical analysis activities, and reference to historic models of drawing. (1.1) Fall, Spring
Proficiency Credit Available
Pass/No Credit Available

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

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

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

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

ART 107 Painting I (3)  (0, 6)
Prerequisite: None
This course is an introduction to the basic painting techniques and color principles applied to the exploration of oil and/or acrylic painting media. (1.1) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

ART 108 Painting II (3)  (0, 6)
Prerequisite: Grade of C or better in ART 107
This course involves intermediate problems in painting with an emphasis on individual expression based on historical as well as contemporary concerns and approaches in art. (1.1) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

ART 109 Design I (3)  (0, 6)
Prerequisite: None
This course is a studio class exploring the fundamental of the formal systems and basic elements of visual organization through two-dimensional design principles and theories using a variety of media. (1.1) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Not Available
ART 110 Design II (3) (0, 6)
Prerequisite: ART 109 or consent of instructor
Emphasis is on the structure of three-dimen-
sional form and space. An introduction of
basic three-dimensional design processes and
how these relate to artist’s concepts. Three-di-
mensional design ideas will be formulated and
visualized through practice and utilization of
various media and techniques. Slide presenta-
tions, lecture demonstrations, discussions and
critiques are included. A continuation of basic
design elements and principles, as they apply
to three-dimensional form is stressed. (1.1) Fall,
Spring
Proficiency Credit Available
Pass/No Credit Not Available

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

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

ART 113 Printmaking I (3) (0, 6)
Prerequisite: None
This studio course introduces basic printmaking
processes and equipment, with equal emphasis on
concept and technique. Students are intro-
duced to a variety of print media and methods,
such as intaglio, relief, and monotype. Students
develop and understanding of the medium and
learn good studio habits; the safe and
responsive handling of tools and materials; and
the knowledge required for basic manipulation of
the processes used production of a printed image.
(1.1) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

ART 114 Printmaking II (3) (0, 6)
Prerequisite: Grade of C or better in ART 113
This course further explores intaglio and relief
printmaking, with an emphasis on color work
and strengthening printing skills. Students learn
techniques for producing color prints using
single and multiple plate processes. A balanced
outcome between technical and conceptual
development is stressed in discussion and
critiques. (1.1) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

ART 115 Art Appreciation (3) (3, 0)
Prerequisite: Reading: Grade of C or better in
RDG 091, an ACT Reading score of 18 or above,
or an appropriate placement score. Writing:
Grade of C or better in ENG 098, an ACT
English score of 20, or an appropriate place-
ment score.
Introduction to the visual arts. Designed to instill
in the student an understanding of art as an
influential force in present-day living. Emphasis
on contemporary painting, sculpture and archi-
tecture as well as environmental art. (1.1) Fall,
Spring, Summer
IAI General Education: F2 900
Proficiency Credit Available
Pass/No Credit Not Available

ART 116 Color Theory Design (3) (0, 6)
Prerequisite: ART 109 or consent of instructor
Introduction to the fundamentals of color
theory, color harmony, and the use of color as an
expressive device. (1.1) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

ART 120 Introduction to B&W Photography (3) (0, 6)
Prerequisite: None
This course is an introduction to the art and
mechanics of traditional black & white photo-
graphy. Topics will include the use of a 35mm
film SLR camera, the processing and printing of
black & white film, aesthetics, constructive
critical discussion and the exploration of visual
literacy. Over the course of the semester, the
student will explore aesthetic and conceptual
issues in the use of photography as a means of
artistic production from both historical and
contemporary models of thinking about the
medium. Emphasis will be placed on using the
photographic tools for personal expression, cul-
tural observation and developing the student’s
individual artistic voice. Students must provide
their own cameras. (1.1) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Not Available

ART 121 Color Photography (3) (0, 6)
Prerequisite: ART 120 or consent of instructor
This course is an intermediate-level photog-
raphy course and is designed to increase the
range and complexity of student’s photographic
vision. The course includes and introduction to
traditional color photographic processes,
experimental darkroom techniques, further
aesthetic and conceptual considerations, as well
as the continued development of visual literacy.
Emphasis will be placed on using the photo-
graphic tools for personal expression, cultural
observation and developing the student’s artistic
voice. Students must provide their own cam-
eras. (1.1) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Not Available

ART 125 History of Art I (3) (3, 0)
Prerequisite: Reading: Grade of C or better in
RDG 091, an ACT Reading score of 18 or above,
or an appropriate placement score. Writing:
Grade of C or better in ENG 098, an ACT
English score of 20, or an appropriate place-
ment score.
Historical analysis of painting, architecture,
sculpture and other forms of the visual arts
from prehistory to the Renaissance. (1.1) Fall,
Spring
IAI General Education: F2 901
Proficiency Credit Available
Pass/No Credit Not Available

ART 132 History of Art II (3) (3, 0)
Prerequisite: Reading: Grade of C or better in
RDG 091, an ACT Reading score of 18 or above,
or an appropriate placement score. Writing:
Grade of C or better in ENG 098, an ACT
English score of 20, or an appropriate place-
ment score.
Historical analysis of art from the Renaissance
to 1800 with major emphasis on architecture,
painting and sculpture. (1.1) Fall, Spring
IAI General Education: F2 902
Proficiency Credit Available
Pass/No Credit Not Available

ART 133 History of Art III (3) (3, 0)
Prerequisite: Reading: Grade of C or better in
RDG 091, an ACT Reading score of 18 or above,
or an appropriate placement score. Writing:
Grade of C or better in ENG 098, an ACT
English score of 20, or an appropriate place-
ment score.
Historical survey of art of the 19th and 20th
centuries with emphasis on painting, sculpture
and architecture. (1.1) Fall, Spring
IAI General Education: F2 903N
Proficiency Credit Available
Pass/No Credit Not Available

ART 151 Survey of Non-Western Art (3) (3, 0)
Prerequisite: Reading: Grade of C or better in
RDG 091, an ACT Reading score of 18 or above,
or an appropriate placement score. Writing:
Grade of C or better in ENG 098, an ACT
English score of 20, or an appropriate place-
ment score.
Survey of non-western art with emphasis on the
historical cultures of Asia, Africa, Latin American
and North America. (1.1) Fall, Spring
IAI General Education: F2 903N
Proficiency Credit Available
Pass/No Credit Not Available
ART 155 History of Photography (3)  (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
Historical survey of photography from 1839 to present, with major emphasis on the use of the medium as an art form. Examines the technical and aesthetic movement in the evolution of photography, while examining the impact of photography on culture and society. (1.1) On Demand
IAI General Education: F2 904
Proficiency Credit Available
Pass/No Credit Not Available

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

ART 201 Life Drawing (3)  (0, 6)
Prerequisite: Grade of C or better in ART 101
This course is an introduction to drawing the human figure using a variety of media. Drawings are derived from direct observation emphasizing descriptive drawing techniques of the human figure. Drawing activities should include full figure, features, and anatomical differentiation encompassing individual physiognomy. (1.1) On Demand
Proficiency Credit Available
Pass/No Credit Not Available

ART 220 Digital Manipulation (3)  (0, 6)
Prerequisite: ART 120 or consent of instructor
This course is an introduction to the use of digital manipulation in the medium of photography and will consider the impact of technology on traditional methods of making photographic images as well as the effects on contemporary culture. Topics will include scanning of photographic film, digital capture, digital image management, digital collage techniques as well as aesthetic and conceptual issues within this evolving medium. Emphasis will be placed on using the tools for personal expression, cultural observation and developing the student’s individual artistic voice. Digital cameras are available for use by the course and students may additionally elect to purchase their own digital camera. (1.1) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

ART 221 Studio and Location Lighting (3)  (0, 6)
Prerequisite: ART 120 or consent of instructor
This course is an intermediate-level college photography course designed to instruct the student in the fundamentals of controlling and modifying light. To do this, we will explore artificial lighting in a controlled studio environment as well as out on location in the world. Over the course of the semester, the student will explore aesthetic and conceptual issues in the use of artificial lighting in photography from both historical and contemporary models of thinking about the medium. Emphasis will be placed on using the photographic tools for personal expression, cultural observation and developing the student’s individual artistic voice. Students must provide their own cameras. (1.1) Spring
Proficiency Credit Available
Pass/No Credit Not Available

ART 290 Professional Practices (2)  (1, 2)
Prerequisite: None
Recommended: Student shall have completed a significant number of courses in the Art Department and is ready to build a portfolio packet for transfer, exhibition or employment opportunities.
This course will examine the preparation of a portfolio and supplementary material for the visual artist in preparation for transfer, gallery exhibitions and employment opportunities. Topics will include editing a portfolio, building a slide portfolio, creating a digital CD portfolio, resume preparation, writing an artist statement, self-promotion techniques and applying for exhibition or employment opportunities. The course will help the student best present themselves professionally, but students must come to class prepared with a significant body of coursework or visual art. (1.1) Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

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

ASTRONOMY

ATY 100 fulfills the physical sciences requirement for the Associate in Arts, Associate in Science and Associate in Fine Arts Degrees.

ATY 100 may also be used to fulfill the science requirement for the Associate in Liberal Studies Degree.

All ATY courses numbered 100 and above may also be applied to the major field and elective requirement in the Associate in Applied Science Degree.

ATY 100 Astronomy (3)  (3, 0)
Prerequisite: None
A non-math, introductory survey course related to the fundamentals of astronomy and space science. Emphasis is placed on star constellation identification, astronomical instruments and their use (practical astronomy), descriptive astronomy, elementary celestial mechanics and theoretical astronomy. (1.1) Fall, Spring
IAI General Education: P1 906
Proficiency Credit Available
Pass/No Credit Not Available

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

AUTOMOTIVE

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

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

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisite</th>
<th>Credits</th>
<th>Hours</th>
<th>Repeatable</th>
<th>Required Credits</th>
<th>Proficiency Credit Available</th>
<th>Pass/No Credit Not Available</th>
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<tbody>
<tr>
<td>AUT 151</td>
<td>Automotive Engine Service and Repair (7)</td>
<td>None</td>
<td>(5, 4)</td>
<td>(1.2) Fall</td>
<td>Only five credits may apply toward a degree or certificate.</td>
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<tr>
<td>AUT 152</td>
<td>Intro to Auto Operation and Maint. (3)</td>
<td>None</td>
<td>(2, 2)</td>
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<tr>
<td>AUT 153</td>
<td>Manual Transmissions and Drive Trains (7)</td>
<td>None</td>
<td>(5, 4)</td>
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<tr>
<td>AUT 160</td>
<td>Automotive Electricity I (6)</td>
<td>None</td>
<td>(4, 4)</td>
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<tr>
<td>AUT 163</td>
<td>Automotive Electricity II (4)</td>
<td>AUT 160 or consent of instructor</td>
<td>(2, 4)</td>
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<tr>
<td>AUT 171</td>
<td>Automotive Suspensions and Wheel Alignment (5)</td>
<td>None</td>
<td>(3, 4)</td>
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<tr>
<td>AUT 172</td>
<td>Automotive Brake Systems (5)</td>
<td>None</td>
<td>(3, 4)</td>
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<tr>
<td>AUT 180</td>
<td>Fuel and Ignition System Fundamentals (7)</td>
<td>AUT 160 or consent of instructor</td>
<td>(5, 4)</td>
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<tr>
<td>AUT 253</td>
<td>Automatic Transmissions (5)</td>
<td>None</td>
<td>(3, 4)</td>
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<tr>
<td>AUT 271</td>
<td>Diagnostics and Engine Performance (7)</td>
<td>AUT 160 and AUT 180 or consent of instructor</td>
<td>(5, 4)</td>
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<tr>
<td>AUT 290</td>
<td>Auto Heating and Air Conditioning (5)</td>
<td>None</td>
<td>(3, 4)</td>
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</tbody>
</table>

**Systems included are the engine, cooling, lubrication, steering, suspension, brake, electrical, ignition, fuel and basic computer control. Preventive maintenance is stressed in each unit of instruction. Students desiring to perform inspection and maintenance on the vehicles of their choice are encouraged to have a basic set of tools available to them.**

(1.2) Fall, Spring, Summer

**Prerequisite:** None

**Course Description:** A comprehensive course to provide knowledge in the operation and repair of the automotive engine. Classroom and hands-on experiences combine to provide skills in all areas of engine service, including engine disassembly, inspection, measurement, and reassembly. Training is also provided on machining practices common to the automotive engine. Topics include cylinder head valve guide and seat, piston and cylinder service, crack detection and cleaning practices. Repeatable to 14 credits; only seven credits may apply toward a degree or certificate. (1.2) Fall

**Pass/No Credit Available**

**Proficiency Credit Available**

**AUT 152 Intro to Auto Operation and Maint. (3)**

**Prerequisite:** None

**Course Description:** This course is designed to provide students an introduction to the operation and basic maintenance of the automobile. It requires no previous automotive experience or training, only a desire to learn more about how your car operates and what type of maintenance will help provide it a longer life with minimal problems. The parts and operation of each of the following systems will be discussed followed by hands-on lab activities reinforcing the inspection and basic maintenance each area requires.

An introduction is placed on torque converters, transmission, rear-wheel drive automatic transmissions. Included are units on torque converters, transmission maintenance, basic overhaul, removal and installation. Disassembly and basic overhaul techniques are practiced on selected models of transmissions. Repeatable to 10 credits; only five credits may apply toward a degree or certificate. (1.2) Fall

**Pass/No Credit Not Available**

**Proficiency Credit Available**

**AUT 153 Manual Transmissions and Drive Trains (7)**

**Prerequisite:** None

**Course Description:** Lab work and lecture combine to present service skills in the repair of manual transmissions and drivetrain components. Instruction includes servicing clutches, front-wheel drive manual transaxles, driveshafts, rear-wheel drive manual transmissions and axle assemblies. Repeatable to 14 credits; only seven credits may apply toward a degree or certificate. (1.2) Fall

**Pass/No Credit Available**

**Proficiency Credit Available**

**AUT 160 Automotive Electricity I (6)**

**Prerequisite:** None

**Course Description:** A course that will help unravel the mysteries that seem to surround electricity. Hands on experience, demonstrations, and lecture are utilized to explore and understand electricity and electronics as they apply to the automobile. A working knowledge of basic electrical theory, electrical circuitry, wiring diagrams, electronics, and an understanding of automotive computer operation can be gained through this course.

Use of test equipment, automobile body circuit, and accessory diagnosis are stressed. Repeatable to 12 credits; only six credits may apply toward a degree or certificate. (1.2) Spring

**Pass/No Credit Not Available**

**Proficiency Credit Available**

**AUT 163 Automotive Electricity II (4)**

**Prerequisite:** AUT 160 or consent of instructor

**Course Description:** An operation, diagnosis, and service approach is taken to provide knowledge of automotive batteries, starting, and charging systems. In-depth understanding of these systems can be gained from exposure to a wide variety of current test equipment and service techniques. Hands-on testing and repair is emphasized in the service of charging and starting systems. Repeatable to eight credits; only four credits may apply toward a degree or certificate. (1.2) Spring

**Pass/No Credit Not Available**

**Proficiency Credit Available**

**AUT 171 Automotive Suspensions and Wheel Alignment (5)**

**Prerequisite:** None

**Course Description:** A comprehensive course providing service skills involving automotive suspension and steering systems. Shop exercises and lecture combine to provide knowledge regarding service procedures on front and rear suspension systems, wheels and tires, wheel balance, steering systems, and four-wheel alignment. Included is information on MacPherson struts, rack and pinion steering, and rear wheel alignment. Repeatable to 10 credits; only five credits may apply toward a degree or certificate. (1.2) Fall

**Pass/No Credit Available**

**Proficiency Credit Available**

**AUT 172 Automotive Brake Systems (5)**

**Prerequisite:** None

**Course Description:** A service-oriented course that will provide experiences in all areas of brake repair. Topics will include drum brakes, front and rear disc brakes, hydraulic system service, machining drums and rotors, and anti-lock brake systems. An emphasis is placed on hands-on experience. Repeatable to 10 credits; only five credits may apply toward a degree or certificate. (1.2) Fall

**Pass/No Credit Not Available**

**Proficiency Credit Available**

**AUT 180 Fuel and Ignition System Fundamentals (7)**

**Prerequisite:** AUT 160 or consent of instructor

**Course Description:** An introductory course that will provide knowledge and service skills involving fuel and ignition systems. Included is instruction on fuel injection, infrared exhaust emission testing, electronic ignition systems, diagnostic engine analyzers, basic computer controls and an introduction to OBD II. Basic fuel injection service, oscilloscope testing, and ignition service will be part of the lab experiences. Repeatable to 14 credits; only seven credits may apply toward a degree or certificate. (1.2) Spring

**Pass/No Credit Available**

**Proficiency Credit Available**

**AUT 253 Automatic Transmissions (5)**

**Prerequisite:** None

**Course Description:** An introductory course that covers the operation, service and troubleshooting of front and rear-wheel drive automatic transmissions. Included are units on torque converters, transmission maintenance, basic overhaul, removal and installation. Disassembly and basic overhaul techniques are practiced on selected models of transmissions. Repeatable to 10 credits; only five credits may apply toward a degree or certificate. (1.2) Fall

**Pass/No Credit Not Available**

**Proficiency Credit Available**

**AUT 271 Diagnostics and Engine Performance (7)**

**Prerequisite:** AUT 160 and AUT 180 or consent of instructor

**Course Description:** A continuation of AUT 180, this course provides and integration of fuel and ignition systems to provide an advanced understanding of operation and service. Diagnosis of fuel injection, computer-controlled DI, EI, CNP and COP ignition systems, and computerized engine controls is included. Emphasis is placed on operation and diagnosis of on-board computers as they relate to engine performance. OBD II and EPA vehicle testing and failure analysis is included along with advanced scan tool diagnosis. Repeatable to 14 credits; only seven credits may apply toward a degree or certificate. (1.2) Spring

**Pass/No Credit Available**

**Proficiency Credit Available**

**AUT 290 Auto Heating and Air Conditioning (5)**

**Prerequisite:** None

**Course Description:** A lecture/lab approach provides a working knowledge of the automotive cooling, heating, and air conditioning systems. Hands-on experiences reinforce an understanding of system operation, diagnostic procedures, and service. Air conditioning system performance testing, evacuation, and recharging is emphasized. Repeatable to 10 credits; only five semester hours may apply toward a degree or certificate. (1.2) Spring

**Pass/No Credit Available**

**Proficiency Credit Available**
Course Descriptions

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

AVIATION/GENERAL STUDIES

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

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

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

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

AVIATION PROFESSIONAL PILOT

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

ATP 102 Professional Pilot Instrument Rating (5) (3, 4)
Prerequisite: ATP 101 or private pilot rating
The Professional Pilot Instrument Rating course is designed to fulfill the requirements of the Federal Aviation Regulations for the instrument rating (airplane). This training program contains both a flight training syllabus and a ground training syllabus. The flight training syllabus provides at least 35 hours of flight training, consisting of 25 hours of dual instruction and 50 hours of solo flight. During this flight instruction, the student will receive the required cross-country flight training, pre-flight, departure, enroute, and arrival procedures, and stage and final tests. The ground training syllabus consists of 50 hours of ground training to include block tests and final examination. Since the syllabus is designed to meet all of the requirements of the Federal Aviation Regulations, the student is assured the best training possible. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

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

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

ATP 203 Pilot Advanced Equipment and Navigation (3) (2, 2)
Prerequisite: ATP 101 or private pilot rating
This course provides the professional student pilot with the theory, process, and operation of using advanced equipment and advanced systems that would be found within typical commercial flight operations. The student will also complete, or have completed, 50 hours of advanced cross-country flight work beyond their private pilot’s rating. (1.2) On Demand
Proficiency Credit Available
Pass/No Credit Not Available

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Course Descriptions

ATP 216 Certified Flight Instructor
(CFIA) (3) (2, 2)
Prerequisite: ATP 101, ATP 102 and ATP 201
The Certified Flight Instructor course is designed to fulfill the requirements of the Federal Aviation Regulations for the basic instructor course. This training program contains both a flight training syllabus and a ground training syllabus. The flight training syllabus for the basic instructor has ten hours of flight training on analysis of maneuvers, ten hours of practice instruction, and three hours of progress checks. During this flight instruction, the student will learn the analysis and performance of all the maneuvers required for private and commercial pilot certification from the right seat of the training airplane. Appropriate maneuvers and procedures will be practiced using visual and instrument references as indicated in the lesson content. The ground training syllabus consists of 32 hours of ground training to include briefing sessions, class discussions, practice ground instruction, stage and final exams, and exam debriefings. Since the syllabus is designed to meet all of the requirements of the Federal Aviation Regulations, the student is assured the best training possible. (1.2) On Demand Proficiency Credit Available Pass/No Credit Not Available

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

ATP 218 Flight Instructor Multi-Engine
(CFIMEL) (3) (2, 2)
Prerequisite: ATP 101, ATP 102, ATP 201 & ATP 202
The Professional Multi-Engine Flight Instructor Pilot Training course is designed to fulfill the requirements of the Federal Aviation Regulations for the Multi-Engine Instructor course. This training program contains both a flight training syllabus and a ground training syllabus. The flight training syllabus for the CFIMEL has ten hours of flight training on analysis of maneuvers, ten hours of practice instruction, and three hours of progress checks. During this flight instruction, the student will learn the multi-engine performance of all the maneuvers required for private and commercial pilot certification from the right seat of the multi-engine training airplane. Appropriate maneuvers and procedures will be practiced using visual and instrument references as indicated in the lesson content. The ground training syllabus consists of 32 hours of ground training to include briefing sessions, class discussions, practice ground instruction, stage and final exams, and exam debriefings. Since the syllabus is designed to meet all of the requirements of the Federal Aviation Regulations, the student is assured the best training possible. (1.2) On Demand Proficiency Credit Available Pass/No Credit Not Available

BAKING ASSISTANT
(See Culinary Arts and Hospitality Institute of Elgin)

BANKING-GENERAL STUDIES

MMB courses are not intended to transfer and are not applicable to any ECC degree nor are they counted in the GPA.

MMB 170 Principles of Bank Operations (3) (3, 0)
Prerequisite: None
An explanation of the fundamentals of banking giving an overview of the underlying reason for the existence of banking as an industry. The emphasis of the course is placed on the what and why of the fundamentals; the how is only used as exemplification. (1.6) On Demand Proficiency Credit Available Pass/No Credit Not Available

BASIC NURSE ASSISTANT
(See Nursing)

BEHAVIORAL SCIENCES
(See Anthropology/Archeology, Psychology and Sociology)

BIOLOGY

BIO 115 and 150 fulfill both the life sciences requirement and the lab science requirement for the Associate in Arts, Associate in Science and Associate in Fine Arts Degrees.

BIO 110 and 113 fulfill the life sciences requirement and the lab science requirement for the A.A., A.S., and the A.F.A. Degrees; however, only one of these courses can count as general education.

BIO 105 fulfills the life sciences requirement for the AA, AS, and AFA Degrees.

All BIO courses numbered 100 and above, except BIO 101, fulfill the science requirement in the Associate in Liberal Studies Degree.

All BIO courses numbered 100 and above fulfill the math/science requirement for the Associate of Applied Science Degree.

All BIO courses may also be applied to the major field and elective requirement in the A.A. and A.S. Degrees.

ADVANCED BIOLOGY PLACEMENT
Based on the score received on the Advanced Placement (AP) Examination in Biology, credit may be granted for BIO 110 (AP, 4).

BIO 101 Nutrition for Today (3) (3, 0)
Prerequisite: None
Emphasis is placed on the fundamental concepts of nutrition and their relationship to current nutritional concerns, inclusive of chronic diseases. Nutrients are studied including: how they function, molecular structure, metabolism, sources, human requirements, and effects of excesses and deficiencies. Topics also include U.S. and global guidelines, nutrition research, food labeling, digestion, energy metabolism and balance, life cycle nutrition, and food safety. The course includes a computerized nutrient analysis of the students’ diet and may include other appropriate assignments, instructor specific, to capstone their nutrition experience. (1.1) Fall, Spring, Summer Proficiency Credit Not Available Pass/No Credit Available

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

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

BIO 113 Molecular and Cellular Biology (4) (3, 2)  
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.  
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.  
Math: Grade of C or better in MTH 112, or an appropriate placement score.  
This is the first part of a two-semester biology sequence and includes an introduction to: general chemistry; biochemistry; cellular structure, function and processes; molecular genetics and biotechnology. (1.1) Fall, Spring  
IAI General Education: L1 900L  
IAI Major: BIO100  
Proficiency Credit Not Available  
Pass/No Credit Not Available

BIO 114 Organismal Bio, Evolution, Ecology (4) (3, 2)  
Prerequisite: Grade of C or better in BIO 113  
This is the second part of a two-semester biology sequence and includes an introduction to: structure and function of major groups of microorganisms, fungi, animals, and plants with an emphasis placed on mammalian tissues and systems, ecological principles, and evolutionary processes and relationships. (1.1) Spring  
IAI Major: BIO100  
Proficiency Credit Not Available  
Pass/No Credit Not Available

BIO 115 Environmental Biology (4) (3, 2)  
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.  
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.  
Math: Grade of C or better in MTH 098, an ACT Math score of 23, or an appropriate placement score.  
Examines ecological principles in relation to environmental problems. Emphasizes current environmental issues, human impact on earth’s resources and possible solutions and courses of actions. Laboratory work includes indoor and outdoor activities and off-campus field trips. Students may not receive credit for both BIO 105 and BIO 115. (1.1) Fall, Summer  
IAI General Education: L1 900L  
Proficiency Credit Not Available  
Pass/No Credit Not Available

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

BIO 234 Special Topics in Biology (1) (1, 0)  
Prerequisite: BIO 105 or BIO 110 or BIO 113 or BIO 115 or consent of instructor  
Designed to satisfy specific needs or interests of students and the community. The student should identify or obtain a special study topic and request approval/direction from one or more of the biological sciences’ faculty. Student proposals should include a comprehensive outline of what will be done along with a timeline for completion. Guidelines used in selecting topics include: relevancy to biological fields of study; adequate and available material on special topic; and, topic will increase student skills and knowledge of biological sciences or related careers. Course is repeatable two times up to three hours. (1.1) On Demand  
Proficiency Credit Not Available  
Pass/No Credit Not Available

BIO 235 Special Topics in Biology (2) (2, 0)  
Prerequisite: BIO 105 or BIO 110 or BIO 113 or BIO 115 or BIO 150 or consent of instructor  
Recommended for pre-health profession majors, especially those planning to transfer to four-year programs. Study of cell membrane, passive and active transport mechanisms, histology, general anatomical terminology and the following systems; integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, respiratory, digestive, urinary, and reproductive. Laboratory topics include microscopic study of tissues, exploration of muscle physiology, determination of blood pressure and respiratory volumes, an exercise in blood typing, and dissection of sheep brain, sheep heart and cow eye. Studies include work with anatomical models and cadavers. Attention students planning to transfer – many schools and programs require a two-semester anatomy and physiology sequence of at least eight hours. Please check with your transfer institution or department before enrolling in BIO 240. You may need to register for BIO 245/246 instead. (1.1) Fall, Spring  
Proficiency Credit Not Available  
Pass/No Credit Not Available

BIO 236 Special Topics in Biology (3) (3, 0)  
Prerequisite: BIO 105 or BIO 110 or BIO 113 or BIO 115 or consent of instructor  
Designed to satisfy specific needs or interests of students and the community. The student should identify or obtain a special study topic, request approval/direction from one or more of the biological sciences’ faculty. Student proposals should include a comprehensive outline of what will be done, along with a timeline for completion. Guidelines used in selecting topics include: relevancy to biological fields of study; adequate and available material on special topic; and, topic will increase student skills and knowledge of biological sciences or related careers. Course is repeatable to nine credits. (1.1) On Demand  
Proficiency Credit Not Available  
Pass/No Credit Not Available

BIO 240 Human Anatomy and Physiology I (5) (4, 2)  
Prerequisite: Grade of C or better in BIO 110 or BIO 113  
Recommended: One year high school Chemistry or CHM 101 or CHM 112  
Study of ten major organ systems: integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, respiratory, digestive, urinary, and reproductive. Laboratory includes microscopic study of tissues, exploration of muscle physiology, determination of blood pressure and respiratory volumes, an exercise in blood typing, and dissection of sheep brain, sheep heart and cow eye. Studies include work with anatomical models and cadavers. Attention students planning to transfer – many schools and programs require a two-semester anatomy and physiology sequence of at least eight hours. Please check with your transfer institution or department before enrolling in BIO 240. You may need to register for BIO 245/246 instead. (1.1) Fall, Spring  
Proficiency Credit Not Available  
Pass/No Credit Not Available

BIO 245 Human Anatomy and Physiology II (4) (3, 2)  
Prerequisite: Grade of C or better in BIO 110 or BIO 113  
Recommended: One year of high school chemistry or CHM 101 or CHM 112  
First course in a two-semester sequence on Human Anatomy & Physiology. Designed for pre-health profession majors, especially those planning to transfer to four-year programs. Study of cell membrane, passive and active transport mechanisms, histology, general anatomical terminology and the following systems; integumentary, skeletal, muscular, and nervous. Laboratory topics include microscopy, passive and active transport, histology, bones, muscular anatomy, muscle physiology, reflexes, general senses, and neural anatomy. Laboratory exercises include working with tissue slides, skeletons (articulated and individual bones), sheep brain dissection, and use of various models. Cadaver demonstration and study is used for muscular anatomy, and both in-class and out-of-class cadaver time is required. (1.1) Fall, Spring, Summer  
Proficiency Credit Not Available  
Pass/No Credit Not Available
BIO 246 Human Anatomy and Physiology II (4)  (3, 2)
Prerequisite: Grade of C or better in BIO 240 or BIO 245
Recommended: One year high school chemistry or CHM 101 or CHM 112
Second course in a two-semester sequence on Human Anatomy & Physiology. Designed for pre-health profession majors, especially those planning to transfer to four-year programs. The study of metabolism, electrolytes, acid/base balance, and the following systems: endocrine, cardiovascular, lymphatic, digestive, respiratory, urinary, and reproductive. Also included is the study of the special senses. Laboratory exercises include eye and heart dissections. Experiments include taking respiratory and cardiovascular data. Appropriate video demonstrations of cardiovascular disorders, immune system function and reproductive topics are also included. Cadaver demonstration and study is used for both in-class and out-of-class cadaver time is required. (1.1) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Not Available

BIO 265 General Microbiology (4)  (2, 4)
Prerequisite: Grade of C or better in BIO 110 or BIO 113
Recommended: One year high school Chemistry or CHM 101 or CHM 112
Introduction to the study of micro-organisms with special emphasis on morphology, physiology, pathogenicity, current health issues, and medical application of bacteria and viruses. Students participate in accomplishing laboratory experiments which are designed to acquaint the individual with laboratory procedures and sterile techniques. (1.1) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Not Available

BUSINESS, GENERAL

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

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

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

BUS 100 Introduction to Business (3)  (3, 0)
Prerequisite: None
This basic business course introduces the types and kinds of business enterprises and ownership forms. Students examine the principles and practices of business operations; including management, human resources, marketing, operations, accounting, and finance. (1.1) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Not Available

BUS 101 Business Communications (3)  (3, 0)
Prerequisite: None
Recommended: Keyboarding skills
A comprehensive review of correct language usage and structure for business writing including: grammar, punctuation, business vocabulary, capitalization, number usage, and frequently misspelled words. Introduces the correct structure and writing technique for a variety of business documents including electronic and oral communication in today’s business world. Study of the workplace communication including techniques in listening, speaking, writing, critical thinking, working in teams, understanding multicultural communication and applying the job search process. (1.2) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

BUS 105 Consumer Economics/Personal Finance (3)  (3, 0)
Prerequisite: None
Designed to build a professional awareness of the rights and role of the consumer into the background of business students so that the welfare and response of a consumer action will become part of the students’ decision-making process. Students intending to enter careers dealing directly with consumers will have an understanding of the rights and responsibilities of the organization to the consumer. (1.2) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Available

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

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

BUS 120 Business Mathematics (3)  (3, 0)
Prerequisite: None
A review of basic arithmetic using whole numbers, common and decimal fractions and percentages to develop a high level of skill. These skills are then applied in specific business applications including discounts, pricing, interest, payroll, depreciation, insurance, taxes, stocks and bonds, annuities and financial reports. (1.2) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Available

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

BUS 140 Business Statistics (3)  (3, 0)
Prerequisite: MTH 12S or MTH 112 or consent
Introduces the student to basic statistical principles and the procedures for applying statistical tools and techniques. Student learns to use simple analysis including measures of central tendency, dispersion, and skewness. Through the study of probability, discrete probability distributions (Binomial, Hypergeometric, Poisson, Uniform) and the normal distribution, a background for statistical inference is developed. Basic statistical inference is studied by using estimation, hypothesis testing, chi square analysis and linear regression and correlation. (1.1) Fall, Spring, Summer
IAI Major: BUS901
Proficiency Credit Available
Pass/No Credit Not Available

BRAKE & SUSPENSION SPECIALIST
(See Automotive)
Course Descriptions

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

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

NOTE: This course is offered concurrently as INS 160. The student must decide whether to earn credits in Business (BUS) or International Studies (INS) prior to enrolling.

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

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

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

CHEMISTRY

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

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

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

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

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

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

ADVANCED CHEMISTRY PLACEMENT

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

CHM 101 Preparatory Chemistry (5) (4, 2)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Math: Grade of C or better in MTH 098, an ACT Math score of 23, or appropriate placement test score.
This course introduces basic chemical knowledge to those with no chemical background or those who need a “refresher” course. It includes such topics as atomic structure, periodic table, formulae, chemical equations, stoichiometry, and gas laws. Class time includes lecture, laboratory, and question sessions. The course is designed for chemistry majors as well as those in the pre-professional fields and meets the requirements for ECC’s Nursing R.N. Program. (1.1) Fall, Spring, Summer
IAI General Education: P1 902L
Proficiency Credit Available
Pass/No Credit Available

CHM 112 Elements of Chemistry: General (5) (4, 2)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Math: Grade of C or better in MTH 098, an ACT Math score of 23, or appropriate placement test score.
This course is designed as an introductory chemistry course for students preparing for nursing and other health professions programs. Topics covered include measurements; states, compositions, and properties of matter; atomic structure and chemical bonding; chemical reactions, chemical equations and calculations of formula mass and moles; solutions; acid-base equilibria and nuclear chemistry. (1.1) Fall
IAI General Education: P1 902L
Proficiency Credit Available
Pass/No Credit Available

CHM 115 Chemistry and Society (Variable Credit 3-4) (3-3, 0-2)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score. Designed to give nonscience majors an understanding and working knowledge of how chemical materials affect their lives. An application of basic chemical principles to the study of life processes, food additives, plastics, drugs, energy materials production and utilization and pollution. (1.1) On Demand
IAI General Education: P1 903L
Proficiency Credit Available
Pass/No Credit Available

CHM 142 General Chemistry I (5) (4, 2)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Math: Grade of C or better in MTH 112 or appropriate math placement.
Other: Grade of C or better in CHM 101 or CHM 112 or grade of C or better in one year high school chemistry if graduated in the past five years.
The first course in a two-semester sequence in General Chemistry. Topics covered include fundamentals of chemistry including the periodic table of elements, atomic and molecular structure; basic concept of quantum theory, the gaseous state, stoichiometry of chemical reactions and solutions; heat and Enthalpy of reactions; and bonding. The course also emphasizes applications. Students will be exposed to the practical aspects of chemistry as they relate to the health sciences and the environment. The experiments of the companion lab are closely related to the course material and they will emphasize both qualitative and quantitative analysis. The course is intended for science majors, engineering and pre-professional students. (1.1) Fall, Spring
IAI General Education: P1 902L
IAI Major: CHM911
Proficiency Credit Available
Pass/No Credit Available

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Course Descriptions

CHM 143 General Chemistry II (5) (3, 6)
Prerequisite: CHM 142
Second course in a two-semester sequence of General Chemistry courses. The goal of this course is to provide the students with a broad overview of the principles of chemistry and to continue the introduction to many basic concepts of chemistry such as chemical kinetics; chemical equilibria; Entropy and Free Energy; electrochemistry and redox reactions; orbital and spectroscopy; order and symmetry in condensed phases; chemistry of the main group and transition elements; and nuclear chemistry. Students will be exposed to the practical aspects of chemistry as they relate to the health sciences, industry, and the environment. Computer software is available to students to help them learn molecular modeling and graphing. The experiments of the accompanying lab are closely related to the course material and they will emphasize both qualitative and quantitative analysis. (1.1) Fall, Spring
IAI Major: CHM912
Proficiency Credit Not Available
Pass/No Credit Not Available

CHM 170 Elementary Organic Chemistry (5) (4, 2)
Prerequisite: CHM 112 or CHM 142 or consent of instructor
Survey of organic chemistry covering nomenclature, structure, reactions, and synthesis of major classes of organic compounds including hydrocarbons, alcohols, aldehydes, ketones, carboxylic acid and amines, and covers how organic chemistry plays a key role in your life. (1.1) Spring
Proficiency Credit Available
Pass/No Credit Available

CHM 221 Quantitative Analysis (4) (2, 6)
Prerequisite: CHM 143
Theory and practice of volumetric, gravimetric and instrumental methods of analysis. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Available

CHM 234 Organic Chemistry (5) (3, 6)
Prerequisite: CHM 143 or 142 and consent of instructor
First semester of a two-semester organic chemistry sequence intended for chemistry majors and those enrolled in pre-professional training. Topics covered include aromatics, alcohols, ethers, thiols, sulfides, carbonyl compounds, amines, synthetic polymers, and biomolecules. (1.1) Spring
IAI Major: CHM914
Proficiency Credit Not Available
Pass/No Credit Not Available

CHM 235 Organic Chemistry (5) (3, 6)
Prerequisite: CHM 234
Second semester of a two-semester organic chemistry sequence intended for chemistry majors and those enrolled in pre-professional training. Topics covered include aromatics, alcohols, ethers, thiols, sulfides, carbonyl compounds, amines, synthetic polymers, and biomolecules. (1.1) Spring
IAI Major: CHM914
Proficiency Credit Not Available
Pass/No Credit Not Available

CHM 290 Special Topics in Chemistry (Variable Credit 1-4) (0-2, 0-6)
Prerequisite: CHM 143 or equivalent and consent of instructor
Designed to satisfy specific needs of students and the community. The following guidelines are to be used in selecting topics: 1) adequate and available material on special topic, and 2) course will increase skills and knowledge of chemistry. Course is repeatable three (3) times. (1.1) On Demand
Proficiency Credit Available
Pass/No Credit Not Available

CLINICAL LABORATORY TECHNOLOGY/PHLEBOTOMY

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

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

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

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

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

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

CLT 112 Clinical Hematology (3.5) (2, 3)
Prerequisite: Grade of C or better in BIO 240 or BIO 246 and CLT 100 or CLT 106 or program director consent
Students will learn basic lab techniques used in performing hematology/hemostasis analyses. Hematopoiesis, hematologic disorders, diagnostic test principles and procedures, instrumentation, and clinical correlation of lab results will be covered. (1.2) Spring
Proficiency Credit Available
Pass/No Credit Not Available
CLT 114 Clinical Immunology (2.5)  (2, 1)
Prerequisite: Grade of C or better in BIO 240 or BIO 246 and CLT 100 or CLT 106 or program director consent
Students will learn basic lab techniques used in performing serologic analyses. The immune system, the immune response in health and disease, diagnostic test principles and procedures, and clinical correlation of lab results will be covered. (1.2) Summer
Proficiency Credit Available
Pass/No Credit Not Available

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

CLT 201 Clinical Chemistry (3.5)  (2, 3)
Prerequisite: Grade of C or better in CHM 142 and CLT 100 or CLT 106 or program director consent
Students will learn basic lab techniques used in performing biochemical analyses. Units on carbohydrates, proteins, lipids, enzymes, hormones, electrolytes, and toxicology will include diagnostic test principles and procedures, instrumentation, and clinical correlation of lab results. (1.2) Fall
Proficiency Credit Available
Pass/No Credit Not Available

CLT 210 Clinical Microbiology (3.5)  (2, 3)
Prerequisite: Grade of C or better in BIO 265 and CLT 100 or CLT 106 or program director consent
Students will learn sterile techniques used to isolate and identify microorganisms. Antibiotic susceptibility testing and clinical correlation of lab results will be covered. Supplemental units on parasitology, mycology, and virology will be introduced. (1.2) Fall
Proficiency Credit Available
Pass/No Credit Not Available

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

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

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

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

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

CNC OPERATOR
(See Industrial Manufacturing Technology)

COMMUNICATIONS AND BEHAVIORAL SCIENCES, GENERAL CORE

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

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

Course Descriptions

COMPUTER AIDED DESIGN

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

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

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

CAD 105 Pro/ENGINEER Basic Design Training (3)  (2, 2)
Prerequisite: None
This course covers the basic functions needed to use Pro/ENGINEER to create parts, drawings, and assemblies. Emphasis is on the Pro/ENGINEER design philosophy used in creating parts and assemblies. Hands-on time with Pro/ENGINEER is maximized in this course. Labs are taught on the latest technology Windows 2000 workstations. Both part and assembly design, along with basic drawing creation, are presented. Students construct “real world” parts and assemblies using “Top-Down” Design, with the instructor acting as an expert consultant. Students must be prepared to put in at least two-four hours of extra lab time each week. Repeatable to six credits; only three credits may apply toward a degree or certificate. (1.2) Fall, Spring
IAI Major: IND911
Proficiency Credit Not Available
Pass/No Credit Not Available

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

CAD 109 Foundations of Architectural Design (3) (2, 2)
Prerequisite: Grade of C or better in CAD 108
This course covers the introductory concepts of residential and light commercial architectural design. (1.2) Fall, Spring Proficiency Credit Available Pass/No Credit Not Available

CAD 111 Pro/E Adv Part and Assembly Design (3) (2, 2)
Prerequisite: CAD 105 or consent of instructor
This course, covering advanced topics and techniques used during part and assembly design, is structured for the experienced Pro/ENGINEER user to become more productive. Functionality in the ProFEATURE module is also covered. Labs are taught on the latest technology Windows 2000 work stations. Students must be prepared to put in at least two-four hours of extra lab time each week. Repeatable to six credits; only three credits may apply toward a degree or certificate. (1.2) Fall, Spring Proficiency Credit Available Pass/No Credit Not Available

CAD 115 Pro/E Production Drawing and Detailing (3) (2, 2)
Prerequisite: CAD 105 or consent of instructor
This course covers drafting and detailing capabilities utilized within Pro/ENGINEER to produce complete detailed drawings. Detailing and drafting functionality of Pro/ENGINEER and Pro/DETAIL is explained. Students use Pro/ENGINEER's markup capabilities to check a drawing and Pro/REPORT to help document drawings. Labs are taught on the latest technology Windows 2000 work stations. Students must be prepared to put in at least two-four hours of extra lab time each week. Course is repeatable to nine credits; only three credits may apply toward a degree or certificate. (1.2) Fall, Spring Proficiency Credit Available Pass/No Credit Available

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

CAD 119 Advanced Architectural Design (3) (2, 2)
Prerequisite: Grade of C or better in CAD 108 and CAD 109
This course will provide comprehensive instruction for preparing architectural working drawings using traditional and computer-based methods. Design and construction principles and methods will be fully presented. The class will be focused around the design-building process, so as to make the topics easy to understand and appealing to students. Advanced topics and concepts are covered in this advanced class including green design, alternative energy uses/sources, alternative materials & techniques, client presentation methods, and employment search tactics. (1.2) Fall, Spring Proficiency Credit Not Available Pass/No Credit Not Available

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

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

CAD 208 Applied Descriptive Geometry and Statics (4) (4, 0)
Prerequisite: Grade of C or better in EGR 101 or CAD 101 or consent of instructor
Applied descriptive geometry and statics course context allows the student to apply the skills learned in descriptive geometry for the solution of technical engineering problems. CAD 208 also consists of statics, dynamics, kinematics, kinetics, mechanisms, and hydraulics problems. Through the study of these disciplines, the student is taught how to design and lay out the products of industry and the structures of civil engineering. (1.2) Spring Proficiency Credit Available Pass/No Credit Not Available

CAD 211 Pro/E Pro/SURFACE (3) (2, 2)
Prerequisite: CAD 205 or CAD 203 or CAD 206 and CAD 111 or consent of instructor
This course covers advanced feature creation utilizing the Pro/SURFACE module. Surface feature and supporting geometry creation, manipulation, and technique are discussed. Functions for inspecting surface quality and verifying consistency between neighboring surfaces are also covered. Students generate various types of parametric surfaces and features used to create solid models. A variety of models are created to familiarize students with the course topics. Extensive work is done with double-curved surfaces and rounds. Labs are taught on the latest technology Windows 2000 work stations. Students must be prepared to put in at least two-four hours of extra lab time each week. Course is repeatable to six credits; only three credit hours may apply toward a degree or certificate. (1.2) Fall, Spring Proficiency Credit Available Pass/No Credit Not Available

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

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

Students will also learn advanced methods of data interface, data management, and configuration customization. Students must be prepared to put in at least two-four hours of
extra lab time each week. Course is repeatable to nine credits; only three credits may apply toward a degree or certificate. (1.2) Fall, Spring Proficiency Credit Available Pass/No Credit Not Available

CAD 220 Independent Research: Computer-Aided Design (Variable Credit 1-4) (0, 2-8) Prerequisite: Demonstrated ability to excel in an area of interest and consent of instructor Designed to increase the learning opportunities for those students desiring to expand their knowledge and skills beyond that which are presently offered in regular CAD classes. Areas of study, under the supervision of an instructor, would include such areas as plastic mold design, FEM, advanced aut Route, auto-place, advanced surface and shading techniques, piping, CAE, behavioral modeling, ISDX, and PC manufacturing. Course is repeatable three (3) times up to eight credits. (1.2) On Demand Proficiency Credit Not Available Pass/No Credit Not Available

COMPUTER & INFORMATION SCIENCES

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

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

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

ADVANCED COMPUTER & INFORMATION SCIENCES PLACEMENT

Based on the score received on the Advanced Placement (AP) Examination in Computer & Information Sciences, credit is available for CIS 110 for Computer Science A (AP, 3), for CIS 110 for Computer Science AB (AP, 2), or for Computer Science AB for both CIS 110 and CIS 121 (AP, 3).

CIS 105 Introduction to Computer Programming (4) (4, 0) Prerequisite: None
This is an introduction to computer programming concepts and techniques. Topics will include storage and variables, conditional execution, loops and repetition, functions, parameter passing, arrays, and data files. The course will involve many hands-on programming exercises. The computer language used and the type of applications emphasized may vary by section. See the individual section details in the class schedule for more information. Course is repeatable to eight credits. (1.2) On Demand Proficiency Credit Available Pass/No Credit Available

CIS 110 Introduction to Computers (3) (3, 0) Prerequisite: None
Recommended: CIS 098 or equivalent
This introductory course will teach students how computers work, the terminology of computers, and common hardware components and options. Students will learn to use basic desktop applications such as spreadsheets and image editors, and learn to use the Internet and how to create and publish web pages. Students will learn simple computer maintenance and upgrade procedures, networking fundamentals, and how to keep computers secure and how to detect and eliminate malicious software. Open source software solutions will be explored, and students will learn about various career options in computer science and technology. (1.2) On Demand IAI Major: BUS902 Proficiency Credit Available Pass/No Credit Available

CIS 112 Computers in Education (3) (3, 0) Prerequisite: None
This introductory computer class is specifically designed for educators, and those entering the education profession. Students will discuss issues relating to computer use in the classroom, and learn how to use productivity tools for classroom management and instruction. This course focuses on both knowledge and performance, and includes hands-on training with the Internet, word processing, database management, spreadsheets, graphic and multimedia presentations. Course is repeatable 4 times for total of 12 credits; only three credits may apply toward a degree or certificate. (1.1) Fall, Spring Proficiency Credit Available Pass/No Credit Not Available

CIS 114 Digital Cameras and Computers (2) (2, 0) Prerequisite: None
Recommended: CIS 110 or familiarity with Microsoft Windows
This course will show how to use digital photos and video with your computer. Students will learn how to transfer photos and video to their computer, basic touch up and editing with available software, and various resources and methods for making photographic prints and creating DVDs, as well as methods for making and preserving backup copies of the media. (1.2) On Demand Proficiency Credit Not Available Pass/No Credit Not Available

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

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

NOTE: This course is offered concurrently as MTH 123. The student must decide whether to earn credits in Computer and Information Sciences (CIS) or Mathematics (MTH) prior to enrolling.

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

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

CIS 142 Database Software (2)  
Prerequisite: None  
Recommended: CIS 110 or CIS 144 or familiarity with Microsoft Windows  
This course teaches how to design and create a relational database, as well as how to create reports, data entry screens, write simple applications, troubleshoot database problems, and perform advanced queries. See the schedule for the specific software package used. Course is repeatable to eight credits. (1.2) On Demand  
Proficiency Credit Available  
Pass/No Credit Available

CIS 143 Spreadsheet Software (2)  
Prerequisite: None  
Recommended: CIS 110 or CIS 144 or familiarity with Microsoft Windows  
This course covers beginning through advanced spreadsheet topics, including spreadsheet design and manipulation, advanced function use, charts, use of multiple worksheets, database features, macros, integration with other applications, configuration, customization, and troubleshooting. See the schedule for specific software packages used. Course is repeatable to eight credits. (1.2) On Demand  
Proficiency Credit Available  
Pass/No Credit Available

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

CIS 147 Internet Publishing (1)  
Prerequisite: None  
Recommended: CIS 110 or CIS 144. Students should have prior experience browsing the Internet's World-Wide Web and using Microsoft Windows.  
This course will introduce the basics of creating and publishing web pages on the Internet. Students will learn HTML (Hypertext Markup Language) and how to publish their HTML pages on an Internet server using FTP (File Transfer Protocol) and how to use a WYSIWYG web page editor. The topics will include the basic markup codes, linking to other pages, graphics, lists, tables, multimedia, and an introduction to forms and CGI. Students will create their own "web" on a server. Course is repeatable to four credits. (1.2) On Demand  
Proficiency Credit Not Available  
Pass/No Credit Available

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

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

CIS 150 Introduction to Computer Forensics (3)  
Prerequisite: None  
Recommended: CIS 110  
This course will provide students with an overview of Computer Forensics techniques. Topics will include the representation of data on a computer, preserving data on suspect computers, recovering data from computer file systems, encryption and hash functions, steganography, password recovery techniques, available commercial forensic software recording and playback, and multimedia streaming on the web. (1.2) On Demand  
Proficiency Credit Not Available  
Pass/No Credit Available

CIS 151 Computer Forensics (3)  
Prerequisite: Grade of C or better in CIS 150 and CIS 105 or CIS 121 or consent of instructor  
This course is an introduction to the Java programming language for students who have already learned programming in another computer language. The course will introduce Java programming using Sun's Java Development Kit, and students will learn to use the basic Java class and objects, how to use Java's graphical user interface components, how to create standalone applications, and how to create applets for deployment over the Internet. Advanced topics, such as various development environments, or application projects such as using Java for programming robots, may vary by section. (1.2) On Demand  
Proficiency Credit Not Available  
Pass/No Credit Available

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

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

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

CIS 221 Computer Operating Systems/ Microsoft (3)  
Prerequisite: Grade of C or better in CIS 110 or CIS 105 or CIS 121 or consent of instructor  
This hands-on course offers an in-depth study of the functions and features of installing, configuring, troubleshooting and maintaining current Microsoft Windows desktop operating systems. Topics include performing attended and unattended installations, monitoring and managing files and folders, troubleshooting
Course Descriptions

hardware devices and drivers, configuring the desktop environment, power management, and optimizing system performance and reliability. This course should prepare the student for the Microsoft certification exam for the operating system. Course is repeatable to nine credits only three credits may apply toward a degree or certificate. (1.2) On Demand
Proficiency Credit Available
Pass/No Credit Available

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

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

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

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

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

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

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

CIS 232 Small Networking and Security (3) (2, 2)
Prerequisite: Grade of C or better in CIS 110 or
CIS 105 or CIS 121 or consent of instructor
In this course students will learn to install the hardware and software to create a small office or home computer network. The network will allow file and printer sharing, and provide access to the Internet from each computer. Students will learn to work with both wired and wireless devices. Students will learn about security issues, and how to configure hardware and software to protect the network and its computers. Students will learn how to use software to detect and remove various viruses, worms, spyware, and adware... (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

CIS 233 Special Topics in Computer
Science (5) (0-5, 0-1)
Prerequisite: None
Designed to satisfy specific needs or interests of students and the community. The following guidelines are to be used in selecting topics: 1) adequate and available material on special topic, 2) comprehensive outlines for each topic; and, 3) course should be designed to increase skill and knowledge in field of data processing. Repeatable to two credits. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Available

CIS 234 Special Topics in Computer
Science (1) (0-1, 0-2)
Prerequisite: None
The course is designed to satisfy specific needs or interests of students and the community. The topics covered in this course vary from section to section and semester to semester. However, the goal of each section is to increase your skill and knowledge in the field of data processing. Repeatable to four credits. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Available

CIS 235 Special Topics in Computer
Science (2) (0-2, 0-4)
Prerequisite: None
Designed to satisfy specific needs or interests of students and the community. The following guidelines are to be used in selecting topics: 1) adequate and available material on special topic, 2) comprehensive outlines for each topic; and, 3) course should be designed to increase skill and knowledge in field of data processing. Course is repeatable to eight credits. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Available

CIS 236 Special Topics in Computer
Science (3) (0-3, 0-6)
Prerequisite: None
Designed to satisfy specific needs or interests of students and the community. The following guidelines are to be used in selecting topics: 1) adequate and available material on special topic, 2) comprehensive outlines for each topic; and, 3) course should be designed to increase skill and knowledge in field of data processing. Course is repeatable to 12 credits. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Available
CIS 238 Desktop Applications and Support (3) (2, 2)
Prerequisite: Grade of C or better in CIS 142 and 143 or consent of instructor
This course will cover use, configuration, integration, security issues, and troubleshooting with a variety of desktop applications such as word processors, presentation software, e-mail clients, web browsers, and other common office applications. Open source alternatives will also be explored. This course will include a review for the related Microsoft certification exam. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

CIS 240 Computer Support and A+ Review (3) (2, 2)
Prerequisite: Grade of C or better in CIS 231 and 232 or consent of instructor
This course covers a range of topics related to maintenance and support of personal computers. Students will learn backup and recovery strategies, support issues for networked client computers, and support and data recovery for various Microsoft operating systems. Hardware issues with notebook computers, PDAs, and other devices, such as digital cameras will be considered. In addition, students will practice help desk and communications techniques. Students completing this course and its prerequisites should be ready for the A+ certification exams. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

CIS 246 Programming Dynamic Web Pages (3) (2, 2)
Prerequisite: CIS 105 or CIS 121 and CIS 148 or consent of instructor. CIS 148 may be taken concurrently
This course will teach Internet programming techniques using Javascript and AJAX. Topics will include customizing web page content with Javascript programs, using data from querystrings and forms, validating form contents, and using Asynchronous Javascript and XML (AJAX) to interact directly with the server to create truly interactive web pages. Course is repeatable to six credits. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

CIS 247 Internet Programming (3) (2, 2)
Prerequisite: CIS 105 or CIS 121 or consent of instructor
Recommended: CIS 148
This course will teach various ways to write programs that can be used over the Internet. The actual topics may change from semester to semester as the Internet itself continues to evolve. Students will learn client-side and server-side scripting using one or more common Internet programming languages, how to gather form data into a database, and how to deliver database information over the web. Course is repeatable to 12 credits. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Available

CIS 248 Internet Programming with PHP (3) (2, 2)
Prerequisite: CIS 105 or TIS 121 or consent of instructor
Recommended: CIS 148
This course will teach how to do server-side Internet scripting with the language PHP. Topics will include gathering data from forms and querystrings, saving form information to data files on the server, reading and searching data files to create custom web pages on request, carrying information forward through multiple pages to create an interactive website, and various ways to use PHP to customize web pages and web sites from the server side. Course is repeatable to nine credits. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

CIS 256 Network Administration/ Microsoft (3) (2, 2)
Prerequisite: Grade of C or better in CIS 221 or concurrent enrollment in CIS 221 or consent of instructor
This course will provide students with experience necessary to plan, install, manage and maintain a local area network with Microsoft server software. Students will install client and server network operating systems on systems in an Ethernet environment, and act as system managers to set up user and group accounts, administer user and group accounts, secure network resources, manage network print functions, audit resources and events and manage system policies. This course should prepare the student for the related Microsoft network administration certification exam. Course is repeatable to nine credits; only three credits may apply toward a degree or certificate. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Available

CIS 257 Serving the Internet/Microsoft (3) (2, 2)
Prerequisite: CIS 256
This course will provide students with experience necessary to plan, install, manage, and maintain a Microsoft Server over the Internet or an Intranet. Students will learn to configure TCP/IP addressing on a server and on network, manage and troubleshoot DHCP, configure and manage a DNS server, implement and maintain security features, manage packet filtering and TCP/IP routing, implement and troubleshoot remote access VPNs, and monitor network traffic and Internet connectivity. This course should prepare the student for the related Microsoft server certification exam. Course is repeatable to 12 credits; only three credits may apply toward a degree or certificate. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Available

CIS 260 Applied Technical Support (3) (2, 2)
Prerequisite: Consent of Instructor
This course will expose the student to various help desk/field service tasks that will require use of knowledge gained through previous coursework in the degree program along with research into new situations and issues. The tasks will cover a variety of scenarios in system expansion, upgrades, maintenance, preventive maintenance, backup and data recovery, connectivity, and security. Typical problems encountered will involve defective hardware, network problems, application program errors, user errors, local and network data recovery, and virus elimination. Course is repeatable to twelve credits; only three credits may apply toward a degree or certificate. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

CIS 262 Applied Programming (3) (1, 4)
Prerequisite: Consent of Instructor
This course will require students to apply their previous training in computer science to one or more large-scale programming tasks. Projects will be data-intensive and require a variety of acquired and research skills to complete, as well as a mixture of programming languages and applications software. The projects will be group-oriented and require students to work in teams. Coordinated team planning will be necessary. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Available

COMPUTER & INFORMATION SCIENCES–GENERAL STUDIES
The following CIS course is not intended for transfer and not applicable to any ECC degree nor is it counted in the GPA.

CIS 098 Computer Fundamentals (1) (1, 0)
Prerequisite: None
This course gets students started using computers. It includes an introduction to using a windows operating system, how to save and retrieve files, basic word processing, and an introduction to using the Internet. These basic skills are required prior to taking any other computer course. (1.6) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

COMPUTER OFFICE ASSISTANT
(See Office Administration Technology)

COMPUTERIZED GRAPHIC DESIGN
(See Graphic Design)
CRIMINAL JUSTICE

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

CRJ 101 Introduction to Criminal Justice (3) (3, 0)
Prerequisite: None
This course will approach the criminal justice system from an historical, developmental and philosophical perspective. Included will be the independent and interdependent relationships which exist between the components of the system as well as the connection with and impact upon society. (1.2) Fall, Spring
IAI Major: CRJ901
Proficiency Credit Available
Pass/No Credit Not Available

CRJ 110 Introduction to Corrections (3) (3, 0)
Prerequisite: None
This course provides students with an overview of the corrections system. Course includes historical development, philosophy and a variety of correctional methods. Both pre- and post-institutional techniques, probation and parole will be covered. (1.1) Spring
IAI Major: CRJ911
Proficiency Credit Available
Pass/No Credit Not Available

CRJ 111 Stress Management in Law Enforcement (3) (3, 0)
Prerequisite: None
The purpose of this course is to develop an understanding of the stress faced by law enforcement officers and identify the sources of stress faced by the police officer, both internally and externally. Obtain an understanding of the physiology of stress, the zone of stability, and the causes of stress in policing. Methods of controlling and responding to stress will be reviewed, including physical and psychological techniques of stress management. (1.2) Fall
Proficiency Credit Not Available
Pass/No Credit Available

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

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

CRJ 170 Introduction to Computer Forensics (3) (2, 2)
Prerequisite: None
Recommended: CIS 110
This course will provide students with an overview of Computer Forensics techniques. Topics will include the representation of data on a computer, preserving data on suspect computers, recovering data from computer file systems, encryption and hash functions, steganography, password recovery techniques, available computer forensics tools, and legal issues unique to computer forensics investigations. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

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

CRJ 184 Crisis and Conflict Mediation (3) (3, 0)
Prerequisite: CRJ 101 or consent of instructor
This course covers communicating individual responsibility for change, including information about programs for career growth, educational enhancement, and behavioral change. It covers multi-cultural diversity and communication skills necessary for the daily interaction of the correctional officers with the inmates and co-workers. The class stresses the development of positive daily interaction and effective crisis intervention strategies. (1.2) On Demand
Proficiency Credit Available
Pass/No Credit Not Available

CRJ 190 Community Based Policing (3) (3, 0)
Prerequisite: CRJ 101 or consent of instructor
This course will provide students with the overall intent of community involvement in the protection of the community, and also expose students to innovative approaches to resolving local problems in law enforcement. (1.2) Fall
Proficiency Credit Available
Pass/No Credit Not Available

CRJ 191 Undercover Operations (3) (3, 0)
Prerequisite: None
This course will cover undercover operations and how to use undercover personnel to provide information on criminal activities. (1.2) Fall
Proficiency Credit Available
Pass/No Credit Available

CRJ 194 Community Policing (3) (3, 0)
Prerequisite: CRJ 101 or consent of instructor
This course will cover community policing and its impact on the community policing process and the problems involved with the functions of policing in American society. Topics will include the rights and responsibilities of the uniformed officer; manpower distribution theories; police personnel issues of unionism, educational and training requirements, other personnel problems, ethics, and corruption, community relations, including problem oriented policing; the police subculture as a distinct value system; an analysis of the relationship between police agencies and their communities; and an introduction to administrative theory. (1.2) Spring
Proficiency Credit Available
Pass/No Credit Available

CRJ 195 Police Operations (3) (2, 2)
Prerequisite: Consent of instructor
This course will provide information about the history and development of traffic and pedestrian law, and laws affecting attacks on police officers. It will examine the operations of patrol including accident investigation, and will include domestic violence, crimes in progress, felony stops, hostages, and incidents involving fire and hazardous materials, and courtroom testimony. It will also examine public misconduct, preventative patrol, and emergency vehicle operations. Special tactics, ethics, psychological dynamics involving interaction with a culturally diverse public, including juveniles will also be addressed. Students will participate in case studies, skills exercises, simulation, and report writing. (1.2) Fall
Proficiency Credit Available
Pass/No Credit Not Available

CRJ 196 Police Management (3) (3, 0)
Prerequisite: CRJ 101 or consent of instructor
This course will provide an introduction to the principles of leadership, management, and planning for police agencies. (1.2) Spring
Proficiency Credit Available
Pass/No Credit Available

CRJ 197 Criminal Justice Reporting (3) (3, 0)
Prerequisite: CRJ 101 or consent of instructor
This course will cover the criminal justice system and the role of the media in the reporting of crime. (1.2) Fall
Proficiency Credit Available
Pass/No Credit Available

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

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

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

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

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

CRJ 203 Corrections Counseling (2) (1.5, 1)
Prerequisite: CRJ 110 and CRJ 202 or consent of instructor
This course covers communicating individual responsibility for change, including information about programs for career growth, educational enhancement, and behavioral change. It covers multi-cultural diversity and communication skills necessary for the daily interaction of the correctional officer with the inmates and co-workers. The class stresses the development of positive daily interaction and effective crisis intervention strategies. (1.2) On Demand
Proficiency Credit Available
Pass/No Credit Not Available

CRJ 204 Legal Aspects of Corrections (3) (3, 0)
Prerequisite: CRJ 205 or CRJ 215 or consent of instructor
This course will provide information about the rights and privileges of inmates and the types of litigation that can be initiated by detainees. Legal liability of the correctional officer and
institution, and the officer-detainee relationship within the administrative bounds will also be presented. In addition, the standards of the Bureau of Detention Standards and Services of the Illinois Department of Corrections will be discussed. (1.1) On Demand
Proficiency Credit Available
Pass/No Credit Not Available

CRJ 205 Criminal Law (3) (3, 0)
Prerequisite: CRJ 101 or consent of instructor
This course will include a study of social and historical origins and of criminal law. The course will also cover the elements necessary to establish criminal violations and judicial sanctions, and the contemporary societal purposes and functions of the criminal law, using such examples and perspectives as common law, precedent, the Model Penal Code, and Illinois state statutes. (1.1) Fall
Proficiency Credit Not Available
Pass/No Credit Not Available

CRJ 215 Criminal Procedure (3) (3, 0)
Prerequisite: CRJ 101 or consent of instructor
This course covers constitutional and statutory guidelines for arrest, detention, use of force, search and seizure, warrant requirements, line-ups and identification procedures, confessions, admissions, and interrogations. Emphasis is on the procedural considerations affecting law enforcement actions as restricted by constitutional amendments, statutes, and judicial precedent. It will include criminal procedures of Illinois, in addition to the general procedural guidelines for the administration of criminal law. (1.1) Spring
Proficiency Credit Available
Pass/No Credit Not Available

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

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

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

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

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

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

CRJ 230 Criminology (3) (3, 0)
Prerequisite: None
Recommended: SOC 100
Nature of adult and juvenile crime with historic and conventional theories of causation. Interrelationship of punishment to solution and correction. A thorough study is made of the classes of crime, types of criminals, and procedures utilized in rehabilitating criminals. The various measures employed in deterring crime are also an integral part of this course. (1.1) Fall, Spring
IAI Major: CRJ910
Proficiency Credit Not Available
Pass/No Credit Not Available

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

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

CRJ 250 Juvenile Delinquency (3) (3, 0)
Prerequisite: None
An overview of the nature, extent, causes and control of juvenile delinquency. The student will gain an understanding of the various theories of causation of delinquency, the characteristics of delinquents, and the ideas and practices unique to the juvenile justice system including differences based on established values and laws. (1.1) Fall
Proficiency Credit Available
Pass/No Credit Not Available

CRJ 270 Criminal Justice Organization and Management (3) (3, 0)
Prerequisite: Grade of C or better in CRJ 198 or CRJ 199 and CRJ 110 or consent of instructor
This course is designed to acquaint the student with basic management and leadership theories as they pertain to criminal justice administration. Included will be, principles of management and bureaucracy, organizational structure, and hierarchy; selection, training, supervision, and discipline of personnel; ethics; collective bargaining; planning; budgeting, auxiliary and staff functions. (1.1) Spring
Proficiency Credit Available
Pass/No Credit Not Available

CRJ 290 Criminal Justice Seminar and Practicum (3) (1, 10)
Prerequisite: Consent of instructor
The acquisition of practical related experience through the application of classroom theories in actual criminal justice agencies under the supervision of faculty and agency staff. This off campus fieldbased course will provide broad exposure to the operating components of the criminal justice system. Students will be required to attend seminars, work 10 hours per week in the field, submit reports and keep a task log. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Available
CULINARY ARTS AND
HOSPITALITY INSTITUTE
OF ELGIN

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

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

CUL 100 Culinary Techniques (1) (5, 1)
Prerequisite: None
This course is designed to give the student an overview of basic kitchen skills. Skill and competencies include knife handling, safety, sanitation, culinary terms, and equipment identification. This course is a prerequisite to CUL 102/PAS 102 and can be taken in conjunction with CUL 102 or PAS 102. (1.2) Summer Proficiency Credit Not Available Pass/No Credit Not Available

CUL 102 Food Production I (7) (4, 6)
Prerequisite: CUL 100 or concurrent enrollment in CUL 100
Introduction to the basic foundation skills necessary in commercial cooking. Included, but not limited to the following areas: kitchen sanitation and safety, historical influences, preparation of stocks, soups, sauces, spices, vegetables, potato and other starches, recipe conversions and costing of menus pricing, evaluation of convenience products, nutritional influences, equipment identification and use. (1.2) Fall, Spring Proficiency Credit Available Pass/No Credit Not Available

CUL 103 Food Production II (7) (4, 6)
Prerequisite: CUL 100 and CUL 102
This course is a continuation of Food Production I with emphasis on building strong culinary foundational skill and reinforcing positive employability traits. The focus in this class is on vegetable identification and cookery, identification of various starches used in commercial cooking and proper preparation, identification of salads, salad dressings, and proper preparation, and breakfast cookery. The students will learn the principles and procedures when preparing vegetables, starches, salads, salad dressings and breakfast items. (1.2) Fall, Spring Proficiency Credit Available Pass/No Credit Not Available

CUL 106 Applied Food Service Sanitation (1)(1, 0)
Prerequisite: None
An overview of applied foodservice sanitation as it relates to trained personnel in the rapidly expanding foodservice industry. Emphasis placed on the prevention of food borne illness in foodservice establishments. (1.2) Fall, Spring Proficiency Credit Available Pass/No Credit Not Available

CUL 203 Food Production III (7) (4, 6)
Prerequisite: CUL 103
To review basic cooking methods and techniques and to strengthen the understanding and application of culinary terminology, proper care and use of tools, sanitation and safety techniques. During this course you will gain a deeper understanding of the correct procedures for roasting, broiling, stewing, braising, poaching, sautéing, and frying. While involved in the review of cooking principles, students will learn the fabrication of meats, poultry, and seafood for restaurant and hotel use. Emphasis will be placed on production techniques, menu selections, food presentation, and quality, thereby preparing the student for future classes in Spartan Terrace. This course will also cover daily mise en place; correct preparation, handling, and use of stocks, soups, and sauces; the preparation of vegetables and starches; and ways to conserve nutrients. (1.2) Fall, Spring Proficiency Credit Available Pass/No Credit Not Available

CUL 205 Culinary Internship (4) (0, 20)
Prerequisite: CUL 103
This course is designed to give the student valuable hands on experience by entering into a partnership with industry. The internship agreement will last for a minimum of 400 hours. Under the supervision of a faculty member and designated employer, the student will participate in the day-to-day operations of the selected foodservice site. During the internship period, the student will be responsible for preparing four term papers relating to the specific operation. Upon completion of this course, the student's performance will be evaluated by the employer. (1.2) Fall, Spring, Summer Proficiency Credit Available Pass/No Credit Not Available

CUL 206 Garde Manger/International (4) (2, 4)
Prerequisite: CUL 203
The course will cover all practical application of cold food preparation and presentation, with an emphasis on international cookery. Traditional approaches, elements of artistry, new culinary concepts, and innovative methods will be addressed. Examples of various cold foods to be prepared will be hors d’oeuvres, buffet salads, pates and galantines, sausage making, smoking of foods, and cheeses. Before these foods can be displayed, there will be time spent on buffet presentation and layout, culminating with an International buffet to be served to the public. This course will provide the fundamentals necessary to build and perfect Garde Manger skills, which are essential for all foodservice professionals. (1.2) Spring Proficiency Credit Available Pass/No Credit Not Available

CUL 208 Food Production IV (6) (1, 15)
Prerequisite: CUL 203 and CUL 206 or consent of instructor
Introduction to a casual dining restaurant with emphasis on the day-to-day operations of the kitchen. Students will be responsible for instituting menu items as developed by instructors, including recipes, descriptive menu copy, prep and fire lists, station and plate diagrams, (all in a timely fashion!), and eventually be responsible for creating final menu items to be portion of their final grade. Cooking and organizational skills are practiced within the changes of a contemporary market menu based upon industry standards, with emphasis placed on skills acquired (or not acquired) in the previous production class. Emphasis is placed not only on individual skills, but also upon reacting within the team concept. (1.2) Fall, Spring Proficiency Credit Available Pass/No Credit Not Available

HOS 101 Intro to the Hospitality Industry (3) (3, 0)
Prerequisite: None
This course will introduce the student to the broad world of Hospitality and Tourism and to the topics which will begin to prepare them for managerial careers in these fields. This course will introduce the following seven primary areas: Introduction/Overview, Historical Foundations, Food and Beverage, Lodging, Hospitality Management, Travel and Tourism, and Future Perspectives. (1.2) Fall, Spring Proficiency Credit Available Pass/No Credit Not Available

HOS 212 Quantity Food Purchasing (3) (3, 0)
Prerequisite: None
Emphasis will be placed on the selection and specification requirements for purchasing the major types of foods, beverages and non-food items. Principles of product identification, proper receiving methods, storing, issuing of inventory items and inventory control will be covered. (1.2) Spring Proficiency Credit Available Pass/No Credit Not Available

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

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

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

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

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

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

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

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

PAS 104 Yeast Bread (6.5) (3.7)
Prerequisite: None
This specialized course will provide students with the intensified production of yeast products. The experience will include reading and interpreting yeast formulas, ingredient selection and theory behind yeast dough production. Specialty breads, artisan, dough sculpture and regional products will be produced and discussed. (1.2) Fall
Proficiency Credit Available
Pass/No Credit Available

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

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

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

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

HTM 103 Front Office Procedures (3) (3, 0)
Prerequisite: HOS 101 or concurrent enrollment in HOS 101
This course presents a systematic approach to front office procedures by detailing the flow of business through a hotel, from the reservations process to check-out and settlement. The course also examines the various elements of effective front office management, paying particular attention to the planning and evaluation of front office operations and to human resources management. Front office procedures and management are placed within the context of the overall operation of a hotel. (1.2) Fall
Proficiency Credit Not Available
Pass/No Credit Not Available

HTM 104 Housekeeping Management (3) (3, 0)
Prerequisite: HOS 101 or concurrent enrollment in HOS 101
This course presents a systematic approach to managing housekeeping operations in the hospitality industry. It is designed to acquaint the student with the role of housekeeping in hospitality operations by focusing on the planning, organization, budgeting, and supervision of various housekeeping tasks. Management of human resources and the importance of quality housekeeping staff are emphasized. Manag-
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites/Notes</th>
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</thead>
<tbody>
<tr>
<td>HMT 109</td>
<td>Hotel Computer Systems (4)</td>
<td>(1, 6)</td>
<td>Prerequisite: Grade of C or better in OTS 100 or concurrent enrollment in OTS 100 or proficiency in OTS 100. Provides an overview of the information needs of lodging properties and food service establishments; addresses essential aspects of computer systems, such as hardware, software, and generic applications; focuses on computer-based property management systems for both front office and back office functions; describes: hotel sales computer applications and yield management strategies; and focuses on computer-based food and beverage management systems for both service-oriented and management-oriented functions. (1.2) Fall.</td>
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**DATA ENTRY OFFICE ASSISTANT**

(See Office Administration Technology)

**DENTAL ASSISTING**

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

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

**DEA 101 Dental Assisting I (3)**

Prerequisite: Acceptance into DEA program or consent of instructor. Introductory course to dental assisting. Tooth anatomy, both primary and permanent teeth, are included as well as a survey of head and neck anatomy. Bones, muscles, glands, blood vessels and nerves are studied as they relate to the functional dentition and the jaw joint. Fetal development of the face is included. The lab includes crown carving and beginning charting. (1.2) Fall. 

Proficiency Credit Available

Pass/No Credit Not Available

**DEA 103 Dental Materials I (3)**

Prerequisite: DEA 101 or concurrent enrollment in DEA 101 or consent of instructor. This course deals with the chemical, physical and mechanical concepts of gypsum, hydrocolloids, dental filling materials and periodontal packs. Emphasis will be placed on developing manipulative skills necessary to carry out laboratory and chairside procedures. (1.2) Fall. 

Proficiency Credit Available

Pass/No Credit Not Available

**DEA 106 Dental Aseptic Techniques (3)**

Prerequisite: DEA 101 or consent of instructor or concurrent enrollment in DEA 101. 

**Recommended:** Concurrent enrollment in DEA 108 and COMPASS reading assessment score of 80 or higher. 

This course is designed for the dental assisting major and will cover methods used for disinfection, sterilization, prevention of crosscontamination and techniques used to prevent personnel infection. Bloodborne pathogens and some infectious diseases are covered. Heavy emphasis will be placed on the use of equipment and chemicals. Methods to sterilize individual groups of instruments will be studied. A limited microbiology section is also included. (1.2) Fall. 

Proficiency Credit Available

Pass/No Credit Not Available

**DEA 107 Dental Radiography (3)**

Prerequisite: DEA 101 or consent of instructor. Techniques involved in exposing, processing and mounting dental x-rays. Two techniques are taught: the paralleling and the bisecting angle. Stress is placed upon radiation safety for the operator and patient. Anatomy of the bony structures radiographed as well as history and physics of radiography will be covered. All work will be completed on manikins. (1.2) Fall. 

Proficiency Credit Available

Pass/No Credit Not Available

**DEA 108 Chairside Dental Assisting I (3)**

Prerequisite: DEA 103 and DEA 106 or consent of instructor or concurrent enrollment in DEA 101. 

Recommended: COMPASS reading assessment score of 80 or higher. Practical experience is given in chairside procedures of general dentistry. Procedures for tooth restoration and cleaning are covered. Skills taught include equipment use and care, aseptic techniques, saliva control, instrument transfer, sharpening, and identification. (1.2) Fall. 

Proficiency Credit Available

Pass/No Credit Not Available

**DEA 111 Dental Assisting II (3)**

Prerequisite: DEA 101 or consent of instructor. Presents concepts of first aid, community dentistry, dental pathology, and pharmacology including: Diet and nutrition, fluoridation, and patient education. First aid as it applies to the dental office is also stressed. (1.2) Fall. 

Proficiency Credit Available

Pass/No Credit Not Available

**DEA 113 Special Projects in Dental Assisting (1)**

Prerequisite: Consent of instructor. Remedial or advanced projects in either chairside assisting or dental radiography will be undertaken. Advanced projects in dental radiography include occlusal and oblique angle projections, pedodontic and extra oral techniques. Advanced projects in chairside assistance including six-handed, sit-down dentistry and chairside assisting for the dental specialties. Clinical evaluations and a project report will be required. Advanced work in dental biology can also be undertaken. Repeatable to three credits. (1.2) On Demand. 

Proficiency Credit Not Available. 

Pass/No Credit Not Available

**DEA 118 Dental Materials II (2.5)**

Prerequisite: DEA 103 or consent of instructor. This course is a continuation of Dental Materials I. Concepts applied to prosthetic dental impression materials are covered as well as acrylic materials and metals. Emphasis will be placed on manipulative techniques and their use in general dentistry. (1.2) Fall. 

Proficiency Credit Available

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

DEA 120 Chairside Dental Assisting II (3) (2, 2)
Prerequisite: DEA 108 or consent of instructor
Indepth classroom and laboratory experiences in chairside dental assisting procedures for the specialties of dentistry. Endodontics, Oral and Maxillofacial Surgery, Orthodontics, Pediatric Dentistry, and Periodontics will be emphasized. Charting for specialty procedures as well as fixed restorations are also covered in this course. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

DEA 123 Clinical Practice I (3) (1, 9)
Prerequisite: DEA 108 and DEA 120 or consent of instructor
Application of theories and skills taught in the classroom to clinical surroundings of two general practice offices. (1.2) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Not Available

DEA 124 Clinical Practice II (3) (1, 8)
Prerequisite: DEA 108 and DEA 120 or consent of instructor
Application of theories and skills taught in the classroom and lab to the clinical surroundings of two or three different specialties. Student affiliations can include: oral and maxillofacial surgery, orthodontics, periodontics and pediatric dentistry. (1.2) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Not Available

DEVELOPMENTAL STUDIES
(See page 172)

EARLY CHILDHOOD EDUCATION
(See Human Services - Early Childhood Education)

ECONOMICS

BEC 101, 102, and 103 fulfill the social sciences requirement in the Associate in Arts, Associate in Science, Associate in Fine Arts, and Associate in Engineering Science Degrees.

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

ADVANCED ECONOMICS PLACEMENT

Based on the score received on the Advanced Placement (AP) Examination, credit is available for BEC 102 (AP, 4) and BEC 103 (AP, 4).

BEC 101 Basic Economics (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
Math: Grade of C or better in MTH 098, an ACT Math score of 23, or an appropriate placement score.

Recommended: For students not planning further study in BEC 102 and 103

This course offers an overview of basic economics. It includes an examination of the overall performance of the U.S. economy and its individual units. Topics studied include how markets work, cost and consumer's theory, perfect and imperfect competition, national output and income, inflation, unemployment and the business cycle, fiscal and monetary policies, and the global economy. (Not recommended for business or economic majors). (1.1) Fall, Spring
IAI General Education: S3 900
Proficiency Credit Available
Pass/No Credit Not Available

BEC 102 Principles of Macroeconomics (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
Math: Grade of C or better in MTH 098, an ACT Math score of 23, or an appropriate placement score.

A basic course introducing the core macroeconomic terms and tools applied to the study of the U.S. economy and its interactions with the global economy. The class includes an overview of the economic way of thinking, the description of the key macroeconomic variables, basic models to analyze changes in the level of real output and in the price level, the role of money and the banking system, economic policy implications, and international economics. (1.1) Fall, Spring, Summer
IAI General Education: S3 901
Proficiency Credit Available
Pass/No Credit Not Available

BEC 103 Principles of Microeconomics (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
Math: Grade of C or better in MTH 098, an ACT Math score of 23, or an appropriate placement score.

A basic course introducing the core microeconomic terms and tools applied to the study of businesses’ decisions. The class includes an overview of the economic way of thinking, elasticity of demand and supply, consumer’s theory, production and costs theories, market structures, resource markets, and the impact of government actions in the decisions of the firm. (1.1) Fall, Spring, Summer
IAI General Education: S3 902
Proficiency Credit Available
Pass/No Credit Not Available

ECN 111 Contemporary Economic Issues (3) (3, 0)
Prerequisite: BEC 102 or BEC 103 or consent of instructor
This course offers an opportunity to apply the basic economic theory to analyze contemporary economic issues. It builds on students’ knowledge of key economic terms and tools to achieve a better understanding of the reality with respect to macro and microeconomic topics. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available
EDUCATION

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

Students who want to become certified in the state of Illinois as teachers are urged to develop an Educational Plan with an ECC counselor regarding the selection of ALL courses.

EDN 100 Introduction to Education (3)  (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, and ACT Reading score of 18 or above, or appropriate placement score. Writing: Grade of C or better in ENG 098, an ACT English score of 20 or appropriate placement score. This course will introduce the topic of education both as a professional pursuit, and as an institution. Students will study historical, social, and philosophical foundations of education, as well as current issues confronting teachers, legislators, administrators, students, and communities. A minimum 15-hour clinical component is required for this class. (1.1) Fall, Spring, Summer Proficiency Credit Not Available Pass/No Credit Not Available

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

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

EDN 201 Introduction to Cross-Cultural Education (3)  (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT score of 18 or above or an appropriate placement score. Writing: Grade of C or better in ENG 098, an ACT English score of 20 or above, or an appropriate placement score. This course is designed to increase the student's awareness of other cultures, other perspectives, and his/her own involvement in the global community. The course will also concentrate on the study of effective teaching strategies and resources for multi-cultural teaching. (1.1) On Demand Proficiency Credit Not Available Pass/No Credit Not Available

NOTE: This course is offered concurrently as INS 201. The student must decide whether to earn credits in Education (EDN) or International Studies (INS) prior to enrolling.

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

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

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

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

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

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

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

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

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

EMERGENCY MEDICAL SERVICES  
(See Fire Science)

EMERGENCY MEDICAL TECHNOLOGY–PARAMEDIC

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

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

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

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

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

EMT 124 Paramedic IV (6) (5, 3)  
Prerequisite: Grade of C or better in EMT 123 or concurrent enrollment in EMT 123; EMT 123 should be taken prior to EMT 124 in the same semester  
This course encompasses the training of paramedics in the area of trauma emergencies. It includes the kinetics of trauma, head, neck and spinal injury, body cavity trauma, musculoskeletal injuries, soft tissue trauma, burns, shock, and trauma resuscitation. This course consists of classroom theory and concurrent laboratory/clinical experience in simulated situations, the hospital and out in the field. (1.2) Spring  
Proficiency Credit Not Available  
Pass/No Credit Not Available

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

ENERGY MANAGEMENT

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

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

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

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

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

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

112 • ELGIN COMMUNITY COLLEGE 2009 – 2010
ECS 116 Introduction to Wind Energy (3)  (2, 2)
Prerequisite: None
Students will examine, operate, and evaluate a small wind powered electrical generation system. The course of study will include: installation and cost benefit analysis. The installation will include the use of standard hand tools and materials. The evaluation will include efficiency analysis calculations and the use of air flow and power measurement instruments. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

ECS 117 Intro to Sustainable Heating, Cooling, and Power Systems (3)  (2, 2)
Prerequisite: None
Introduction to solar air heating using a combination of lecture, and fabrication lab sessions. Students will design, build and evaluate a solar air heating system. The design will include; material selection, heat transfer, and cost benefit analysis. The fabrication will include the use of standard hand tools and materials. The evaluation will include fundamental heat gain calculations and the use of air flow and temperature monitoring instruments. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

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

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

ENGINE MECHANICAL REPAIR SPECIALIST
(See Automotive)

ENGINE PERFORMANCE SPECIALIST
(See Automotive)

ENGINEERING
(PRE-PROFESSIONAL)
All EGR courses numbered 100 and above may be applied to the major field and elective requirement in the Associate in Arts and Associate in Science Degrees.

EGR 101 General Engineering Drawing (4)  (2, 4)
Prerequisite: MTH 098 or concurrent enrollment in MTH 098
This course is an introduction to engineering and design. Topics included are: sketching, orthographic projection, descriptive geometry, dimensioning, section views, auxiliary views-primary and secondary views, threads, fasteners, and production drawings. All problems will be solved using CAD software. (1.1) Fall, Spring
IAI Major: EGR941
Proficiency Credit Available
Pass/No Credit Not Available

EGR 152 Statics (3)  (2, 2)
Prerequisite: Grade of C or better in both EGR 101 and MTH 134
Analysis of force systems by means of vector algebra and graphical methods, treatment of two and three dimensional systems, analysis of forces acting on members of trusses, frames, etc., forces due to friction, distributed forces, analysis of structures, and centroids. The computer will be used for graphical and algebraic solutions. (1.1) On Demand
IAI Major: EGR942
Proficiency Credit Available
Pass/No Credit Not Available

EGR 252 Dynamics (3)  (3, 0)
Prerequisite: EGR 152
A study of force and motion, including particle and rigid body kinematics in translation and rotation in a plane; relationships of force, mass, acceleration, work and energy, impulse and momentum. (1.1) Spring
IAI Major: EGR943
Proficiency Credit Not Available
Pass/No Credit Not Available

ENGLISH AS A SECOND LANGUAGE
(See pages 174-178)
ENGLISH COMPOSITION

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

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

ENGLISH COMPOSITION COURSES

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

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

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

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

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

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

ADVANCED ENGLISH PLACEMENT

Credit for ENG 101 English Composition I will only be granted based upon the successful completion of the standardized CLEP Examination in English along with a locally graded essay examination or successful completion of the Advanced Placement Examination in English. Based on the score received on the Advanced Placement (AP) Examination in English, credit may be granted for English Language/Composition for ENG 101 (AP, 4), or ENG 101 and ENG 102 (AP, 5), or credit may be granted for English Literature/Composition for ENG 101 (AP, 4); or ENG 101 and LIT 215 (AP, 5).

ENG 101 English Composition I (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
First semester of one-year course generally required by all universities and colleges. Emphasis on improvement of communication through intensive work in composition, reading and skills of discussion. Major objective of course is to develop proficiency in writing thoughtful, well-organized, effective essays. Various forms of prose are studied to help the student achieve a critical understanding of both form and content and to serve as the basis of student essays. (1, 1) Fall, Spring, Summer
IAI General Education: C1 900
Proficiency Credit Not Available
Pass/No Credit Available

ENG 102 English Composition II (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 101, or placement through AP or CLEP exam
Second semester of one-year course generally required by all universities and colleges. Emphasis on achieving logic and precision in handling such extensive compositions as the research paper and persuasive and critical themes based on literature or other academic disciplines. (1, 1) Fall, Spring, Summer
IAI General Education: C1 901R
Proficiency Credit Not Available
Pass/No Credit Available

ENG 109 Expository Writing (3) (3, 0)
Prerequisite: ENG 102 or consent of instructor
The course offers further experience in organization, style and critical analysis. (1, 1) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

ENG 110 Creative Writing (3) (3, 0)
Prerequisite: ENG 102 or consent of instructor
A one-semester study in creative writing. The student is expected to write and revise at least one short story of 8-10 pages, a set of 3-5 poems, and a literary non-fiction piece of 4-6 pages. (1, 1) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Available

ENG 210 Fiction Writing (3) (3, 0)
Prerequisite: ENG 110 or consent of instructor
This course is designed to meet the needs of students who have completed preliminary work in creative writing and are now interested in focusing on the craft of fiction. Students will produce 45-50 pages of fiction, including multiple revisions. (1, 1) On Demand
Proficiency Credit Not Available
Pass/No Credit Available

ENG 211 Playwriting (3) (3, 0)
Prerequisite: ENG 110 or consent of instructor
This course is designed to meet the needs of students who have already completed preliminary work in creative writing and are now interested in focusing on the craft of writing plays. Students will produce 45-50 pages of script, including multiple revisions. (1, 1) On Demand
Proficiency Credit Not Available
Pass/No Credit Available

ENG 212 Poetry Writing (3) (3, 0)
Prerequisite: ENG 110 or consent of instructor
This course is designed to meet the needs of students who have completed preliminary work in creative writing and are now interested in focusing on the craft of writing poetry. Student will produce 25-30 pages of poetry, including multiple revisions. (1, 1) On Demand
Proficiency Credit Not Available
Pass/No Credit Available

ENG 213 Literary Non-Fiction (3) (3, 0)
Prerequisite: ENG 110 or consent of instructor
This course is designed to meet the needs of students who have completed preliminary work in creative writing and are now interested in focusing on the craft of literary non-fiction and the autobiographical essay. Students will produce 45-50 pages of literary non-fiction, including multiple revisions. (1, 1) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Available

ENTREPRENEURSHIP

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

ENT 101 Entrepreneurship Seminar I (3) (3, 0)
Prerequisite: None
This course is designed as an introductory course in entrepreneurship, including an overview of the major elements associated with starting and maintaining a business enterprise including financial statement review, professional advisors, marketing issues and other related topics. Students examine various marketing issues and other related topics. Students examine various small businesses and analyze successful and unsuccessful business ownership and management practices. (1, 2) On Demand
Proficiency Credit Not Available
Pass/No Credit Available

ENT 102 Entrepreneurship Seminar II (2) (2, 0)
Prerequisite: Grade of C or better in ENT 101
This course is designed as the second course in the series of two that provides the student with the opportunity to identify, review, analyze, and evaluate problems that arise in small business. The course will revolve around case studies and draw on the experiences of local entrepreneurs. Students will utilize problem-solving skills in both individual and group settings and formats to formulate solutions. (1, 2) On Demand
Proficiency Credit Not Available
Pass/No Credit Available
ENT 111 Small Business Management (3) (3, 0)
Prerequisite: None
Recommended: MMT 101
This course is designed to help the student understand the advantages and disadvantages of going into business; know how to construct a business plan and how to get started; be able to identify the form of business that best meets the needs of the small business. The student should be able to recognize the obstacles to success and get an understanding of how to overcome them. (1.2) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

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

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

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

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

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

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

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

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

FAMILY VIOLENCE COUNSELING
(See Human Services)

FIRE SCIENCE AND SAFETY

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

FSS 101 Introduction to Fire Science (3) (3, 0)
Prerequisite: None
Introduction to fire problems, history, evaluation and survey of fire protection characteristics and behavior of fire, chemistry of fire, building construction, extinguishing agents and hazardous materials identification, EMS in the fire science, communications, municipal water systems, equipment identification and use, protective systems, fire prevention, and terrorism awareness. (1.2) Fall
Proficiency Credit Available
Pass/No Credit Not Available

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

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

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

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

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

FSS 206 Fire Service Management I, Officer Role and Function (3) (3, 0)
Prerequisite: FSS 204 or consent of instructor
One of two management courses required of eligible candidates pursuing Illinois certification as a Fire Officer I. Acquaints the student with the role of the company officer and provides an introduction to basic management theories, practices, and functions. (1.2) On Demand
Proficiency Credit Available
Pass/No Credit Not Available
FSS 207 Fire Service Management II, Communication and Group Dynamics (3)  (3, 0)
Prerequisite: FSS 206 or consent of instructor
One of two management courses required of eligible candidates pursuing Illinois certification as a Fire Officer I. Acquaints the student with the principles of communication and group dynamics as they relate to the company officer. (1.2) On Demand
Proficiency Credit Available
Pass/No Credit Not Available

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

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

NOTE: The Illinois Department of Public Health and the Joint Commission on Accreditation for Hospitals require drug tests and criminal background checks on students participating in direct patient care as part of their educational program.

Therefore, all students taking FSS 215 are required to pass a drug test and a criminal background check before beginning the clinical portion of the course.

It is the responsibility of FSS 215 students to pay for their own drug testing and criminal background check. Drug testing can be completed at Provena St. Joseph Hospital's, Occupational Health Department, 87 N. Airlite Street, Suite 130, Elgin, Illinois. Criminal background checks are completed by logging into www.Certified-background.com (program code: lg38, then follow the prompts).

The results of these tests will be sent directly to ECC and will be kept confidential. Students who fail the criminal background check and/or drug test will be automatically withdrawn by the instructor and will be charged for the course according to the refund policy. Any questions, please call 847-214-7387.

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

FITNESS INSTRUCTOR–GENERAL STUDIES

FIT courses are not intended for transfer, are not applicable to any ECC degree, and are not included in the GPA.

For courses leading toward a degree or certificate please see Personal Trainer (PTR) curriculum and courses.

FIT 100 Fitness Instructor Fundamentals I (3)  (3, 0)
Prerequisite: None
Area physicians, physical therapists, and other sports medicine professionals will show students how to teach others that looking good means being fit. Students will also learn principles of nutrition, body composition, and vitamin and mineral requirements. (1.1) Fall
Proficiency Credit Not Available
Pass/No Credit Not Available

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

FRENCH

FLF 104 may be used to fulfill the liberal education requirement in the Associate of Arts Degree. All FLF courses numbered 100 and above may be applied to the major field and elective requirement in the A.A. and A.S. Degrees.

ADVANCED FRENCH PLACEMENT

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

FLF 101 Elementary French (4)  (4, 0)
Prerequisite: None
Designed for students who have no previous background in French. Includes essentials of grammar, pronunciation, practice in sentence structure, elementary composition and conversation. Emphasis is placed on the acquisition of the following skills: listening, speaking, reading and writing. (1.1) Fall
Proficiency Credit Available
Pass/No Credit Available

FLF 102 Elementary French (4)  (4, 0)
Prerequisite: FLF 101 or 1 year H.S. French or 1 college semester French or placement Continuation of FLF 101, Elementary French. Four hours of presentation, discussion and practice. (1.1) Spring
Proficiency Credit Available
Pass/No Credit Available

FLF 103 Intermediate French (4)  (4, 0)
Prerequisite: FLF 102 or 2 years H.S. French or 2 college semesters French or placement Builds on FLF 101 and FLF 102 grammar aspects and vocabulary review. Specifically focuses on more complex grammar concepts, composition, vocabulary building and conversation. (1.1) Fall
Proficiency Credit Available
Pass/No Credit Available

FLF 104 Intermediate French (4)  (4, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score. Other: FLF 103 or 3 years H.S. French or 3 college semesters French or placement
Includes general grammar review of structure and most verb tenses. Presents additional tenses to complete the French verb system. Expands vocabulary and integrates composition exercises. Oral presentations and written assignments will be based on language and cultural audio and video tapes. The reading of short stories, novels, plays, and poetry by French authors may also be assigned in preparation for class discussion. (1.1) Spring
IAI General Education: H1 900
Proficiency Credit Available
Pass/No Credit Available

FLF 110 Conversational French I (3) (3, 0)
Prerequisite: FLF 102 or 2 years H.S. French or 2 college semesters French or placement
Recommended: Concurrent enrollment in FLF 103 or higher
This conversation course allows students to use basic language skills learned in elementary French classes. Students develop confidence in speaking as they interact with each other and with instructor in French. Guidance is provided for discussion topics, vocabulary use and grammatical structure, but, explanations are kept at a minimum. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Available

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

FLF 120 Conversational French II (3) (3, 0)
Prerequisite: FLF 103 or 3 years H.S. French or 3 college semesters French or placement
Recommended: Concurrent enrollment in FLF 104 or higher
Students aim at becoming more fluent speakers, as all conversations in class will be in French. Specifically assigned discussion topics focus on expanding vocabulary use and gaining confidence in the application of grammatical principles. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Available

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

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

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

GED® PROGRAM
(See page 174)

GENERAL STUDENT DEVELOPMENT

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

GENERAL STUDENT DEVELOPMENT-CAREERS

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

GSD 160 Job Search Strategies (1) (1, 0)
Prerequisite: None
This course focuses on the strategies and materials needed to conduct a successful job search. Students will learn a wide variety of job search strategies and how to maintain a consistent search and a positive perspective. They will write a resume and related correspondence, learn the process of informational interviewing, and practice employment interviews using video feedback. (1.1) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Available

GENERAL STUDENT DEVELOPMENT-STUDENT SUCCESS

COL 101 College 101: Student Success (1) (1, 0)
Prerequisite: None
This course will guide new students in learning effective strategies and identifying resources that will help them be successful in college. Key components of COL 101 include: self awareness, success/study skills, college resources, diversity and relating to others. (1.1) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Not Available

GSD 101 Keys to Success (2) (2, 0)
Prerequisite: None
This course provides new students with an extensive orientation to college. Students will explore the various student support resources at Elgin Community College. Topics include: achieving success in college, managing finances, motivation and goal setting, learning styles, relating to others, and self-esteem. This class has a strong emphasis on group work and peer learning. (1.1) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

GSD 150 SERVE - Volunteer (Variable Credit .5-1) (0, 2-4)
Prerequisite: None
This course is intended to meet legislative guidelines which provide students with opportunities to participate in community service experiences. Students will select and be placed in an agency based on their skills, knowledge and interest. Opportunities may include, but are not limited to, tutoring, literacy training, neighborhood improvement, increasing environmental safety, animal shelter care, assisting the elderly or disabled, and providing mental health care. Repeatable to four credits. (1.1) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Available

GSD 160 Job Search Strategies (1) (1, 0)
Prerequisite: None
This course focuses on the strategies and materials needed to conduct a successful job search. Students will learn a wide variety of job search strategies and how to maintain a consistent search and a positive perspective. They will write a resume and related correspondence, learn the process of informational interviewing, and practice employment interviews using video feedback. (1.1) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Available

Course Descriptions
### GEOGRAPHY

**GEO 115 Introduction to Physical Geography** (3)  
**Prerequisite:** Placement in RDG 091, an ACT Reading score of 18 or above, or MTH 098, an ACT Math score of 23, or appropriate math placement.  
A survey of the physical environment and its effects on humanity. Topics include climate, winds, rivers, oceans, earthquakes, volcanoes, and glaciers. (1.1) Fall, Spring  
IAI General Education: P1 907L  
Proficiency Credit Available  
Pass/No Credit Not Available  

**GEO 116 Human Geography** (3)  
**Prerequisite:** Placement in RDG 091, an ACT Reading score of 18 or above, or MTH 098, an ACT Math score of 23, or appropriate math placement.  
A survey of the many ways humanity has adapted to the various environments and the effects of human populations on the earth. Topics include population, race, religion, language, political, and economic systems. (1.1) Fall, Spring  
IAI General Education: S4 900N  
Proficiency Credit Available  
Pass/No Credit Not Available  

### GEOLOGY

**GLY 105 Survey of Geology** (3)  
**Prerequisite:** Placement in RDG 091, an ACT Reading score of 18 or above, or MTH 098, an ACT Math score of 23, or appropriate math placement.  
Introductory lecture course in historical and physical geology covering nature and properties of the materials composing earth, distribution of materials throughout the globe, processes by which they are formed, altered, transported and distorted. (1.1) Fall, Spring  
Proficiency Credit Available  
Pass/No Credit Not Available  

**GLY 106 Physical Geology** (4)  
**Prerequisite:** Placement in RDG 091, an ACT Reading score of 18 or above, or MTH 098, an ACT Math score of 23, or appropriate math placement.  
Introductory course in historical and physical geology covering nature and properties of materials composing earth. Includes studies and observations of the distribution of materials throughout the globe and processes by which they are formed, altered, transported and distorted. An all-day field trip or equivalent project is required. (1.1) Fall, Spring  
IAI General Education: P1 907L  
Proficiency Credit Available  
Pass/No Credit Not Available  

### GERMAN

**FLG 101 Elementary German** (4)  
**Prerequisite:** None. Designed for students who have no previous background in German. Includes essentials of grammar, pronunciation, practice in sentence structure, elementary composition and conversation. Emphasis is placed on the acquisition of the following skills: listening, speaking, reading and writing. (1.1) Fall  
Proficiency Credit Available  
Pass/No Credit Available  

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

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

**FLG 104 Intermediate German** (4)  
**Prerequisite:** FLG 103 or 3 years H.S. German or 3 college semesters German or placement  
Course begins with brief FLG 103 grammar review. Additional activities focus on studying and applying increasingly complex grammatical
course descriptions

GRD 102 2D Visual Basics for Design (3) (1, 4)
Prerequisite: FLG 102 or 3 years of German or
4 college semesters German or placement
Recommended: Concurrent enrollment in FLG 104 or higher

Students aim at becoming more fluent speakers, as all conversations in class will be in German. Specifically assigned discussion topics focus on expanding vocabulary use and gaining confidence in the application of grammatical principles. (1.1) On Demand
Proficiency Credit Available
Pass/No Credit Available

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

FLG 110 Conversational German I (3) (3, 0)
Prerequisite: FLG 102 or 2 years of German or
2 college semesters German or placement
Recommended: Concurrent enrollment in FLG 103 or higher

Conversational course allowing students to apply basic language skills learned in elementary German classes. Students develop confidence in speaking as they interact with each other and with instructor in German. Guidance is provided for discussion topics, vocabulary use and grammatical structure. (1.1) On Demand
Proficiency Credit Available
Pass/No Credit Available

FLG 120 Conversational German II (3) (3, 0)
Prerequisite: FLG 103 or 3 years of German or
3 college semesters German or placement
Recommended: Concurrent enrollment in FLG 104 or higher

Students aim at becoming more fluent speakers, as all conversations in class will be in German. Specifically assigned discussion topics focus on expanding vocabulary use and gaining confidence in the application of grammatical principles. (1.1) On Demand
Proficiency Credit Available
Pass/No Credit Available

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

FLG 201 German Conversation and Composition (3) (3, 0)
Prerequisite: FLG 104 or 4 years of German or
4 college semesters German or placement

Intensive work aimed at developing and improving speaking and writing skills. Considerable attention paid to spontaneous conversation styles and precise composition work. The increase of comprehension skills will be supported by the use of audio and video tapes and films. (1.1) Fall
Proficiency Credit Available
Pass/No Credit Available

FLG 202 Advanced German Composition and Conversation (3) (3, 0)
Prerequisite: FLG 201 or 5 college semesters German or placement

Continuation of FLG 201, German Composition and Conversation, with emphasis on compositions based on literary works of major authors, current newspapers and periodicals. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Available

GRD 100 Design Principles/Drawing Techniques (3) (1, 4)
Prerequisite: None

A study of the principles and elements of advertising design and nature of appearance are represented as means of conveying information about imagery objectives or concepts. Basic drawing techniques are taught for the special requirements of the graphic artist/designer. The student explores the mechanics of conventional perspective, methods for conceptual development and design presentations. Creative development is stressed. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Available

GRD 101 2D Visual Basics for Design (3) (1, 4)
Prerequisite: None
Recommended: GRD 107 or experience in image editing software such as Adobe Photoshop or Illustrator

This studio course applies two-dimensional design to give form to ideas, order to information and expression to artifacts that document human experience. Using 2D design elements and principles, students will address issues of visual form, function, problem solving and personal viewpoint. Project performance includes traditional hands-on media as well as computer generated solutions. (1.1) Fall, Spring
Proficiency Credit Available
Pass/No Credit Available

GRD 102 Tech. Illustration/Info. Graphics (3) (1, 4)
Prerequisite: None

This is an illustration course that addresses some of the more technical illustration needs in the field of Graphic Design. Basic techniques for various commercial purposes will include instructional illustration, analytical illustration, cross-section, sequences, cause and effect, and other technical illustration related subjects. Media used: Pen and ink, pencil, and gouache.
(1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Available

GRD 103 Conceptual Visualization (3) (1, 4)
Prerequisite: None

The intended purpose of this class is to develop the students' ability to solve complex problems in design; to encourage exploration into different avenues of problem solving; to encourage the development of personal creative processes and self-reliance; and to force students to look inward to find solutions to design problems. Assignments will be problem based and the students' goals will be to generate as many viable solutions to the problems as possible, within a given period of time. Self-discovery will be stressed. Mediums used: pen and ink, pencil, and colored pencil. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Available

GRD 104 Typography (3) (1, 4)
Prerequisite: GRD 107 or consent of instructor

This course is an introduction to typographic terms and technologies. Students will research classical and contemporary typographic forms; construct typographic compositions and systems; and use typography as an expressive medium to convey aesthetic, emotional, and intellectual meaning. (1.2) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Not Available

GRD 105 Color Theory (3) (1, 4)
Prerequisite: None

This course examines theories of color and their application in art and design. Topics include: color physics and perception, color attributes, color harmony, color interaction, digital and traditional applications of color, psychology of color and design factors with color. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

GRD 106 Layout Design (3) (1, 4)
Prerequisite: Grade of C or better in GRD 107 or consent of instructor
Recommended: GRD 101 is strongly recommended

This course presents foundation concepts in layout and publication design. Key topics include communication with image and type; creating order and interest; organizing content with grids and the examination of both current and historic examples of layout design. Theory combines with practice using Adobe InDesign to execute layout assignments. Technical areas covered will include document creation, importing text and images, file formats, layout guides and the preparation of files for printing. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

GRD 107 Introduction to Digital Design (3) (1, 4)
Prerequisite: None

This course focuses on fundamental concepts and visual communication skills necessary for graphic design. It requires the creation of single and multiple page documents, both in B&W and color, covering document construction, integration of word processing programs, working with images and typography, custom colors and standard output. Introduction to the production of printed materials using illustrations and image manipulation software via computers. Topics include principles of file management, working across a network, scanning and creating documents in Adobe Photoshop, Illustrator and InDesign. (1.1) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

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

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

GRD 201 Presentation Graphics (3) (1, 4)
Prerequisite: Grade of C or better in GRD 107 or consent of instructor
This course will provide an overview of presentation graphics. Emphasis is on electronic presentations but will also cover design, layout and color. Students will create their own graphics and text to produce creative slide presentations. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

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

GRD 204 Design/Adobe Illustrator I (3) (1, 4)
Prerequisite: Grade of C or better in GRD 107 or consent of instructor
This is an introductory course in creating (vector based) computer illustration using Adobe Illustrator. Students will learn the fundamentals of the program while creating works relevant to the advertising and design industry. Assignments will encourage growth and development in design, creativity, and technical skills. (1.2) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Not Available

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

GRD 207 Image Design/Photoshop I (3) (1, 4)
Prerequisite: Grade of C or better in GRD 107 or consent of instructor
The industry standard software, Adobe Photoshop will be taught through lectures, demonstrations and hands-on assignments and projects. Keyboard commands, image manipulation, RGB/CMYK, color correction, layers, masks, Alpha channels and basic attributes will be covered. A strong emphasis on image manipulation, composition and color is stressed in this course. Course is repeatable to nine credit hours. (1.2) Fall, Spring, On Demand
Proficiency Credit Available
Pass/No Credit Not Available

GRD 213 Electronic Prepress (3) (1, 4)
Prerequisite: Grade of C or better in GRD 203, GRD 204 and GRD 207 or consent of instructor
This course teaches the basic concepts of electronic prepress. Preparation of electronic documents for print production using industry standard software will be explored. Topics include scanning images, digital image manipulation, color corrections, saving files in proper formats and preflight. Students will study the use of grayscale, spot color, process color, graphics and fonts to produce files for service bureaus and commercial printers. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

GRD 219 Web Basics (3) (1, 4)
Prerequisite: None
This course will introduce the student to basic concepts about computers and the Internet. It will discuss the basics of working on a PC and a Macintosh computer. It will investigate how to use the web as a development resource, how to name and organize files and directories for a web site, introduce the file formats used on the web, how to upload files to a server, how to code HTML documents using a text editor and discuss the uses of WYSIWYG editors in a production environment. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

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

GRD 221 Web Site Design (3) (1, 4)
Prerequisite: Grade of C or better in GRD 220 or consent of instructor
Recommended: Familiarity with HTML GRD 219 or CIS 148 is recommended for the hands-on components of this course
This course examines the design considerations that facilitate effective communication over the World Wide Web. Topics include creating HTML documents; configuring; uploading and managing a website; navigation and interactivity. Emphasis will be placed on visual design in conjunction with site usability, functionality, accessibility and information architecture. Computer software such as Adobe Dreamweaver, Photoshop and Adobe Illustrator will be used to combine theory with practice. (1.1) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Not Available
GRD 222 Computer Animation (3)  (1, 4)  
**Prerequisite:** Grade of C or better in GRD 230 or consent of instructor  
This course will introduce principles of animation with an emphasis on digital animation and two-dimensional computer-based animation techniques. Students will learn the operation of a computer animation program, using frames, layers, and color to create computer-based animation. The course will cover the basics of computer animation with an emphasis on the design of motion sequences. Some prepress techniques of Photoshop will be introduced and covered. A strong emphasis on composition, color, technical proficiency and aesthetic judgments is stressed in this course. (1.2) Fall, Spring  
Proficiency Credit Not Available  
Pass/No Credit Not Available

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

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

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

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

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

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

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

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

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

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

GRD 239 Multimedia Internship (1)  (0-5)  
**Prerequisite:** Grade of C or better in GRD 230 or consent of instructor; can concurrently enroll in GRD 232 and GRD 233 and GRD 234  
Students will gain "real world" experience working in the marketplace as an apprentice/intern for a company or institution that produces multimedia applications. A faculty member as well as a working supervisor will monitor the student's work ethic and progress. A job description will be agreed upon by the student, supervisor and instructor. A minimum of 80 hours will be required. (1.2) Fall, Spring, Summer  
Proficiency Credit Not Available  
Pass/No Credit Not Available

GRD 240 Special Topics (Variable Credits 1-3)  (.5-1, 1- 4)  
**Prerequisite:** Grade of C or better in GRD 230 or consent of instructor  
Special topics of interest in the field of graphic design. Directed specialized study under instructor supervision. Students will develop a plan of study with the instructor or the instructor will propose a specialized area of study. This course is used to increase skills and knowledge in the graphic design field. Course is repeatable to 12 credits. (1.2) On Demand  
Proficiency Credit Not Available  
Pass/No Credit Not Available
HEALTH PROFESSIONS EDUCATION

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

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

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

HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION

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

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

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

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

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

HAC 104 HVAC Controls (3) (2, 2)
Prerequisite: Grade of C or better in HAC 101 and HAC 114 or consent of instructor
This course will cover the special controls used on commercial and industrial heating, air conditioning and refrigeration equipment. The operation, testing and servicing of these controls will also be covered. Repeatable to six credits; only three credits may apply toward a degree or certificate. (1.2) Spring Proficiency Credit Available Pass/No Credit Available

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

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

HAC 110 Heat Pumps and Electrical Heat (3)(2, 2)
Prerequisite: Grade of C or better in HAC 102
Theory of refrigeration cycle with respect to heat pumps and electrical heat theory. Covers mechanical and electrical operation, service, repair, and proper installation. Also geothermal heat pumps will be covered. Students will also take the RSES National Certification Heat Pump course. Book can be purchased in the HVAC&R office. Certification is included in the cost of the textbook. Repeatable to six credits; only three credits may apply toward a degree or certificate. (1.2) Spring Proficiency Credit Available Pass/No Credit Not Available

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

HAC 114 Basic Electricity and HVACR Controls (3) (2, 2)
Prerequisite: None
A study of the electrical controls, electrical wiring diagrams and proper troubleshooting. Topics included are: electrical symbols, Ohms law, series and parallel circuits, power distribution, magnetism, switches, relays, AC current transformers, motor safety controls, capacitors and motors used in the HVACR field. Emphasis will be placed on reading and wiring up circuits from ladder wiring diagrams. The course will include the proper use of test instruments for troubleshooting. (1.2) Fall, Spring Proficiency Credit Available Pass/No Credit Available

HAC 115 Blueprint Reading for Heating and Air Conditioning (3) (2, 2)
Prerequisite: None
A thorough examination of the components and elements that make up an architectural set of blueprints, including floor plans, foundation, electrical, heating, and plumbing, elevations, details and sections, plot plan, door, window, finish schedules, and general specifications.
Residential and light commercial construction will be studied. Intended for the public and tradespersons interested in the general field of architecture. (1.2) Fall
Proficiency Credit Available
Pass/No Credit Not Available

HAC 116 Cost Estimating for Sheet Metal (3) (2, 2)
Prerequisite: None
Students will learn basic procedures of estimating in all facets of metal fabrication which will include: ductwork, electrical wiring, piping, insulation, HVAC units, equipment, temperature controls, HVAC units, air distribution equipment, heat and cooling equipment, air pollution equipment, heat recovery equipment, stamping, welding, machining, steel fabrication, forging, plastics finishing, brazing, plating and painting. This course will cover principles, practices, and procedures and provide a cost-effective, step-by-step method for cost estimating. Emphasis will be placed on pitfalls, problems, mistakes, inaccuracies that can occur in cost estimates. Basic concepts and steps that are required to develop man-hour and material based cost estimates will also be covered. Course is repeatable to six credits; only three credits may apply toward a degree or certificate. (1.2) On Demand
Proficiency Credit Available
Pass/No Credit Not Available

HAC 117 Architectural and Ornamental Sheet Metal (3) (2, 2)
Prerequisite: Grade of C or better in HAC 109 and HAC 111 or concurrent enrollment in HAC 111
This course will emphasize those sheet metal items and specialty items that can not be purchased from a manufacturer or supplier. Students will learn how to do repair or replacement work on architectural gutter and roofing. Due to OSHA laws emphasizing health and safety, students will learn to fabricate metal specialty items such as guards, machine guards, chutes, hoppers and other specialty items. Students will have the opportunity to experiment with a variety of styles of ornamental sheet metal items fabricated from copper and ornamental iron works with major emphasis on design, contour and mass. Students will concentrate on either architectural or ornamental fabrication for their final class project. Course is repeatable to six credits; only three credits may apply toward a degree or certificate. (1.2) On Demand
Proficiency Credit Available
Pass/No Credit Not Available

HAC 118 Testing and Balancing HVAC Equipment (3) (2, 2)
Prerequisite: Grade of C or better in HAC 104 and HAC 208 or concurrent enrollment in HAC 208
Recommended: MTH 107
Students will study the most current procedures in testing, adjusting and balancing of air conditioning equipment. Topics which will be covered include use of instruments, preparing reports, balancing types of systems, equipment checkout, troubleshooting air problems, flow and pressure basics, balancing VAV systems, HVAC equipment, fans and drives, changing

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

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

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

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

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

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

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

HAC 234 Special Topics in HVACR (1) (1, 0)
Prerequisite: None
Designed to satisfy specific needs or interests of students and the community. The following guidelines are to be used in selecting topics: 1) Adequate and available material on specific topic; 2) Comprehensive outline for each topic; and 3) Course should be designed to increase skill and knowledge in the field of heating, air conditioning, and refrigeration. Repeatable to three credits. (1.2) On Demand
Proficiency Credit Available
Pass/No Credit Not Available
HIS 101 History of Western Civilization I (3) (1, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
Study of the historical origins and development of western ideas, values and institutions from ancient times to the Renaissance. Examines selected ideas and aspects of cultural evolution which have most directly influenced the present. (1.1) Fall, On Demand
IAI General Education: S2 902
Proficiency Credit Available
Pass/No Credit Not Available

HIS 115 History of World Civilizations I (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
This course examines the history of various civilizations throughout the globe from the earliest examples in Asia and Africa to the European Renaissance during the early 16th century. (1.1) Fall, On Demand
IAI General Education: S2 912N
Proficiency Credit Available
Pass/No Credit Not Available

HIS 116 History of World Civilizations II (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
Starting with an assessment of the European Renaissance in the 15th century and increasing interaction among societies in various regions of the world, this course examines the ongoing development of major civilizations throughout the globe to modern times. (1.1) Spring, On Demand
IAI General Education: S2 913N
Proficiency Credit Not Available
Pass/No Credit Not Available

HIS 120 History of the Non-Western World I (3)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
This course examines the political, social, intellectual, cultural and economic history on non-western cultures in Asia, Africa and Latin America from the origins of civilization to the 16th century. (1.1) On Demand
IAI General Education: S2 904N
Proficiency Credit Not Available
Pass/No Credit Not Available

HIS 121 History of the Non-Western World II (3)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
This course examines the political, social, intellectual, cultural and economic history of non-western cultures of Asia, Africa and Latin America. A particular focus is placed on the origins of contemporary non-western societies and the varied responses and adaptations to modernity and Western influences. (1.1) On Demand
IAI General Education: S2 905N
Proficiency Credit Not Available
Pass/No Credit Not Available

HIS 130 History of Latin America I (3)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
This course examines the political, economic, cultural, social, religious and intellectual history of the principle Latin American regions from pre-Columbian times and centuries of...
European hegemony through the early years of independence. (1.1) On Demand
IAI General Education: S2 910N
Proficiency Credit Not Available
Pass/No Credit Not Available

HIS 131 History of Latin America II (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
This course explores some of the major historical issues which have molded Asian history from ancient times to the present. Rather than dealing solely with names and dates, students are asked to consider such issues as why Indian and Chinese civilizations followed such seemingly different paths as well as how the relative geographic isolation of Japan shaped its society. (1.1) On Demand
IAI General Education: S2 911N
Proficiency Credit Not Available
Pass/No Credit Not Available

HIS 140 History of Asia and the Pacific I (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
This course explores some of the major historical issues which have molded Asian history from ancient times to the early modern period. Rather than dealing solely with names and dates, students are asked to consider such issues as why Indian and Chinese civilizations followed such seemingly different paths as well as how the relative geographic isolation of Japan shaped its society. (1.1) On Demand
IAI General Education: S2 908N
Proficiency Credit Not Available
Pass/No Credit Not Available

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

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

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

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

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

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

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

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

Course Descriptions
HISTOTECHNOLOGY

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

Special Admissions Requirements apply to HST courses (see Histotechnology curriculum).

HST 111 Histotechnology Topics I (3) (2, 2)  
Prerequisite: Acceptance into the Histotechnology program or program director consent  
This course will provide an introduction to the histotechnology profession. Units covered will include: fixation, processing, staining, instrumentation and safety. Students will also become acquainted with standard practices and operations in a histology lab. (1.2) Fall  
Proficiency Credit Available  
Pass/No Credit Not Available

HST 113 Histotechnology Topics II (1) (1, 0)  
Prerequisite: Grade of C or better in HST 111 and HST 121  
This course will cover management issues related to the histology laboratory. Students will prepare design a QA/QI program, write policy and procedures, prepare resumes, and review for the certification exam. (1.2) Spring  
Proficiency Credit Available  
Pass/No Credit Not Available

HST 121 Embedding and Cutting I (4) (1, 6)  
Prerequisite: Acceptance into the Histotechnology program or program director consent  
This course will provide an introduction to the practical skills of the histotechnology profession. The focus of the study will be on the hands-on use of histology equipment and techniques used in the preparation of slides. (1.2) Fall  
Proficiency Credit Available  
Pass/No Credit Not Available

HST 123 Embedding and Cutting II (4) (1, 6)  
Prerequisite: Grade of C or better in HST 111 and HST 121  
This course will provide additional opportunities to improve the practical skills of the histotechnology professional. The focus of study will be on the hands-on use of histology equipment and techniques used in the preparation of slides from paraffin and frozen sections. (1.2) Spring  
Proficiency Credit Available  
Pass/No Credit Not Available

HST 125 Special Stains (3) (2, 2)  
Prerequisite: Grade of C or better in HST 111 and HST 121  
This course will cover the theory and practice of special stains in the histology lab. Units include: carbohydrates and amyloid tissue, connective and muscle tissue, nerve tissue, microorganisms, pigments, minerals, and cytoplasmic granules. (1.2) Spring  
Proficiency Credit Available  
Pass/No Credit Not Available

HST 131 Histotechnology Practicum I (2) (0, 6)  
Prerequisite: Grade of C or better in HST 113 or program director consent  
This course will provide the student with supervised experience in a histology lab. Students will practice performing all the routine responsibilities of a histotechnician including: grossing, processing, embedding, cutting, staining, and interacting with other histology personnel. (1.2) Spring  
Proficiency Credit Available  
Pass/No Credit Not Available

HST 133 Histotechnology Practicum II (2) (0, 6)  
Prerequisite: Grade of C or better in HST 131 or program director consent  
This course builds on the skills learned in HST 131 and will provide the student with additional supervised experience in a histology lab setting. Histotechnician students will have the opportunity to expand their knowledge of the workflow in a histology lab and practice techniques in a new clinical setting. (1.2) Spring  
Proficiency Credit Available  
Pass/No Credit Not Available

HOSPITALITY  
(See Culinary Arts and Hospitality Institute of Elgin)

HOTEL MANAGEMENT  
(See Culinary Arts and Hospitality Institute of Elgin)

HUMAN SERVICES  
All HUS, ECE, MEC, SUB and FMV courses numbered 100 and above may be applied to the major field and elective requirement in the A.A. and A.S. Degrees.

HUMAN SERVICES-CORE COURSES

HUS 101 Introduction to Human Services (3) (3, 0)  
Prerequisite: None  
Principles of social work, human services, and the social welfare system will be discussed; the role of the social worker and the human service delivery system will also be examined. Students will be asked to examine their own values and attitudes as they pertain to the social service and welfare systems. An analysis of current social issues and client characteristics will be emphasized. (1.2) Fall, Spring  
Proficiency Credit Not Available  
Pass/No Credit Not Available

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

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

HUS 110 Issues in Human Services (3) (3, 0)  
Prerequisite: None  
The course covers advocacy in human services as it represents the interests of all individuals, children, youth, adults, and the elderly. It is concerned with what is done with, for, and to them by individuals and society in general. The course will be concerned not only with individual rights in society but within the legal systems, social services systems. The course also reviews the human service workers’ role is addressing these conditions and working toward resolution. (1.2) Fall, Spring  
Proficiency Credit Not Available  
Pass/No Credit Not Available

HUS 201 Field Experience I and Seminar (4) (2, 10)  
Prerequisite: Consent of instructor  
In-residence training is a supervised opportunity for the student to have first-hand experience in an institutional setting that meets his/her area of interest. In this setting, it is expected that the student will develop proficiency and display the skills required to perform adequately on-the-job. One hundred (100) hours of on-site work is required for this first experience, as well as weekly class sessions with instructor. (1.2) Fall, Spring, Summer  
Proficiency Credit Available  
Pass/No Credit Not Available

HUS 202 Field Experience II and Seminar (4) (2, 10)  
Prerequisite: C or better in HUS 201  
In-residence training is a supervised opportunity for the student to have first-hand experience in an institutional setting that meets his/her area of interest. In this setting, it is expected that the student will develop proficiency and display the skills required to perform adequately on-the-job. (1.2) Fall, Spring, Summer  
Proficiency Credit Available  
Pass/No Credit Not Available
HUS 205 Introduction to Group Processes (3)(3,0)  
Prerequisite: None  
This course is designed to meet the needs of the student who will help others on a group basis. The major focus is on increasing communication at all age levels, interpersonal knowledge and leadership skills in an atmosphere that allows students to study themselves and their relationships with other people. The course is taught using the experiential approach which gives students the opportunity to experience the small group processes and theories being studied. Students are encouraged to examine their own value base, self-concept and interpersonal style, and the implication that these have in working with adults as well as children. (1.1) Fall  
Proficiency Credit Not Available  
Pass/No Credit Not Available  
HUS courses continue on page 130.  

HUMAN SERVICES- 
EARLY CHILDHOOD EDUCATION  

ECE 100 Health, Safety, Nutrition/Young Child (3) (3, 0)  
Prerequisite: None  
This course examines the personal health of the individual including nutrition, health, and safety issues, a healthy lifestyle, preventive health and community health. Explores the concepts of total health and its influences; environment that supports positive emotional health; community health, signs and symptoms of common and communicable illness; identification of communicable illness; policies and procedures for controlling communicable illnesses; dealing with chronic health problems; proper nutrition; and guidelines for a health nutritional lifestyle. Illinois Department of Children and Family Services Licensing Standards for nutrition, health, and safety; screening procedures to assess children’s health status, basic first-aid and emergency procedures; record-keeping, supervision and reporting; safety guidelines for supervision of children; arrangement and maintenance of indoor and outdoor equipment; and snacks and meals that fulfill nutritional requirements for children, including multi-cultural menus. (1.2) Fall, Spring  
Proficiency Credit Not Available  
Pass/No Credit Not Available  

ECE 101 Exploring Careers/Eary Childhood Ed (1) (1, 0)  
Prerequisite: None  
Designed to give students an understanding of the breadth of careers available in the Early Childhood Education field. It will include an exploration of students’ interests and speakers from a variety of Early Childhood careers. The class may meet off-campus if interest and opportunities present themselves. (1.2) Fall  
Proficiency Credit Not Available  
Pass/No Credit Not Available  

ECE 102 Introduction to Early Childhood Ed (3) (3, 0)  
Prerequisite: None  
This course is designed as an overview of early childhood care and education, including the basic values, structure, organization and programming in early childhood. Examination of the student’s personal qualities in relationship to expectations of the field is addressed throughout the course. A field experience component of 15 contact hours of direct observation in a variety of early childhood settings is required. (1.2) Fall  
Proficiency Credit Not Available  
Pass/No Credit Not Available  

ECE 103 Issues in Early Childhood Education (1) (1, 0)  
Prerequisite: None  
This is a topics in human services course, designed to give students an understanding of relevant, current issues in the field of early childhood education. (1.2) On Demand  
Proficiency Credit Not Available  
Pass/No Credit Not Available  

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

ECE 114 Infant-Toddler Care (3) (3, 0)  
Prerequisite: None  
The patterns of growth and development in the child from birth to 3 years will be studied. The specific needs of infants and toddlers in various child care settings will be examined, with current research being considered. Students will have the opportunity to develop skills in managing a safe environment while providing stimulating activities at appropriate levels. Experience in ECC’s infant-toddler room is required. (1.2) Fall  
Proficiency Credit Not Available  
Pass/No Credit Not Available  

ECE 116 School-Age Activities and Programming (3) (3, 0)  
Prerequisite: None  
Introduces developmentally appropriate practices for group care of school-age children. Provides opportunities to design, develop and implement effective activity programs. Emphasis is placed on classroom (group) and individual behavior management. Resources, materials and adaptations are examined. Age specific teaching techniques, methods and strategies are explored. (1.2) Spring  
Proficiency Credit Not Available  
Pass/No Credit Not Available  

ECE 120 Music and Movement for the Young Child (3) (3, 0)  
Prerequisite: None  
Introduces the relationship of music and movement to the development of the young child. Analyzes methods and materials appropriate for integrating music and movement into the early childhood curriculum. (1.2) On Demand  
Proficiency Credit Not Available  
Pass/No Credit Not Available  

ECE 121 Math and Science for the Young Child (3) (3, 0)  
Prerequisite: None  
Introduction to basic concepts in math and science for young children. Emphasis on the learning process as well as the acquisition of information. Examine methods of learning through explanation and discovery. (1.2) On Demand  
Proficiency Credit Not Available  
Pass/No Credit Not Available  

ECE 122 Creative Art Activities/Young Child (3) (3, 0)  
Prerequisite: None  
Introduction of materials and methods suitable for presenting art experiences for the young child. Focus on expressive and experimental opportunities available through art media. Examine the place of art activities in the curriculum. (1.2) On Demand  
Proficiency Credit Not Available  
Pass/No Credit Available  

ECE 123 Language Development for Young Child (3) (3, 0)  
Prerequisite: None  
The main emphasis will be on the language development in the young child. Includes methods and materials for encouraging language growth. Content will include techniques in such areas as story telling, dramatic play, puppetry. (1.2) On Demand  
Proficiency Credit Not Available  
Pass/No Credit Not Available  

ECE 124 Curriculum Planning/Young Child (3) (3, 0)  
Prerequisite: None  
Introduction of principles of planning curriculum and programs for the young child. Developmental levels of children related to activity and programming. Explore goals of curriculum in early childhood education. (1.2) Fall  
Proficiency Credit Not Available  
Pass/No Credit Available
ECE 150 Child Guidance Practices I (3)  (3, 0)
Prerequisite: None
Students will study the basic theory and practice for guiding toddlers’ and children's behavior. The emphasis will be on helping students utilize preventive techniques to eliminate and minimize discipline situations. Positive methods in helping children develop positive self-concepts will be stressed. (1.2) Fall
Proficiency Credit Not Available
Pass/No Credit Not Available

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

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

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

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

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

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

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

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

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

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

HUMAN SERVICES - MONTESSORI

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

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

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

MEC 104 Mont. Child, Family and Community (3) (3, 0)
Prerequisite: Must concurrently enroll in MEC 101 and MEC 102 and MEC 103 and MEC 105;
Admission to the MECA infant/toddler teacher education
Presents all aspects of the parent-child-caregiver relationship. Emphasis is on supporting the
role of the parent as primary educator of the child. Includes an overview of the psychology of
parenthood, child-rearing practices, cultivating parent participation in programs, community
and professional resources. (1.2) Summer Proficiency Credit Not Available
Pass/No Credit Available

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

MEC 111 Mont. History, Philosophy and Pedagogy (3) (3, 0)
Prerequisite: Must concurrently enroll in MEC 112 and MEC 113 and MEC 114 and MEC 115;
Admission to the MECA early childhood teacher education
Gives a general introduction to Montessori’s principles and ideas, her view of the child, and
the child’s place in society. Includes an overview of the history of education and parallels and
relationships between Montessori’s contributions and those of other educators who
influenced her. Major concepts of the approach, such as the Absorbent Mind, Sensitive Periods,
Logical-mathematical mind, spiritual and moral development of the child, will be discussed. An
emphasis will be placed on how these ideas relate to current standards of developmentally
appropriate classroom practice for early childhood. (1.2) Summer Proficiency Credit Not Available
Pass/No Credit Available

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

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

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

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

HUMAN SERVICES-
FAMILY VIOLENCE COUNSELING

FMV 101 Introduction to Family Violence (3)(3, 0)
Prerequisite: None
This course will examine the issues of family vio-

lence from the various perspectives of children,
spouses, and the elderly. The course will focus on
the dynamics, signs and symptoms, preven-
tion and possible interventions for each age
group. Students will examine physical abuse
and neglect, sexual abuse and harassment,
emotional abuse and exploitation. (1.2) Spring Proficiency Credit Not Available
Pass/No Credit Not Available

NOTE: This course is offered concurrently as
SOC 101. The student must decide whether
to earn credits in Family Violence Counseling
(FMV) or Sociology (SOC) prior to enrolling.

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

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

FMV 150 Violence Against Women (3) (3, 0)
Prerequisite: None
This course will be an overview of the problem of
domestic violence toward women. The stu-
dent will look at the history of the problem, cur-
rent statistics, and societal attitudes. The course
will examine the roles of men and women as
well as the impact on children. The cycle of
violence and power and control issues will be
explored. The course will also explore sexual as-
sault dynamics, treatment, and response as well
as advocacy for the victim. (1.2) Fall Proficiency Credit Not Available
Pass/No Credit Not Available
HUMAN SERVICES

HUS 101 & HUS 102 See Human Services Core Courses p. 126

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

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

HUS 110 See Human Services Core Courses p. 126

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

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

HUS 201, 202 & 205 See Human Services Core Courses p. 126-127

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

HUMAN SERVICES GENERALIST

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

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

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

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

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

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

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

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

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

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

HUMAN SERVICES- SUBSTANCE ABUSE COUNSELING

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

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

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

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

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

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

**SUB 201 Field Experience I and Seminar (4)** (2, 10)
**Prerequisite:** Consent of instructor
In-residence training is a supervised opportunity for the student to have first-hand experience in an institutional setting that meets his/her area of interest. In this setting, it is expected that the student will develop proficiency and display the skills required to perform adequately on-the-job. One hundred (100) hours of on-site work is required for this first experience, as well as weekly class sessions with instructor. (1.2) Fall, Spring, Summer
Pass/No Credit Not Available
Proficiency Credit Available

**SUB 202 Field Experience II and Seminar (4)** (2, 10)
**Prerequisite:** C or better in SUB 201
In-residence training is a supervised opportunity for the student to have first-hand experience in an institutional setting that meets his/her area of interest. In this setting, it is expected that the student will develop proficiency and display the skills required to perform adequately on-the-job. (1.2) Fall, Spring, Summer
Pass/No Credit Not Available
Proficiency Credit Not Available

**SUB 203 Field Experience III and Seminar (4)** (2, 13)
**Prerequisite:** C or better in SUB 202 or consent of instructor
Field experience is an opportunity for the substance abuse counseling student to complete the additional 200 hours of supervised internship experience as required for full certification by Illinois Alcohol and Other Drug Certification Association, Inc. Students will have first-hand experience working with clients in a variety of treatment settings. They will complete the required training and display the skills required of a substance abuse counselor. Focus will be on practicing the 12 core functions of the counselor. (1.2) Fall, Spring, Summer
Pass/No Credit Not Available
Proficiency Credit Not Available

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

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

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

NOTE: This course is offered concurrently as HUS 215. The student must decide whether to earn credits in Substance Abuse Counseling (SUB) or Human Services (HUS) prior to enrolling.
HUMANITIES

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

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

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

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

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

HUM 100 Topics in Humanities (Variable Credit 1-3) (1-3, 0)
Prerequisite: None
A multi-disciplined course designed to give students the opportunity to better understand a topic or an artistic, cultural or historical period or movement through a detailed analysis of the arts and ideas of that period or movement. Repeatable to a total of six credits. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

HUM 101 Introduction to Western Humanities I (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score
A survey of selected examples of musical, artistic and literary contributions European culture has made to world civilization from pre-history to the Renaissance. This multi-disciplined study is designed to assist students in the recognition and fundamental understanding of the continuity of elements of the European past with their own contemporary culture. (1.1) Fall, Spring
IAI General Education: HF 903
Proficiency Credit Not Available
Pass/No Credit Not Available

HUM 102 Introduction to Western Humanities II (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score
A survey of selected examples of musical, artistic and literary contributions European culture has made to world civilization from the Renaissance to modern times. This multi-disciplined study is designed to assist students in the recognition and fundamental understanding of the continuity of elements of the European past with their own contemporary culture. (1.1) Fall, Spring
IAI General Education: HF 904
Proficiency Credit Not Available
Pass/No Credit Not Available

HUM 103 Introduction to Non-Western Humanities (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score
Introduction to the artistic, religious and philosophic expressions of cultures in areas other than Europe and the Europeanized cultures in the Americas showing the interrelations of music, art, literature and ideas in these cultures. (1.1) Fall, Spring, Summer
IAI General Education: HF 904N
Proficiency Credit Not Available
Pass/No Credit Not Available

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

HUM 107 Global Perspectives on World Civilization (3) (3, 0)
Prerequisite: None
The course will present worldwide problems and opportunities inherent in conditions and relationships found in the 20th century and anticipated in the 21st century. It will examine political views, world resources and needs, economic interdependence, emerging and traditional cultural forces and forces for historic change. The major emphasis of course content will be on aspects of the non-western world. (1.1) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Available
NOTE: This course is offered concurrently as INS 107. The student must decide whether to earn credits in Humanities (HUM) or International Studies (INS) prior to enrolling.

HUM 110 Introduction to Philosophy (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score
Survey course in the area of philosophic thought, intended to acquaint the student with basic philosophical questions and major worldviews which propose answers to these questions. The areas of epistemology metaphysics and ontology, ethics, aesthetics and social and political philosophy will be among the topics explored from the standpoint of important western and non-western traditions. (1.1) Fall, Spring
IAI General Education: H4 900
Proficiency Credit Not Available
Pass/No Credit Not Available

HUM 112 Western Philosophy I (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score
Presents the chronological development of major western philosophical traditions from 600 BCE to 1600 CE. Writings of the Pre-Socratics, Greek Idealists, Hellenistic, Medieval, and Renaissance philosophers will be studied. (1.1) On Demand
IAI General Education: H4 901
Proficiency Credit Not Available
Pass/No Credit Available

HUM 113 Western Philosophy II (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score
Recommended: HUM 112
A continuation of HUM 112 emphasizing the chronological developments of major philosophic traditions in the modern western world from 1600 to the present. Similarities to and differences from non-western philosophies will be considered. (1.1) On Demand
IAI General Education: H4 902
Proficiency Credit Not Available
Pass/No Credit Available

HUM 115 Critical Reasoning (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score
An introduction to critical reasoning skills as a first step in enhancing one’s ability to read and evaluate material for logical consistency and appropriate techniques of elementary argumentation. Effective critical reasoning is essential to one’s collegiate success in the humanities, natural and social sciences, and subsequently, in
the professions, vocations, business careers, and everyday life. This course will help the student understand, evaluate, and create effective claims and arguments. (1.1) Fall, Spring
IAI General Education: H4 906
Proficiency Credit Not Available
Pass/No Credit Not Available

HUM 116 Logic (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English ACT score of 20, or an appropriate placement score
Basic introductory course concerning the fundamental principles of logic. The emphasis will be on deductive forms of reasoning from Aristotle's syllogism to modern techniques. The students will gain skills in analyzing and creating arguments and in seeing the applicability of the techniques of logic both to formal intellectual analysis and to the issues encountered in everyday life. (1.1) Summer, On Demand
IAI General Education: H4 906
Proficiency Credit Not Available
Pass/No Credit Not Available

HUM 117 Social and Political Philosophy (3) (3, 0)
Prerequisite: None
A philosophical examination of man in society, the foundations of social and political institutions, and the nature of political obligations. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

HUM 118 Philosophy of Science (3) (3, 0)
Prerequisite: None
General features of desirable properties of scientific method and theories, historical development of scientific knowledge, logic of basic scientific concepts. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

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

HUM 170 Introduction to Asian Philosophies (3) (3.0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score
An introduction to major schools of philosophy and ideas of major philosophers in Eastern and Southern Asia with comparisons to common, established Euro-American ideas and world views. (1.1) Fall, Spring
IAI General Education: H4 903N
Proficiency credit Not Available
Pass/No Credit Available

HUM 202 Philosophy of Religion (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score
Philosophical analysis of selected religious concepts and beliefs including God's existence, evil, miracles, religious experience, faith and morality. (1.1) On Demand
IAI General Education: H4 905
Proficiency Credit Not Available
Pass/No Credit Not Available

HUM 203 Comparative Religions (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score
Basic principles of the world's great religious traditions will be compared and contrasted with a view to gaining an understanding of the primary beliefs and ritual activities of the human family. Religions studied will be selected from among the following: Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity and Islam. (1.1) Fall, Spring, Summer
IAI General Education: H5 904N
Proficiency Credit Not Available
Pass/No Credit Not Available

HUM 204 Introduction to Religious Studies (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score
An introduction to a variety of religious teachings, rituals and customs found in past history and the present world. Examples for study will be drawn from both traditional and modern societies with an emphasis on discovering the nature of religion and the role it has played in cultural history worldwide. (1.1) Spring
IAI General Education: H5 900
Proficiency Credit Not Available
Pass/No Credit Not Available

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

HUM 219 Honors Seminar in Humanities (1) (1, 0)
Prerequisite: None
Recommended: Honors status
A seminar which complements a particular humanities course designed to provide the opportunity for study of the course material in greater depth, more sophisticated inquiry or methodology and/or more penetrating research. The student must qualify for honors status. Course is repeatable to three credits. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Available
HUM 224 Cultural History of Pacific Asia (3) (3, 0)
Prerequisite: None
Presents the cultural history of Pacific Asia with primary emphasis on Japan, Korea, and China. The art, literature, ideas and religious heritages and contemporary life of the area will be studied. The course is intended to be particularly useful to those who intend to live or conduct business in the region. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

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

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

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

INDUSTRIAL MANUFACTURING TECHNOLOGY

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

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

IMT 104 Industrial Manufacturing Tech. II (3) (1, 4)
Prerequisite: IMT 103 or consent of instructor
This course is a continuation of IMT 103 beginning with engine lathes and introducing horizontal mills, vertical mills, and CNC basics. Course includes related information on tooling, speeds and feeds, measuring instruments and manufacturing theory. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

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

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

NOTE: This course is offered concurrently as IMT 107 and MTH 107. The student must decide whether to earn credits in Industrial Manufacturing Technology (IMT) or Mathematics (MTH) prior to enrolling.

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

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

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

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

NOTE: This course is offered concurrently as IMT 111 and MTH 109. The student must decide whether to earn credits in Industrial Manufacturing Technology (IMT) or Mathematics (MTH) prior to enrolling.

IMT 112 Metrology-The Study of Measurement (3) (1, 3)
Prerequisite: None
A study and use of the various measuring tools used in the establishment of quality control for the manufacturing of parts and assemblies including basic SPC techniques. (1.2) Spring
Proficiency Credit Available
Pass/No Credit Available

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

IMT 131 Injection Molding Machine I (4) (4, 0)
Prerequisite: None
This course is a detailed study of the construction and functions of the thermoplastics injection molding machine. Includes machine components, injection and ejection mechanisms, basic hydraulic and electrical systems. Also included are set-up and safe operation of the molding press. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Available

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

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

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

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

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

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

**IMT 214 Jig and Fixture Theory (2)** (2, 0)
Prerequisite: IMT 104
The course will cover parameters involved in controlling the design of either a jig or fixture for a specific piece part and the type of construction dictated by the number and design of that piece part. Included in the course will be the relationship of jigs and fixtures to stampings, castings, and machine parts. (1.2) Spring
Proficiency Credit Available
Pass/No Credit Not Available

**IMT 215 Special Projects in Industrial Manuf. (Variable Credit 1-4)** (0, 2-8)
Prerequisite: Consent of instructor
This course allows an advanced student to study or complete, in depth, a related subject or project in conjunction with machine tool processing. Course is repeatable to four credits. (1.2) On Demand
Proficiency Credit Available
Pass/No Credit Not Available

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

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

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

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

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

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

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

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

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

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

INTERNATIONAL STUDIES

INS 105 Global Perspectives on World Civilization (3) (3, 0)
Prerequisite: None
The course will present worldwide problems and opportunities inherent in conditions and relationships found in the 20th century and anticipated in the 21st century. It will examine political views, world resources and needs, economic interdependence, emerging and traditional cultural forces and forces for historic change. The major emphasis of course content will be on aspects of the non-western world.
(1.1) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Available
NOTE: This course is offered concurrently as HUM 107. The student must decide whether to earn credits in International Studies (INS) or Humanities (HUM) prior to enrolling.

INS 133 African Cultural History (3) (3, 0)
Prerequisite: None
A history of major cultural traditions in Africa. The emphasis will be upon the relationships between cultural traditions as found in religion and literature and the social, political and economic history of various areas of Africa and the rest of the world.
(1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

INS 135 Latin American Cultural History (3) (3, 0)
Prerequisite: None
A history of cultural traditions in Latin America. The focus will be upon major cultural traditions and their relationship to social, economic and political history. The history of Europe and America will serve as background to show the historic relationship of Latin America to the rest of the world.
(1.1) Spring
Proficiency Credit Not Available
Pass/No Credit Available

INS 137 Introduction to Islamic Civilization (3, 0)
Prerequisite: None
The course covers the development of Islamic society from its early Arabic foundations to the multinational character that marks it today. Primary attention will be focused on the Middle East with secondary attention given to such other Islamic areas as Indonesia and sub-Saharan Africa. The course will study the historic development of Islamic societies since Muhammad as well as the theology, literature, art and social systems found in that time and place.
(1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Available

INF 100 Topics in International Studies (Variable Credit 1-3) (1-3, 0)
Prerequisite: None
A multi-disciplined course designed to make students aware of Western Culture and its international heritage and the traditions that make up that heritage and to help them transcend their own cultural limits and participate in the experiences of other cultures. Western Culture will be a constant in the subject matter and will serve as the “touchstone” against which other cultures will be compared. The non-Western Culture may vary from semester to semester as will the elements of the culture being investigated.
(1.1) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Not Available

INFORMATION PROCESSING ASSISTANT
(See Office Administration Technology)

INFORMATION PROCESSING PROFESSIONAL
(See Office Administration Technology)
INS 159 A History of the Vietnam Conflict (3)  (3, 0)
Prerequisite: None
This course employs the medium of video to examine the history of conflict in Vietnam. Primary emphasis is given to America’s involvement but reserve books include Southeast Asian perspectives on the conflict. Students are encouraged to develop their own answers to the many questions raised by the Vietnam conflict. (1.1) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Not Available

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

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

INS 204 Introduction to Religious Studies (3)  (3, 0)
Prerequisite: None
An introduction to a variety of religious teachings, rituals and customs found in past history and the present world. Examples for study will be drawn from both traditional and modern societies with an emphasis on discovering the nature of religion and the role it has played in cultural history worldwide. (1.1) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

INS 206 Field Study in Foreign Cultures (Variable Credit 1-3)  (1-3, 0)
Prerequisite: Consent and approval of the International Studies Department
This is a field study course in which the student will spend a period of time outside the U.S. or Canada in a context which will assure a meaningful exposure to a non-American culture. A program of study will be designed by the faculty of the International Studies Department, using preparatory readings and stated objectives together with a specific program of study for the time spent abroad. Repeatable to a total of six credits. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

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

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

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

INS 297 Independent Study in International Studies (Variable Credit 1-3)  (1-3, 0)
Prerequisite: None
The program will be carried out by the student under the personal direction of one or more faculty members. Normally, the student registering for the course will have a topic or project in mind which he/she has discussed with faculty or other activities that will be assigned by departmental faculty who have reviewed the proposed project. Repeatable three times to 12 credits. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

IST/Maintenance Technology

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

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

IST 110 Electrical Motor Control (3)  (2, 2)
Prerequisite: None
In this course, students will learn lockout-tagout procedures and how to read and develop ladder logic diagrams. Students will study 3-phase motor control systems, and the components of a 3-phase motor control system. Students will learn to troubleshoot a 3-phase motor control system with practical faults inserted. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Available

IST 115 Industrial Power Distribution (2)  (1, 2)
Prerequisite: None
Students will learn to bend and install basic conduit tubing. They will learn about raceways and power disconnects used in an industrial setting. Students will also learn basic National Electrical Code (NEC) and how NEC applies to an industrial environment. Students will learn how to wire a 3-way switch to control a light and how to install a single outlet to a service panel. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Available
**Course Descriptions**

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

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

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

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

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

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

**IST 142 Programmable Controllers II (3)** (2, 2)
Prerequisite: IST 140
This course is an extension of IST 140. Students learn to program an Allen Bradley SLC 500 PLC for advanced sequencing operation. Students also learn to program timers and counters that are used in a PLC application, as well as to write a PLC program using advanced math and data functions. The troubleshooting section from IST 140 is also used during the course. (1.2) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

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

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

**JOURNALISM**

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

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

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

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

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

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

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

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

ADVANCED LITERATURE PLACEMENT

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

LIT 201 Introduction to Literature: Fiction (3)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.

Students in this course will engage in critical reading, writing, and discussion of short stories and novels from a range of literatures. Students will gain knowledge and skills to support more advanced study of literature, as well as an appreciation of reading fiction for life-long learning. (1.1) Fall, Spring, Summer
IAI General Education: H3 901
Proficiency Credit Not Available
Pass/No Credit Available

LIT 202 Introduction to Literature: Drama (3)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.

In this course, students will study representative plays from the major periods in the development of western drama. The course may include works from Euripides, Shakespeare, and Moliere through the more modern works of Ibsen, Shaw, Chekhov, Brecht, Beckett, Stoppard, and Albee. The goal of the course is to make students more discerning, better informed audience members or theater practitioners. (1.1) Fall, Spring
IAI General Education: H3 902
Proficiency Credit Not Available
Pass/No Credit Available

LIT 203 Introduction to Literature: Poetry (3)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.

In this course, students will achieve a greater understanding and appreciation of literature through reading and discussing representative poems, with some attention to critical work on poetry. Students will become familiar with poetic forms, genres, and techniques; they will also gain knowledge and skills to deal effectively with matters of interpretation. (1.1) Fall, Spring
IAI General Education: H3 903
Proficiency Credit Not Available
Pass/No Credit Available

LIT 205 Introduction to Shakespeare (3)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score. Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.

This course is an introduction to the works of William Shakespeare. A variety of his most interesting plays will be read and discussed, including at least one comedy, one tragedy and one historical drama. Students will also read some of Shakespeare’s more notable poems. The goal is to develop an understanding and appreciation of the man generally considered the greatest writer in the history of the English language. Because Shakespeare’s plays were meant to be seen, students will watch an acclaimed film production of each work. Students will also take an optional trip to the Chicago Shakespeare Theatre. (1.1) Fall, Spring
IAI General Education: H3 905
Proficiency Credit Not Available
Pass/No Credit Available

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

In this course students will examine twentieth century multicultural literature in the various genres: drama, short story, novel, and poetry. Where possible, students will make use of films, plays, and ECC Writers Center readings. (1.1) On Demand
IAI General Education: H3 910D
Proficiency Credit Not Available
Pass/No Credit Available
LIT 211 Introduction to Literature by Women (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
The goal of this course is to introduce students to the different traditions of literature written by women. Students will read literature by women in English or English translation in various genres with an emphasis on the nineteenth and twentieth centuries: drama, short story, novel, poetry, essays, letters, and memoirs from the fourteenth to the twentieth centuries. Where possible, students will make use of films, plays, and ECC Writers Center readings. (1.1) On Demand
IAI General Education: H3 911D
Proficiency Credit Not Available
Pass/No Credit Available

LIT 214 Masterpieces of American Lit I (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: ENG 101
In this course, students will study representative works illustrating the development of American literature from its beginnings to the Civil War, with an emphasis on major literary movements understood in relation to their intellectual, social, and political contexts. (1.1) Fall
IAI General Education: H3 915
Proficiency Credit Not Available
Pass/No Credit Available

LIT 215 Masterpieces of American Lit II (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: ENG 101
In this course, students will study representative works illustrating the development of American literature from the Civil War to the modern world with an emphasis on major literary movements understood in relation to their intellectual, social, and political contexts. (1.1) Spring
IAI General Education: H3 914
Proficiency Credit Not Available
Pass/No Credit Available

LIT 216 Masterpieces of English Lit I (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: ENG 101
In this course, students will study selections of the major English writers from the Middle Ages through the eighteenth century. Selections will include the works of Chaucer, Shakespeare, Donne, Milton and Swift. (1.1) Fall
IAI General Education: H3 912
Proficiency Credit Not Available
Pass/No Credit Available

LIT 217 Masterpieces of English Lit II (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Other: ENG 101
In this course, students will study selections of the major English writers from the nineteenth through the early twentieth century. They will also learn about related literary and philosophical movements. (1.1) Spring
IAI General Education: H3 913
Proficiency Credit Not Available
Pass/No Credit Available

LIT 219 Contemporary Literature (3) (3, 0)
Prerequisite: None
In this course, students will study twentieth century literature in the various genre: drama, short story, novel, and poetry. The emphasis will be on recent literature of the Western World. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Available

LIT 221 Oral Interpretation of Literature (3) (3, 0)
Pass/No Credit Available
Proficiency Credit Not Available

LIT 222 American Short Story-Reading and Film (3) (3, 0)
Prerequisite: None
In this course, students will learn about the elements of fiction through reading 16 classic short stories and viewing a series of filmed short stories which appeared on public television. The course will focus on the special qualities of the written versus the filmed presentation of the stories. (1.1) Fall, Spring, Summer
IAI General Education: H3 900
Proficiency Credit Not Available
Pass/No Credit Available

LIT 223 Survey of Non-Western Short Story (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
In this course, students will read short stories from non-Western societies; the course will emphasize works from Asia, Africa, Latin America, and tribal cultural traditions. The works will be viewed in the light of their own communities as well as in light of contemporary multicultural issues. (1.1) On Demand
IAI General Education: H3 908N
Proficiency Credit Not Available
Pass/No Credit Available

LIT 225 Children's Literature (3) (3, 0)
Prerequisite: None
Children's Literature is a course in the history, psychology, theory and current issues in children's literature, from preschool through adolescence. Students will read and study children's literature and become familiar with outstanding authors and illustrators of children's books. Students will submit experiential projects, reading portfolios, critical essays and reports on children's books and literature. (1.1) Fall
Proficiency Credit Not Available
Pass/No Credit Available

LIT 229 Novel and Film (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
In this course students will view some critically acclaimed movies and discuss the books those movies are based on. The goal is that students will develop an appreciation not only of cinematic techniques but also of good literature. (1.1) Fall, Spring
IAI General Education: H3 900
Proficiency Credit Not Available
Pass/No Credit Available

LIT 230 Masterpieces of World Literature I (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
World Literature I introduces students to the major works of major writers from the ancient world through the Renaissance with an emphasis on cultural continuity and understanding of human values. (1.1) Fall, Spring
IAI General Education: H3 906
Proficiency Credit Not Available
Pass/No Credit Available

LIT 231 Masterpieces of World Literature II (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
World Literature II introduces students to the major works of major writers from the eighteenth century to the modern world with an emphasis on cultural continuity and understanding of human values. (1.1) On Demand
IAI General Education: H3 907
Proficiency Credit Not Available
Pass/No Credit Available
Course Descriptions

MANAGEMENT

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

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

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

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

MMT 103 Human Resource Management (3) (3, 0)
Prerequisite: None
Recommended: MMT 101
Basic course covering the practical situations that managers face in business situations. Designed to help solve day-to-day problems that arise in working with employees and administering programs of employee selection, training, evaluation, compensation, labor relations and personnel planning. Also stressed is the effect of federal legislation on personnel decisions. (1.2) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

MACHINE TOOL

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

MKT 103 Marketing (3)  (3, 0)
Prerequisite: None
Fundamental course describing the total system of interacting business activities designed to plan, price, promote and distribute want-satisfying products and services. Includes consumer motivation and behavior, consumer buying patterns, product planning and development, distribution channels and the retail market, pricing objectives, promotions, marketing in special fields and evaluation of the marketing effort. (1.2) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Not Available

MKT 105 Sales (3)  (3, 0)
Prerequisite: None
A practical course that deals with the sales process (prospecting, preapproach, presentation or demonstration, trial close, answering questions and meeting objections, close, follow-up), motivational and behavioral techniques used in selling, ethics in selling, and the exploration of selling as a career. Each student will be involved in sales demonstrations and the critique of sales demonstrations. (1.2) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Not Available

MKT 115 Advertising & Promotion (3)  (3, 0)
Prerequisite: None
Broad survey of advertising in an economy of abundance and its relationship to marketing, sales and profit. Newspaper, radio, TV and direct mail advertising will be studied. Problems and techniques of planning and coordinating an integrated series of promotional efforts for a successful promotional program will be discussed. (1.2) Fall, Spring
IAI Major: MC912
Proficiency Credit Available
Pass/No Credit Not Available

MKT 150 Independent Study in Marketing (4)  (4, 0)
Prerequisite: MKT 103
The student, with the guidance of a Management instructor, will develop a plan of study which will increase his/her management competency level. The plan may consist of the following: 1) an on-the-job rotation plan; 2) job related projects in the area of marketing; 3) extensive research projects in the area of marketing; 4) extensive readings in the area of marketing; and, 5) combinations of the above. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

MKT 210 International Marketing (3)  (3, 0)
Prerequisite: None
Students will gain a general understanding of the field of international marketing. They will learn how the basic marketing principles apply in global environments, where there are significant cultural, legal, economic, financial, technological differences. The opportunities and challenges of international marketing will be explored. (1.2) Fall
Proficiency Credit Available
Pass/No Credit Available

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

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

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

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

MKT 290 Marketing Internship (3)  (0, 15)
Prerequisite: Consent of instructor
This course is designed to give the student valuable hands on experience by entering a partnership with industry. The internship agreement will last for a minimum of 300 hours. Under the supervision of a faculty member and designated employee, the student will participate in a variety of marketing projects. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

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

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

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

Course Descriptions
MASSAGE THERAPY

Students must successfully complete MAS 100 before submitting the health professions application and before taking any additional massage therapy classes. The massage therapy application is given to students at the final class meeting of MAS 100.

MAS 100 Introduction to Massage Therapy (1.5) (1.5, 0)
Prerequisite: None
This course is required to apply to the massage therapy program. It serves as an introduction to the basic theory, principles, and techniques of therapeutic massage. Students will be introduced to massage therapy, basic Swedish massage techniques, the concepts of quality touch, contraindications, endangerment sites, safety and sanitation and body mechanics for the therapist, as well as basic anatomy and simple recognition of selected muscle groups and bones. (1.2) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Not Available

MAS 110 Theory I: Fundamentals of Massage (3) (3, 0)
Prerequisite: Grade of C or better in MAS 100
This course is intended to provide the student with a strong understanding of the fundamental concepts of therapeutic massage. The focus of this course will encompass the history of the profession and touch, ethics and professionalism, local, state, and federal laws, national certification, medical terminology, record keeping, research, physiologic effects of massage, and indications and contraindications for massage. The introduction of nutrition, aromatherapy, and special considerations will be a component of this course. (1.2) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Not Available

MAS 115 Wellness and the Massage Therapist (1.5) (1.5, 0)
Prerequisite: Grade of C or better in MAS 100
This course is intended to provide the student with a strong understanding of the fundamental concepts of wellness and health, personal wellness and responsibility, as well as in a larger context of connection with other people and planetary responsibility. Students will learn to correlate personal wellness with the concepts and practice of responsibility, breathing and sensing, eating, exercise, thinking, work and play, communication, intimacy, and higher meaning in life. Cancer, geriatrics, and HIV/AIDS, as related to the massage therapy profession, are also introduced. (1.2) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Not Available

MAS 120 A & P for Massage Therapists I (3) (3, 0)
Prerequisite: Grade of C or better in MAS 100
Anatomy and Physiology is the study of the structural and functional relationships and homeostasis of body systems. The course incorporates the systems approach and integration of the systems into one functioning unit - the human body. (1.2) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Not Available

MAS 125 Musculoskeletal Palpation I (1.5) (1.5, 0)
Prerequisite: Grade of C or better in MAS 100
This course provides an opportunity to learn muscles on an individual basis, emphasizing origins, insertions, and actions of muscles. Palpation, examination through touch, is an integral part of the learning process and is part of each class. (1.2) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Not Available

MAS 130 Bodywork Techniques I, Basic Massage (6) (6, 0)
Prerequisite: Grade of C or better in MAS 100
This course prepares students to administer a full-body, one-hour Swedish massage using a variety of strokes, correct draping, and healthy body mechanics. A therapeutic movement component is incorporated to assist students with balance, core strengthening, and stretching. Chair and Event Massage is introduced. (1.2) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Not Available

MAS 140 Community Outreach (.50) (0, 1)
Prerequisite: Grade of C or better in MAS 130
Students select from a variety of instructor-supervised community events to perform clothed seated or table massage, completing 16 event hours during the program. Students will learn how to set up and break down physical spaces not designed specifically for therapeutic massage sessions, interact with a variety of populations, perform event intake, and practice short massage sequences. Events may include, but not be limited to, sporting events, college outreach events, and local area agency outreach. (1.2) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Not Available

MAS 141 Massage Therapy Practice Clinic I (1) (0, 2)
Prerequisite: Grade of C or better in MAS 100
This course is designed to provide students with their first clinical experience. With a clinic instructor on-site, students will review client history, practice massage technique, body mechanics, and therapeutic communication in a clinic setting. Students will apply skills to the level learned in their technique class on fellow classmates and members of the community. Students will receive instruction and correction during the massage sessions from the instructor and be evaluated by the clients. Each class meeting includes a lecture and assessment component to expand hands-on learning into applicable critical thinking skills. (1.2) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Not Available

MAS 142 Massage Therapy Practice Clinic II (1) (1, 0)
Prerequisite: MAS 141
In this course, students perform full-body massage sessions on fellow students and members of the community. Students will further develop their skills in communication, critical thinking, technique, centering, qualities of touch, timing, body mechanics, and charting. As additional modalities and advanced techniques are learned, they are incorporated into the massage session. Instructors use a portion of each class to lecture and discuss each client interaction to continue to develop critical thinking skills for each unique treatment session. This course moves the student from general Swedish massage to individualized treatment. (1.2) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Not Available

MAS 210 Theory II: Pathology and Pharmaceutical (2.5) (2.5, 0)
Prerequisite: Grade of C or better in MAS 110
This course will provide the student with a strong understanding of specific pathologies for each system of the body and the indications and contraindications of which the massage therapist must be aware. Students will learn to identify specific pharmaceuticals and consider their impact when designing a massage session. (1.2) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Not Available

MAS 215 Theory III: Applied Theory/Therapies (4.5) (4.5, 0)
Prerequisite: Grade of C or better in MAS 110
This course addresses the study of ethics and boundaries, working with survivors of abuse, as well as learning the basic principles of kinesiology, neuromuscular facilitation, PNF, reciprocal inhibition, trigger point therapy, the application of heat, cold, and hydrotherapy, stretching your client, and evaluating and treating your client using critical thinking skills based on the knowledge learned thus far. (1.2) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Not Available

MAS 220 A & P for Massage Therapists II (3) (3, 0)
Prerequisite: Grade of C or better in MAS 120
This course is a continuation of the considerations of the structural and functional relationships and homeostasis of body systems started in MAS 120. This course incorporates the systems approach and integration of the systems into one functioning unit - the human body. A cadaver study is included in the course. (1.2) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Not Available
Course Descriptions

MAS 225 Musculoskeletal Palpation II (1.5) (1.5, 0)
Prerequisite: Grade of C or better in MAS 125
This course provides an opportunity to learn intermediate and deeper muscles on an individual basis, emphasizing origins, insertions, and actions of muscles. Palpation, examination through touch, is an integral part of the learning process and is part of each class. (1.2) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Not Available

MAS 230 Bodywork Tech. II: Adjunct Therapies (4.5) (4.5, 0)
Prerequisite: Grade of C or better in MAS 130
Students will be introduced through both lecture and hands-on work to adjunct and advanced modalities that will deepen their knowledge of the body systems and acquaint them with techniques and tools to establish a well-rounded practice. Topics covered will be, but are not limited to, Craniosacral Technique, Manual Lymphatic Drainage, Myofascial Release, muscle-nerve techniques, maternity and side-lying massage, infant massage, deep tissue massage, reflexology, connecting style massage, and massage at a sport event. (1.2) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Not Available

MAS 235 Bodywork Tech. III: Energy/ Eastern (2.5) (2.5, 0)
Prerequisite: Grade of C or better in MAS 230
This course further develops the student’s awareness and ability to apply the subtle, natural energy systems of the body in a therapeutic treatment session. Eastern wellness philosophy and application is introduced through basic concepts of traditional Chinese medicine, meridians, acupressure, and shiatsu. (1.2) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Not Available

MAS 240 Clinical Case Study (.50) (0, 1)
Prerequisite: MAS 142
Students are assigned a client to treat in the massage clinic under the supervision and guidance of a clinical instructor. The focus of this class is researching pathologies, pharmaceuticals, and treatment options to understand indications and contraindications for their assigned client. Students will work with the same client for the duration of the class, devising a unique treatment plan and preparing a case study report. The case study format will follow AMTA guidelines and may be submitted to the AMTA Student Case Study contest. (1.2) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Not Available

MAS 243 Massage Therapy Practice Clinic III (1.5) (1.5, 0)
Prerequisite: MAS 142
Under the supervision of instructors, students apply principles, techniques, and procedures learned in the previous two semesters to assess and treat clients individually in a setting that simulates a professional therapeutic massage practice. Students will serve as, and gain experience as, both the therapist and the office manager. Students will demonstrate client/therapist communication skills, the proper application of both basic and more advanced bodywork techniques, proper body mechanics and draping techniques, use proper safety and sanitation practices, demonstrate critical thinking skills, and document each session. Students will be evaluated in both office manager and therapist rotations and are evaluated by their clients who are members of the community. (1.2) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

MAS 250 Business for Massage Therapists (2.5) (2.5, 0)
Prerequisite: Grade of C or better in MAS 110
In this course, students will develop and practice the policies and procedures for running a massage therapy clinic. Students will learn to create and sustain a fulfilling, thriving, successful business through topics such as time management, risk taking, motivation, social responsibility, professionalism, and ethics. In addition, students will discuss and learn about business start-up, business management, financial management, marketing, and how to write a business plan. Students will create a resume and practice interview skills based on their new profession as a massage therapist. Students will define target markets, design a marketing plan, and develop marketing materials; students will identify success strategies and obstacles to success when managing a business. A panel of local professionals will network with students. (1.2) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

MAS 250 Business for Massage Therapists (2.5) (2.5, 0)
Prerequisite: Grade of C or better in MAS 110
In this course, students will develop and practice the policies and procedures for running a massage therapy clinic. Students will learn to create and sustain a fulfilling, thriving, successful business through topics such as time management, risk taking, motivation, social responsibility, professionalism, and ethics. In addition, students will discuss and learn about business start-up, business management, financial management, marketing, and how to write a business plan. Students will create a resume and practice interview skills based on their new profession as a massage therapist. Students will define target markets, design a marketing plan, and develop marketing materials; students will identify success strategies and obstacles to success when managing a business. A panel of local professionals will network with students. (1.2) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

MAS 260 Business for Massage Therapists (2.5) (2.5, 0)
Prerequisite: Grade of C or better in MAS 110
In this course, students will develop and practice the policies and procedures for running a massage therapy clinic. Students will learn to create and sustain a fulfilling, thriving, successful business through topics such as time management, risk taking, motivation, social responsibility, professionalism, and ethics. In addition, students will discuss and learn about business start-up, business management, financial management, marketing, and how to write a business plan. Students will create a resume and practice interview skills based on their new profession as a massage therapist. Students will define target markets, design a marketing plan, and develop marketing materials; students will identify success strategies and obstacles to success when managing a business. A panel of local professionals will network with students. (1.2) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

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

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

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

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

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

ADVANCED MATHEMATICS PLACEMENT

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

PLACEMENT FOR MATHEMATICS

Math requirements vary greatly based on a student’s major, degree or certificate. Choosing the correct math courses should be done with an ECC counselor.

Any student wishing to take a mathematics (MTH prefix) course must take the ECC Placement Test OR meet one of the following:

1. Students with a math ACT score of 23 or higher fulfill the prerequisite for initial placement in the following entry level classes: MTH 101, 102, 110, or 112. Even though a score of 23 will exempt you from the placement exam, you may wish to take ECC’s Math Placement Test to qualify for higher level math courses.

2. Students with a math ACT score of 28 or higher and who have completed a high school or college trigonometry course with a “C” or better fulfill the prerequisite for initial placement in MTH 133.

3. Students with a math ACT score of 28 or higher fulfill the prerequisite for initial placement in MTH 114, MTH 120, MTH 125 or MTH 126.

4. ACT scores are valid for two years from the date the test was taken.

5. Successful completion of a college level mathematics course.

Students who do not meet the above exemptions MUST take the ECC Math Placement Test. Allow one hour and bring a calculator.
Course Descriptions

No appointment is required. No fee is charged. Results are issued to students upon completion of the test. To determine final placement, the student should meet with an ECC counselor to review test scores and high school and/or college transcripts.

If a student does not have high school and/or college transcripts on file, only the ECC Math Placement Test scores will be used to determine final placement.

TRANSFER SEQUENCE

The transfer sequence of courses in Mathematics is MTH 112, 114, 133, 134, 201, and 202. Entrance into this sequence depends on previous background in high school or college. It is not necessary to start at the beginning of the sequence, if needed, Arithmetic (MTH 090), Basic Algebra (MTH 096), Plane Geometry (MTH 097), and Intermediate Algebra (MTH 098) are available, and are listed in the Pre-collegiate and Academic Development Section of this catalog under Developmental Studies.

Science, Engineering, and Mathematics majors should try to complete the sequence through MTH 201, possibly through MTH 202, before transferring.

Business and Social Science students should complete MTH 125 or 112 and 126. MTH 120 is also recommended. Questions on math course sequence may be determined by a conference with a member of the Mathematics department or the counseling staff.

MTH 101 Quantitative Literacy (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score. Math: Grade of C or better in MTH 098 or appropriate placement test score; and grade of C or better in MTH 097 or grade of C or better in two semesters of high school geometry or appropriate score on the geometry placement test. A course designed to satisfy the general education requirement at the university level. The emphasis of the course is understanding logical arguments, doing abstract thinking, and problem solving. Topics covered include logical statements and arguments, geometry in problem solving, estimation, approximation, problem solving and statistics. (1.1) Fall, Spring
IAI General Education: M1 901
Pass/No Credit Not Available

Prerequisite: MTH 098, consent of instructor, or appropriate score on placement test. Intended for students in technical programs or pre-engineering technology programs where a coverage of basic mathematics is required. An integrated approach in algebra, plane geometry, and trigonometry. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

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

NOTE: This course is offered concurrently as MTH 107 and IMT 107. The student must decide whether to earn credits in Mathematics (MTH) or Industrial Manufacturing Technology (IMT) prior to enrolling.

MTH 109 Technical Mathematics II (4) (4, 0)
Prerequisite: Grade of C or better in MTH 107 or IMT 107. The student must decide whether to earn credits in Mathematics (MTH) or Industrial Manufacturing Technology (IMT) prior to enrolling.

MTH 110 Math for Elementary Teaching I (3) (3, 0)
Prerequisite: Grade of C or better in MTH 098 or appropriate placement test score; and grade of C or better in MTH 097 or grade of C or better in two semesters of high school geometry or appropriate score on the geometry placement test. A course designed for elementary teaching and special education majors. Focuses on mathematical reasoning and problem solving, with topics selected from: sets, functions, logic, the real number system, number theory, probability, statistics, measurement, and non-metric geometry. This is the first of a two-course sequence designed to meet the requirements for state certification in elementary school teaching. (1.1) Fall, Spring
IAI General Education: M1 903
Pass/No Credit Not Available

MTH 112 College Algebra (4) (4, 0)
Prerequisite: Grade of C or better in MTH 098 or appropriate placement test score; and grade of C or better in MTH 097 or grade of C or better in two semesters of high school geometry or appropriate score on the geometry placement test. Study of more advanced algebraic theory and techniques required for the study of calculus. Topics include: properties of functions and their graphs; classes of functions including polynomial, rational, exponential and logarithmic; systems of equations; theory of equations; conic sections; sequences, series, and binomial expansion. (1.1) Fall, Spring
IAI General Education: M1 902
IAI Major: BUS901
Proficiency Credit Not Available
Pass/No Credit Not Available

MTH 113 Math for Elementary Teaching II (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score. Math: Grade of C or better in MTH 110. Second course of a two part sequence designed to meet state certification requirements for elementary school teaching. Counts as general education requirement for elementary education majors when successfully completed in sequence with MTH 110. Mathematical reasoning and problem solving are emphasized for understanding and experience in mathematics. Topics selected from statistics, probability, geometry and measurement, and coordinate geometry. Field observation will be required. (1.1) Fall, Spring
IAI General Education: M1 903
Proficiency Credit Not Available
Pass/No Credit Not Available

MTH 114 Trigonometry (3) (3, 0)
Prerequisite: Grade of C or better in MTH 112 or appropriate placement test score; and grade of C or better in MTH 097 or grade of C or better in two semesters of high school geometry or appropriate score on the geometry placement test. Analytical, functional approach to the subject matter of trigonometry. Applications to, and solutions of, triangles are given, but major emphasis is on relational aspects of the subject. Primary objective is to prepare students for calculus and post-calculus courses. (1.1) Fall, Spring
IAI General Education: M1 901
Pass/No Credit Not Available

MTH 120 Statistics I (4) (4, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score. Math: Grade of C or better in MTH 112 or appropriate placement test score; and grade of C or better in MTH 097 or grade of C or better in two semesters of high school geometry or appropriate score on the geometry placement test. An introductory course in probability and statistics. The ability to handle basic algebraic manipulation is a prerequisite skill. The emphasis of the course is on the use rather than the derivation of the formulas and theorems. The aims of the course are to provide the student with a working knowledge of statistics in order to follow the statistics in the literature of his/her particular field and to provide an introduction for more advanced work in statistics. Major topics are: frequency distributions, sampling, testing hypotheses, regression, correlation, analysis of variance, chi-square, and probability. These and other topics are approached from a fundamental viewpoint to make the study both sound and useful. (1.1) Fall, Spring
IAI General Education: M1 902
IAI Major: BUS901
Proficiency Credit Not Available
Pass/No Credit Not Available
MTH 123 Computer Science for Engineers (4) (4, 0)  
Prerequisite: Grade of C or better in MTH 133 or equivalent college credit or consent of instructor  
This course is an introduction to computer programming with a strong emphasis on mathematical applications relevant to science and engineering. Students will learn a disciplined approach to problem-solving and algorithm development using selection, repetition, and sequence control structures. Programming topics will include an introduction to basic hardware and operating systems, storage and variables, procedural and data abstraction, parameter passing, arrays, strings, data files, error-handling, program-testing, documentation, and proper programming style. Mathematical topics will include matrices, linear interpolation, convergence, linear regression, roots of functions, solution of simultaneous linear equations, graphing, and numerical integration. This course will be taught using the C++ programming language. (1.1) Spring  
IAI Major: CS911  
Proficiency Credit Not Available  
Pass/No Credit Available  
Note: This course is offered concurrently as CIS 123. The student must decide whether to earn credits in Mathematics (MTH) or Computer and Information Sciences (CIS) prior to enrolling.  

MTH 125 Finite Mathematics for Business and Management (3) (3, 0)  
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score. Math: Grade of C or better in MTH 112 or an appropriate placement test score; and grade of C or better in MTH 097 or grade of C or better in two semesters of high school geometry or appropriate score on the geometry placement test. Emphasizes applications in mathematics in business and the social sciences. Topics include functions, graphical and algebraic methods for solving systems of linear equations, matrices and matrix algebra, systems of inequalities and linear programming, the simplex method, spreadsheet solutions to linear programming problems, set theory, logic and Boolean algebra, counting and probability theory, and Markov chain methods.  
IAI General Education: M1 906  
Proficiency Credit Not Available  
Pass/No Credit Available  

MTH 126 Calculus for Business and Social Science (4) (4, 0)  
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score. Math: Grade of C or better in MTH 112 or an appropriate placement test score; and grade of C or better in MTH 097 or grade of C or better in two semesters of high school geometry or appropriate score on the geometry placement test. An introductory course in differential and integral calculus for students majoring in business, or the social or life sciences. A working, rather than a theoretical, knowledge of calculus concepts and applications is emphasized. (1.1) Fall, Spring, Summer  
IAI General Education: M1 900-B  
Proficiency Credit Available  
Pass/No Credit Not Available  

MTH 133 Calculus with Analytic Geometry I (4) (4, 0)  
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score. Math: Grade of C or better in MTH 112 and MTH 114 or an appropriate placement test score. Testing: AP AB or BC exam score of 3 or better  
First of three courses in the calculus sequence. Topics include limits, continuity, differentiation, product and quotient rules, implicit differentiation, related rates, extrema, first and second derivative tests, curve sketching, optimization, differential, indefinite and definite integration, area, The Fundamental Theorem of Calculus, and numerical integration. (1.1) Fall, Spring  
IAI General Education: M1 900-1  
IAI Major: MTH901  
Proficiency Credit Available  
Pass/No Credit Not Available  

MTH 134 Calculus with Analytic Geometry II (5) (5, 0)  
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score. Math: Grade of C or better in MTH 133 or equivalent college credit.  
Second of three courses in the calculus sequence. Topics include natural logarithmic function, exponential functions, inverse functions, inverse trigonometric functions, hyperbolic functions, applications of integration, integration techniques, indeterminate forms and L'Hopital's Rule, improper integrals, sequence and series, convergence tests, power series, Taylor polynomials and Taylor series. (1.1) Fall, Spring  
IAI General Education: M1 900-2  
IAI Major: MTH902  
Proficiency Credit Available  
Pass/No Credit Not Available  

MTH 135 Introduction to Linear Algebra (3) (3, 0)  
Prerequisite: Grade of C or better in MTH 134  
First course in vectors and matrices, vector spaces, and linear transformations. The ideas discussed not only serve as a good introduction to the more abstract course a mathematics student meets at the junior-senior level, but they also have many useful applications outside of mathematics. Covers the following topics: vectors, matrices, operations on matrices, inverse of a matrix, solutions of systems of linear equations, rank of a matrix, vector spaces and subspaces, linear dependence and independence, basis and dimension, linear transformations, sums, composites, inverses of linear transformations, range and kernel of a linear transformation, and eigenvalues and eigenvectors. Further topics could include: orthogonality and inner product spaces; and quadratic forms. (1.1) On Demand  
IAI Major: MTH911  
Proficiency Credit Not Available  
Pass/No Credit Not Available  

MTH 201 Calculus with Analytic Geometry III (5) (5, 0)  
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score. Math: Grade of C or better in MTH 134.  
Third and final course in the calculus sequence. Topics include the following: vectors in 2 an 3 dimensions, planes and lines in space, surfaces and quadric surfaces, space curves; cylindric- 

METH Descriptions  

MECHANICAL SYSTEMS  
(See IST/Maintenance Technology)  

MEDICAL OFFICE ASSISTANT  
(See Office Administration Technology)  

MEDICAL OFFICE PROFESSIONAL  
(See Office Administration Technology)  

MICROCOMPUTER SPECIALIST  
(See Computer Information Sciences)  

MIG WELDING  
(See Welding)  

MOLD MAKING  
(See Industrial Manufacturing Technology)  

MONTESORRI EARLY CHILDHOOD /INFANT TODDLER  
(See Human Services)  

MOS (MICROSOFT OFFICE SPECIALIST)  
(See Office Administration Technology)
## MULTIMEDIA DESIGN
(See Graphic Design)

## MUSIC

MUS 104 may be used to fulfill the fine arts requirement in the Associate in Arts, Associate in Science, and Associate in Engineering Science Degrees, and the liberal education requirement in the Associate of Applied Science Degree.

MUS 105, 106 and 107 may be used to fulfill the fine arts requirements in the A.A., A.S., and A.E.S. Degrees, and the liberal education requirement in the A.A. Degree.

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

Students intending to major in Music must audition on their major instrument or in voice and complete theory and keyboarding examinations.

### ADVANCED MUSIC PLACEMENT

Based on the score received on the Advanced Placement (AP) Examination, credit is available for MUS 128 and MUS 129 (AP, 3).

MUS 100 Introduction to Music Theory (2) (2, 0)
Prerequisite: None
Recommended: For students with no previous training as well as students with previous training who want a refresher course before entering MUS 128.
Study of notation of melody, rhythm, meter as well as musical terminology. Writing, playing and singing of scales, intervals and triads. (1.1) On Demand
Proficiency Credit Available
Pass/No Credit Available

MUS 101 Band (1) (0, 3)
Prerequisite: Audition or consent of instructor
A community concert band open to all qualified adults as well as college and high school students. A wide variety of the finest literature for concert band is studied, from classics to contemporary works. The band performs several times per semester. Repeatable to a maximum of four credits. (1.1) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

MUS 102 Jazz Lab Band (1) (0, 3)
Prerequisite: Audition or consent of instructor
Participation in the stage band will offer the opportunity for development of knowledge and performance skills of music in the modern idiom: swing, blues, jazz and rock. The band presents at least one annual concert in addition to performing for school functions and civic organizations. Repeatable to a maximum of four credits. (1.1) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

MUS 104 Musics of the World (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
An introduction to music in various parts of the world with emphasis on the way in which music functions within society. (1.1) Fall, Spring, Summer
IAI General Education: F1 903N
Proficiency Credit Not Available
Pass/No Credit Available

MUS 105 Music Appreciation (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
Survey of main developments in music history beginning with the Renaissance Period and extending into the 20th century. Listening to recordings and tapes as well as outside reading is required. (1.1) Fall, Spring, Summer
IAI General Education: F1 900
Proficiency Credit Available
Pass/No Credit Not Available

MUS 106 Music Literature from 1400 to 1750 (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score Includes extensive listening to recordings from the Middle Ages through Bach and Handel. Outside reading and term paper required. (1.1) Spring, alternating years
IAI General Education: F1 901
Proficiency Credit Available
Pass/No Credit Not Available

MUS 107 Music Literature from 1750 to Present (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
Continuation of 106 Music Literature from 1400 to 1750, covering the years from the Pre-Classical Period to the present. (1.1) Spring, alternating years
IAI General Education: F1 902
Proficiency Credit Available
Pass/No Credit Not Available

MUS 108 Elgin Area Honors Choir (1) (0, 3)
Prerequisite: Audition and recommendation of high school or college choir director
Repetoire of outstanding choral works. At least two concerts presented annually. Possibility of a small tour locally. Repeatable to four credits. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

MUS 109 Keyboard Harmony (2) (2, 0)
Prerequisite: None
Recommended: Piano skills
A study of the basic principles of keyboard harmonization. The student will learn basic diatonic chords as well as receiving an introduction to altered chords. (1.1) On Demand
Proficiency Credit Available
Pass/No Credit Not Available

MUS 110 Choir I (1) (0, 3)
Prerequisite: Audition or consent of instructor
Repetoire of outstanding choral works. Three to four concerts presented annually. Rehearsals held every week. Repeatable to a maximum of four credits. (1.1) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

MUS 111 Choral Ensemble (1) (0, 3)
Prerequisite: Audition or consent of instructor
Repetoire includes standard choral works as well as modern compositions. Rehearsals held every week. Repeatable to a maximum of four credits. (1.1) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

MUS 112 Elgin Choral Union Chamber Ensemble (1) (0, 3)
Prerequisite: Consent of instructor or concurrent enrollment in MUS 110
The class will be a small chamber choir chosen from the membership of the Elgin Choral Union. It will perform music from the literature for small choral groups, primarily but not exclusively from the Renaissance period. This is primarily a performance group, emphasis will be on musicianship and careful group performance. The group performs periodically throughout the year in concert or for local community groups. Course is repeatable to four credits. (1.1) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

MUS 113 Chamber Vocal Ensemble (1) (0, 3)
Prerequisite: Consent of instructor
Repetoire of outstanding choral works for small ensemble. Three to four concerts annually. Rehearses two times each week. Repeatable to four credits. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

MUS 114 Show Choir (1) (0, 3)
Prerequisite: Consent of instructor
Repetoire of popular and Broadway show tunes. Several mini-concerts and at least one major concert per semester. Rehearsals held three times per week. Repeatable to four credits. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

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MUS 115 Sight Singing & Ear Training I (2)  (2, 0)
Prerequisite: None
The student learns to develop aural skills (pitch and rhythm) in order to read, hear, and sight-sing music. Class time is spent in singing melodies, practicing rhythms, and taking melodic and rhythmic dictation. (1.1) On Demand
Pass/No Credit Not Available

MUS 116 Musical Theater (1)  (0, 3)
Prerequisite: Audition
Presentation of a musical play during the semester, with multiple performances. Approximately six to eight weeks of rehearsals with performances over several weekends. Repeatable to four credits. (1.1) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

MUS 120 Brass Ensemble (1)  (0, 3)
Prerequisite: Consent of instructor
Development of greater playing skills and sight reading. Repeatable up to a maximum of four credits. (1.1) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

MUS 121 Woodwind Ensemble (1)  (0, 3)
Prerequisite: Consent of instructor
Development of greater playing skills and sight reading. Repeatable to a maximum of four credits. (1.1) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

MUS 122 Percussion Ensemble (1)  (0, 3)
Prerequisite: Consent of instructor
Development of greater playing skills and sight reading. Repeatable to a maximum of four credits. (1.1) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

MUS 123 String Ensemble (1)  (0, 3)
Prerequisite: Audition or consent of instructor
Development of greater playing skills and sight reading. Repeatable up to a maximum of four credits. (1.1) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

MUS 124 Symphony Orchestra (1)  (0, 3)
Prerequisite: Audition or consent of instructor
Open to all students and adults in the area who qualify. At least five concerts presented each season. Repeatable to a maximum of four credits. (1.1) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

MUS 125 Intermediate Symphony Orchestra (1)  (0, 3)
Prerequisite: Audition or consent of instructor
Open to all intermediate instrumental students who qualify. At least three concerts presented each season. Repeatable to a maximum of four credits. (1.1) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

MUS 126 Class Piano I (2)  (2, 0)
Prerequisite: None
Designed for beginning students with little or no experience on the piano. Fundamentals, scales, key signatures, rhythms, chord structure and playing of easy melodies. Transposition encouraged. (1.1) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Available

MUS 127 Class Piano II (2)  (2, 0)
Prerequisite: C or better in MUS 126 or consent of instructor
More advanced work of chordal structures, modulation, transposition and ability to perform works from classical and semi-classical literature. (1.1) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Available

MUS 128 Theory and Ear Training I (4)  (3, 2)
Prerequisite: MUS 100 or consent of instructor
The study of music fundamentals (scales, intervals, triads, rhythm and meter), basic principles of melody and harmony, melodic composition, and four-part harmony. Approximately one-third of classroom time is used for ear training and keyboard sessions. (1.1) Fall
Proficiency Credit Available
Pass/No Credit Available

MUS 129 Theory and Ear Training II (4)  (3, 2)
Prerequisite: MUS 128 or placement
A continuation of MUS 128, this course continues the harmonic vocabulary employed in the period of common practice, adds studies of historically important forms, and continues ear training and keyboard exercises. (1.1) Fall, Spring
Proficiency Credit Available
Pass/No Credit Available

MUS 130 Advanced Symphony Orchestra (1)  (0, 3)
Prerequisite: Audition or consent of instructor
Open to all advanced instrumental students who qualify. At least three concerts presented each season. Repeatable to a maximum of four credits. (1.1) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Available

MUS 132 Class Piano II (2)  (2, 0)
Prerequisite: None
Designed for beginning students with little or no experience on the piano. Fundamentals, scales, key signatures, rhythms, chord structure and playing of easy melodies. Transposition encouraged. (1.1) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Available

MUS 134 Class Piano III (2)  (2, 0)
Prerequisite: None
More advanced work of chordal structures, modulation, transposition and ability to perform works from classical and semi-classical literature. (1.1) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Available

MUS 136 Advanced Ensemble (1)  (0, 3)
Prerequisite: Consent of instructor
Development of greater playing skills and sight reading. Repeatable up to a maximum of four credits. (1.1) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

MUS 138 Advanced Ensemble (1)  (0, 3)
Prerequisite: Consent of instructor
Development of greater playing skills and sight reading. Repeatable to a maximum of four credits. (1.1) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

MUS 140 Applied Music (1)  (0, 2)
Prerequisite: Students must be 16 or older.
Private study in music performance. Lessons are offered every semester in piano, voice, brass, woodwinds, strings, and percussion. Repeatable to a maximum of four credits. (1.1) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Available

MUS 205 Topics in Music (3)  (3, 0)
Prerequisite: None
Study of selected topics with discussion of representative areas in music (opera, gospel, improvisation, keyboard, literature, performance, practice, arranging). Certain topics require advanced knowledge or skills; students should review the course outline or consult the instructor before enrolling. (1.1) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Not Available

MUS 228 Theory and Ear Training III (4)  (3, 2)
Prerequisite: MUS 129 or placement
A continuation of MUS 129, this course continues the harmonic vocabulary employed in the period of common practice, adds studies of historically important forms, and continues ear training and keyboard exercises. (1.1) Fall, Spring
Proficiency Credit Available
Pass/No Credit Available

MUS 229 Theory and Ear Training IV (4)  (3, 2)
Prerequisite: MUS 228 or placement
A continuation of MUS 228, this course completes the harmonic vocabulary of the common practice period. Compositional techniques of the Post Romantic and Contemporary periods are also studied. (1.1) Fall, Spring
Proficiency Credit Available
Pass/No Credit Available

MUS 240 Applied Music (1)  (0, 2)
Prerequisite: MUS 140 or consent of instructor
Private study in music performance. Lessons are offered every semester in piano, voice, brass, woodwinds, strings, and percussion. Repeatable to a maximum of four credits. (1.1) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Available

NURSE-LEGAL CONSULTANT
(See Paralegal)
NURSING

All NUR courses numbered 100 and above may be applied to the major field and elective requirement in the Associate in Arts and Associate in Science Degrees. NUR 105 may only be counted in the G.P.A. for seven hours.

Special Admissions Requirements apply to the Nursing R.N. Program (see Nursing curricula).

NURSE ASSISTANT COURSE

NUR 105 Basic Nurse Assistant Training
Program (7) (6, 3)
Prerequisite: Students must be at least age 16, have a minimum of an eighth grade education and a COMPASS Reading Assessment 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 college work with a “C” or better, including 3 credit hours in English or Reading.

The purpose of this course is to prepare qualified nurse assistants to function as integral parts of the health care team. Principles of hygienic care, safety, infection control, body mechanics, vital signs communication, nutrition and interpersonal relationships are among the concepts included in this program. Class instruction is combined with clinical practice to prepare the nurse assistant for employment. Successful completion will entitle the student to a Basic Vocational Specialist Certificate and eligibility to take the State Competency Written Evaluation for certification. Certification is required for employment. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

NOTE: 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.

Students who fail the criminal background check and/or drug test will be automatically withdrawn by the instructor and will be charged for the course according to the refund policy.

THE NURSING R.N. PROGRAM

NUR 114 Nursing Fundamentals – A (8) (6, 6)
Prerequisite: Admission to the nursing program and completion of HPE 101 with a C or better; Grade of C or better in BIO 240 or BIO 246, PSY 100 and NUR 116 or concurrent enrollment in BIO 240 or BIO 246, PSY 100, and NUR 116
Recommended: HPE 112 Introduction to Health Care Vocabulary
The roles and competencies of the nurse will be introduced. Concepts examined include: self-care of the nurse, nursing process, health care systems, legal/ethical topics, beginning management/leadership, human needs, holistic care, health, wellness, stress illness continuum, physical exam, loss/grief, pain, therapeutic communication, and teaching/learning theory. Focus will be placed on provider of care nursing role using basic nursing skills, infection, and safety control. Responses of adult and older adult persons to common health problems are presented with developmental and cultural considerations. Critical thinking is introduced and applied to meet the basic care needs of persons. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

NUR 115 Nursing Fundamentals – B (6) (5, 3)
Prerequisite: Admission to the nursing program and completion of HPE 101 with a C or better; Grade of C or better in BIO 240 or BIO 246, PSY 100 and NUR 116 or concurrent enrollment in BIO 240 or BIO 246, PSY 100, and NUR 116.
Must be Certified Nursing Assistant.
Recommended: HPE 112 Introduction to Health Care Vocabulary
This course introduces the student who is certified as a nurse assistant (C.N.A.) to the nursing role as provider of care using basic nursing skills. The roles and competencies of the nurse will be introduced. Concepts examined include: self-care of the nurse, nursing process, health care systems, legal/ethical topics, beginning management/leadership, human needs, holistic care, health, wellness, stress illness continuum, physical exam, loss/grief, pain, therapeutic communication, teaching/learning theory, focus will be placed on provider of care nursing role using basic nursing skills, infection, and safety control. Responses of adult and older adult persons to common health problems are presented with developmental and cultural considerations. Critical thinking is introduced and applied to meet the basic care needs of persons. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

NUR 116 Introduction to Pharmacology (2) (2, 0)
Prerequisite: Admission to the nursing program; grade of C or better in BIO 240 or concurrent enrollment in BIO 240.

The student will be prepared to administer medications and intravenous fluids at the practical nurse level of competence upon completion of this course. Mastery of skills related to drug administration including drug dose calculations will be required. A foundational knowledge base will be acquired which includes how drugs are processed and utilized in the body, and legal aspects of prescription, administration and record keeping. Clinical application of knowledge and skills will be expected in concurrent nursing courses. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

NUR 120 Common Health Challenges (4.5) (3, 4.5)
Prerequisite: Grade of C or better in NUR 114 or NUR 115 and NUR 116 and BIO 240 or BIO 246 and ENG 101 and PSY 218 or concurrent enrollment in ENG 101 and PSY 218

The student will identify actual and/or potential alterations in health for persons across the lifespan, focusing on the adult and older adult in a variety of settings. Utilizing the nursing process, the student will demonstrate basic competencies in caring for persons with common health challenges. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

NUR 122 Caring for Women and Children (4.5) (3, 4.5)
Prerequisite: Grade of C or better in NUR 114 or NUR 115 and NUR 116 and BIO 240 or BIO 246 and ENG 101 and PSY 218 or concurrent enrollment in PSY 218 and ENG 101

The student will examine the impact of child-bearing and wellness/illness concepts within the contemporary family. Utilizing the nursing process the student will assist the family in health promotion and wellness behaviors and provide nursing care during the perinatal period and for common health problems of women and children. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

NUR 124 Professional Aspects of Nursing (1) (1, 0)
Prerequisite: Grade of C or better in NUR 114 or NUR 115 and NUR 116 and BIO 240 or BIO 246 and ENG 101 and PSY 218 or concurrent enrollment in ENG 101 and PSY 218

The profession of nursing and its historical and current contribution to society will be explored in this course. The process and purpose of licensure will be presented and the student will differentiate between levels of practice. The relationship between ethical standards and role parameters will be discussed. The professional portfolio for the practical nurse will be completed. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available
PASS/NO CREDIT NOT AVAILABLE

PROFICIENCY CREDIT AVAILABLE

Economics and trends. (1.2) Fall, Spring

Enhancing their use of the nursing process and
tal issues, family dynamics and spirituality while
the process of adaptation and rehabilitation as
community focus will help students understand
neurological and psychiatric brain disorders. A
munication skills as they care for persons with
awareness of self and enhance their com
During this course students will increase their
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NUR 220 Complex Health
Challenges I (5) (3.5, 4.5)
Prerequisite: Grade of C or better in NUR 120,
NUR 122, NUR 124, and BIO 240 or BIO 246,
BIO 265 or concurrent enrollment in BIO 265
The focus of this course is on providing holistic
care for persons whose needs are affected by
complex conditions involving circulation,
oxygenation, and elimination. The nursing
process is used by the nurse in the provider
of care and manager of care roles for persons
across the lifespan and in the context of their
culture. Growth toward professional behaviors
of caring, role competency, critical thinking and
self-directed learner will be evidenced. Various
care settings are used to enhance student
experience. Concepts related to the administra-
tion of intravenous medications and intravenous
therapy at the professional nurse level of
competence will be included. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

NUR 221 Complex Health
Challenges II (5) (3.5, 4.5)
Prerequisite: Grade of C or better in NUR 120,
NUR 122, NUR 124, BIO 240 or BIO 246, and
BIO 265, or concurrent enrollment in 265
The focus of this course is on providing holistic
care for persons whose needs are affected by
complex conditions of metabolism and immune
function. The nursing process is used by the
nurse in the provider of care and manager of
care roles for persons across the lifespan and in
the context of their culture. Growth toward pro-
fessional behaviors of caring, role competency,
critical thinking and self-directed learner will
be evidenced. Various care settings are used to
enhance student experience. Concepts related to
the administration of intravenous medica-
tions, intravenous therapy and blood compo-
tent therapy at the professional nurse level of
competence will be included. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

NUR 222 Integrative Nursing
Experience (4.5) (1.5, 9.0)
Prerequisite: Grade of C or better in NUR 220
and NUR 224 or concurrent enrollment in NUR
220 and NUR 224
The focus of this course is on caring for persons
whose needs are affected by complex acute
and chronic conditions. It is expected that the
student will integrate knowledge, skills and
professional values in discussion of case studies
and simulations, as well as in clinical areas. As
the student performs in the roles of the nurse,
growth toward the professional behaviors of
caring, role competency, critical thinking and
self-directed learning will be evidenced. The
clinical experiences will take place in a variety
of medical-surgical settings. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Available

NUR 224 Professional Socialization (1) (1, 0)
Prerequisite: Grade of C or better in NUR 212
and NUR 214 and must enroll in NUR 220
The focus of this course is the development of
the Member of the Profession role and manage-
ment of care in community based settings. Con-
cepts related to professionalism, role socializa-
tion, ethics and law, and skills needed to enter
the workplace will be included. The student will
be required to complete the portfolio for the
professional level nurse which will be evaluated
during this course. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

NURSING—GENERAL STUDIES

The following NUR courses are not intended for
transfer and not applicable to any ECC degree
nor are they counted in the GPA.

NUR 150 Nursing Transition (1.5) (1.5, 0)
Prerequisite: Acceptance into the nursing pro-
gram as an advanced standing student
This course is designed to facilitate the success
of students entering the nursing program with
advanced standing status. The student will be
provided with information about the facility,
student handbook, program and learning mate-
rinals, review of the nursing process including
the nursing health assessment, and expectations of
the nursing student in the classroom and clinical
settings. Students are able to interact with each
other regarding their feelings, concerns and
strategies for success in the nursing program.
(1.6) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

NUR 290 Special Topics in Nursing
(Variable Credit .5-3) (.5-3, 0)
Prerequisite: None
Designed to satisfy specific needs or interests
of nurses in the community. The topic of each
course will reflect the rapidly changing skills
and knowledge required to function in today’s
health care settings. Repeatable to nine credits.
(1.6) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

OFFICE ADMINISTRATION

TECHNOLOGY

All OAT and OTS courses numbered 100 and
above, except OAT 119, may be applied to the
major field and elective requirement in the As-
sociate in Arts and Associate in Science Degrees.
OAT 119 is not counted in the G.P.A.

OAT 100 Professional Development
Skills (1) (1, 0)
Prerequisite: None
This course, which is designed to be one of the
first taken in the OAT series, introduces students
to skills needed for success both in college
and in the workplace. Topics covered include
career assessment and exploration, communica-
tion, human relations, personal management,
professionalism, and time management. (1.2) Fall,
Spring
Proficiency Credit Not Available
Pass/No Credit Available

OAT 101 Document Production I (3) (3, 0)
Prerequisite: Grade of C or better in OTS 100 or
passing score on OTS 100 proficiency examina-
tion
Students will use computers to keyboard and
format memos, email, business letters, reports,
tables, and newsletters. Keyboarding,
proofreading, editing, and language skills are
reinforced. (1.2) Fall, Spring
Summer
Proficiency Credit Available
Pass/No Credit Available

OAT 102 Document Production II (3) (3, 0)
Prerequisite: Grade of C or better in OAT 101
and OTS 101 or passing score on OAT 101 and
OTS 101 proficiency examination and grade of
C or better in OAT 126 and OAT 127
Students continue using computers to develop
speed and accuracy in both production and
straight copy. Emphasis is placed on advanced
formatting business letters, memos, tables,
reports, documents with graphics, computer-
ized forms, mail merge, employment and online
documents, collaborative and meeting docu-
ments. Proofreading, editing, and language skills are
reinforced. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Available

OAT 103 Document Production III (3) (0-3, 0-6)
Prerequisite: Grade of C or better in OAT 102
and OAT 130 or passing score on OAT 102
and/or OAT 130 proficiency examinations and
grade of C or better in OAT 141 and OAT 142 and
OAT 143
Students develop and employable production
rate for the keyboarding of business letters,
reports, and statistical data. Emphasis is placed
on correctly prioritizing work and developing a
high degree of speed and accuracy. Instruction is
individualized. Students work independently
on computers either in a classroom setting or in
the OAT Instructional Center. (1.2) Fall, Spring,
Summer
Proficiency Credit Not Available
Pass/No Credit Not Available
OAT 119 Office Skills Enhancer (1-3) (0, 2-6)  
Prerequisite: Grade of C or better in OAT 100 and OAT 101 or passing score on OAT 101 proficiency examination  
The purpose of this course is to provide meaningful experiences outside the traditional classroom for students studying or working in the field of office administration. This course allows students to work individually to improve present skills and/or to learn new skills. Learning outcomes are individualized, based on the student’s goals and instructor’s recommendations. Students work independently under the supervision of a faculty member of the Office Administration Technology Department. Students may register for course at anytime during the school year. Repeatable four times for maximum of 12 credits; only three credits may apply toward a degree or certificate. (1.2) Fall, Spring, Summer  
Proficiency Credit Not Available  
Pass/No Credit Available

OAT 122 Medical Terminology I (3)  
Prerequisite: None  
Emphasis is placed on development of medical vocabulary through the combination of word elements. Medical prefixes, suffixes, and anatomic roots are combined to form anatomic, diagnostic, symptomatic and operative terms. Noun, verb, and adjective suffixes are presented, as well as plural endings that derive from Latin and Greek languages. Additional emphasis is placed on correct pronunciation, spelling and abbreviation of medical terms. (1.2) Fall, Spring  
Proficiency Credit Available  
Pass/No Credit Available

OAT 123 Medical Terminology II (3)  
Prerequisite: Grade of C or better in OAT 122 or 70% or better score on proficiency examination  
This course is designed to build on knowledge acquired in Medical Terminology I. A systems approach to presentation of diagnostic, symptomatic, and operative terms will again be employed, but with whole words and eponyms. Additionally, terms associated with diagnostic testing, laboratory, radiology, pharmacology, and various other specialty areas will be presented. Common medical abbreviations, acronyms, and symbols will be discussed as they pertain to each system presented. Emphasis will be placed on correct spelling and pronunciation of terms. (1.2) Fall, Spring  
Proficiency Credit Available  
Pass/No Credit Not Available

OAT 126 Word Processing Applications I (1.5) (1.5, 0)  
Prerequisite: Grade of C or better in OAT 102 or concurrent enrollment in OAT 102 or passing score on OAT 102 proficiency examination and grade of C or better in OAT 130 or OAT 144  
This course is designed to meet today’s business needs for word processing applications on the personal computer. Students learn word processing software used in the community and surrounding area businesses. Course is repeatable to a maximum of 4.5 credit hours. (1.2) Fall, Spring  
Proficiency Credit Available  
Pass/No Credit Available

OAT 127 Word Processing Applications II (1.5) (1.5, 0)  
Prerequisite: Grade of C or better in OAT 126 or passing score on OAT 126 proficiency examination  
This course provides practical application experience and intermediate instruction for the particular word processing software chosen. Course is repeatable to a maximum of 4.5 credits. (1.2) Fall, Spring  
Proficiency Credit Available  
Pass/No Credit Available

OAT 130 Software Applications for the Office (3)  
Prerequisite: Grade of C or better in OTS 100 or concurrent enrollment in OTS 100 or passing score on OTS 100 proficiency examination  
Designed primarily for students planning to major in a field of commerce, students are acquainted with and trained in the use of business computer packages, including word processing, database management, spreadsheets, presentations, desktop publishing, and Internet-access methods. (1.2) Fall, Spring  
IAI Major: BUS902  
Proficiency Credit Available  
Pass/No Credit Available

OAT 132 Applied Business Language Skills (3) (3, 0)  
Prerequisite: None  
Recommended: Keyboarding skills recommended or concurrent enrollment in OTS 100 or OAT 101  
Fundamental course in proofreading and editing skills. Develops skills in proofreading to detect errors in grammar, punctuation, capitalization, number usage, content, format, spelling, word division, and word division in business documents. (1.2) Fall, Spring  
Proficiency Credit Not Available  
Pass/No Credit Available

OAT 135 Machine Transcription I (3) (1, 4)  
Prerequisite: Grade of C or better in OAT 102 and OAT 126 and OAT 132  
This course is designed to develop basic machine transcription skills. Spelling, punctuation, grammar, word usage, proofreading, and current business procedures will be stressed while student is building transcription speed and accuracy. Students work independently on computers in the Office Technology Instructional Center. (1.2) Fall, Spring  
Proficiency Credit Available  
Pass/No Credit Available

OAT 136 Machine Transcription II (3) (0, 6)  
Prerequisite: Grade of C or better in OAT 127 or passing score on OAT 127 proficiency examination & OAT 135  
This course is a continuation of OAT 135 and is designed to increase the student’s knowledge and expertise with machine transcription within the executive, medical, or legal field. Students work independently on computers in the Office Technology Instructional Center. (1.2) Fall, Spring  
Proficiency Credit Not Available  
Pass/No Credit Not Available

OAT 137 Office Applications I (1) (0, 2)  
Prerequisite: Grade of C or better in OAT 130 or passing score on OAT 130 proficiency examination  
Recommended: OAT 141, OAT 142, and OAT 143  
Students apply software skills learned in basic instruction and applications modules for completing tasks ranging from simple correspondence to complex merging and graphics. Students work independently in the Office Technology Instructional Center. Course is repeatable to three credits. (1.2) Fall, Spring, Summer  
Proficiency Credit Available  
Pass/No Credit Not Available

OAT 138 Office Applications II (1) (0, 2)  
Prerequisite: Grade of C or better in OAT 137  
This course is a continuation of OAT 137. Students will continue to apply software skills learned in basic instruction and applications modules for completing tasks ranging from simple correspondence to complex merging and graphics to spreadsheet and data base management. Students work independently in the Office Technology Instructional Center. Course is repeatable to three credits. (1.2) Fall, Spring, Summer  
Proficiency Credit Not Available  
Pass/No Credit Not Available

OAT 140 Word Processing I (1) (0-1, 0-2)  
Prerequisite: None  
This course includes hands-on instruction in word processing applications as they apply to the skills needed by office support personnel. Course is repeatable to three credits. (1.2) Fall, Spring, Spring  
Proficiency Credit Available  
Pass/No Credit Available

OAT 141 Spreadsheet I (1) (0-1, 0-2)  
Prerequisite: None  
This course includes hands-on instruction in spreadsheet applications as they apply to the skills needed by office support personnel. This course covers the fundamentals of Excel 2003 and emphasizes the worksheet development cycle. Course is repeatable to three credits. (1.2) Fall, Spring, Summer  
Proficiency Credit Available  
Pass/No Credit Available

OAT 142 Presentations I (1) (0-1, 0-2)  
Prerequisite: None  
This course includes hands-on instruction in presentations applications as they apply to the skills needed by office support personnel. Course is repeatable to three credits. (1.2) Fall, Spring, Summer  
Proficiency Credit Available  
Pass/No Credit Available

OAT 143 Database I (1) (0-1, 0-2)  
Prerequisite: None  
This course includes hands-on instruction in database applications as they apply to the skills needed by office support personnel. Course is repeatable to three credits. (1.2) Fall, Spring, Summer  
Proficiency Credit Available  
Pass/No Credit Available
OAT 144 Operating Systems I (1)  (0-1, 0-2)
Prerequisite: None
This course is designed to introduce the student to the capabilities of Microsoft Windows as they apply to the skills needed by office support personnel. This course covers the primary components of the Windows environment, the many ways you can customize Windows to fit your own particular needs, and the file management systems. Course is repeatable to three credits (1.2) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Available

OAT 145 Desktop Publishing I (1)  (0-1, 0-2)
Prerequisite: None
This course includes hands-on instruction in desktop publishing applications as they apply to the skills needed by office support personnel. Course is repeatable to three credits (1.2) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Available

OAT 146 Personal Information Management I (1)  (0-1, 0-2)
Prerequisite: None
This course includes hands-on instruction in personal information management applications as they apply to the skills needed by office support personnel. Course is repeatable to three credits (1.2) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Available

OAT 147 Special Topics: Applications/OFC I (1)  (0-1, 0-2)
Prerequisite: None
This course includes hands-on instruction in basic software applications as they apply to the skills needed by office support personnel. Course is repeatable to three credits (1.2) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Available

OAT 240 Word Processing II (1)  (0-1, 0-2)
Prerequisite: Grade of C or better in OAT 140 or passing score on OAT 140 proficiency examination
This course includes hands-on instruction in advanced word processing applications as they apply to the skills needed by office support personnel. Course is repeatable to three credits (1.2) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

OAT 241 Spreadsheet II (1)  (0-1, 0-2)
Prerequisite: Grade of C or better in OAT 141 or passing score on OAT 141 proficiency examination
This course includes hands-on instruction in advanced spreadsheet applications as they apply to the skills needed by office support personnel. Course is repeatable to three credits (1.2) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

OAT 242 Presentations II (1)  (0-1, 0-2)
Prerequisite: Grade of C or better in OAT 142 or passing score on OAT 142 proficiency examination
This course includes hands-on instruction in advanced presentations applications as they apply to the skills needed by office support personnel. Course is repeatable to three credits (1.2) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

OAT 243 Database II (1)  (0-1, 0-2)
Prerequisite: Grade of C or better in OAT 143 or passing score on OAT 143 proficiency examination
This course includes hands-on instruction in advanced database applications as they apply to the skills needed by office support personnel. Course is repeatable to three credits (1.2) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

OAT 245 Desktop Publishing II (1)  (0-1, 0-2)
Prerequisite: Grade of C or better in OAT 145 or passing score on OAT 145 proficiency examination
This course includes hands-on instruction in advanced desktop publishing applications as they apply to the skills needed by office support personnel. Course is repeatable to three credits (1.2) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

OAT 246 Personal Information Management II (1)  (0-1, 0-2)
Prerequisite: Grade of C or better in OAT 146 or passing score on OAT 146 proficiency examination
This course includes hands-on instruction in advanced personal information management applications as they apply to the skills needed by office support personnel. Course is repeatable to three credits (1.2) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

OAT 247 Special Topics: Applications/OFC II (1)  (0-1, 0-2)
Prerequisite: Grade of C or better in OAT 147 or successful completion of placement test
This course includes hands-on instruction in advanced software applications as they apply to the skills needed by office support personnel. Course is repeatable to three credits (1.2) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

OAT 250 MOS Word Expert (1.5)  (1, 1)
Prerequisite: Grade of C or better in OAT 240 or consent of instructor
This course prepares individuals for the Microsoft Office Specialist exams in Word. Hands-on projects and testing simulations will be completed. Course is repeatable to 4.5 credits; only 1.5 credits may apply toward a degree or certificate. (1.2) On Demand
Proficiency Credit Available
Pass/No Credit Available

OAT 251 MOS Excel Expert (1.5)  (1, 1)
Prerequisite: Grade of C or better in OAT 241 or CIS 143 or consent of instructor
This course prepares individuals for the Microsoft Office Specialist exams in Excel. Hands-on projects and testing simulations will be completed. Course is repeatable to 4.5 credits; only 1.5 credits may apply toward a degree or certificate. (1.2) On Demand
Proficiency Credit Available
Pass/No Credit Available

OAT 252 MOS PowerPoint Expert (1.5)  (1, 1)
Prerequisite: Grade of C or better in OAT 242 or consent of instructor
This course prepares individuals for the Microsoft Office Specialist exams in PowerPoint. Hands-on projects and testing simulations will be completed. Course is repeatable to 4.5 credits; only 1.5 credits may apply toward a degree or certificate. (1.2) On Demand
Proficiency Credit Available
Pass/No Credit Available

OAT 253 MOS Access Expert (1.5)  (1, 1)
Prerequisite: Grade of C or better in OAT 243 or CIS 142 or consent of instructor
This course prepares individuals for the Microsoft Office Specialist exams in Access. Hands-on projects and testing simulations will be completed. Course is repeatable to 4.5 credits; only 1.5 credits may apply toward a degree or certificate. (1.2) On Demand
Proficiency Credit Available
Pass/No Credit Available

OAT 260 Administration Office Procedures (3)  (3, 0)
Prerequisite: Grade of C or better in OAT 100 and OAT 103 and OAT 132 and BUS 101
This capstone class will assess the student’s overall knowledge of office administration procedures and skills for working as an office professional. Additional information for employment in an office setting will be provided. Units include business meeting procedures, human relations, job applications, office administration duties, office protocol, receptionist duties, records management, traditional mail and e-mail, telephone techniques, and travel. (1.2) Spring
Proficiency Credit Available
Pass/No Credit Available

OTS 100 Keyboarding (1)  (1, 0)
Prerequisite: None
Keyboarding is a skill needed today by all people and all professions. This course introduces the alphanumeric touch system of keyboarding. The touch system means keyboarding without looking at the keyboard. (1.2) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Available
Course Descriptions

OTS 101 Keyboarding-Speed and Accuracy (2) (2, 0)
Prerequisite: Grade of C or better in OTS 100 or passing score on OTS 100 proficiency examination
This course is designed to review, correct, and improve touch-keyboarding techniques to increase speed and to improve accuracy. Student's skill level is assessed at the beginning of the class. Course is repeatable to four credits; only two credits may apply toward a degree or certificate. (1.2) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Available

OTS 105 Office Data Entry Skills (3) (0, 6)
Prerequisite: Grade of C or better in OTS 100 or passing score on OTS 100 proficiency examination
This course develops data entry skills using various business applications on the personal computer. An overview of business-application concepts is covered prior to entering data. Emphasis is placed on developing speed and accuracy in entering data. Variable entry until eighth week of semester. (1.2) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Available

OFFICE ASSISTANT
(See Office Administration Technology)

PARALEGAL

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

PAR 101 Introduction to Legal Technology (3) (3, 0)
Prerequisite: COMPASS reading assessment score of 80 or higher, or English ACT score of 20 or higher; or successful completion of ENG 101 or BUS 112 or BUS 113 with a C or better
This is an introductory course, including an overview of the judicial system, ethics, legal terminology, legal writing, investigation, and law office procedures. It includes extensive discussion of the role of paralegals in the legal system and how to prepare for employment as a legal assistant. (1.2) Fall
Proficiency Credit Available
Pass/No Credit Not Available

PAR 103 Legal Writing (3) (3, 0)
Prerequisite: Completion of any two PAR 101 or BUS 112 or BUS 113 with a C or concurrent enrollment in PAR 101.
Students are introduced to basic concepts of legal writing and analysis. Assignments including case briefs, client letters, legal memoranda, transactional documents, oral reports, interview forms, or appellate briefs teach students to analyze and communicate legal authority, in proper format. (1.2) Fall
Proficiency Credit Not Available
Pass/No Credit Not Available

PAR 108 Family Law (3) (3, 0)
Prerequisite: PAR 101
This course examines Illinois domestic relations law. Students are required to analyze the relevant statutes, identify tax consequences, and draft pleadings for dissolution of marriage and other family law matters. (1.2) Spring
Proficiency Credit Available
Pass/No Credit Not Available

PAR 111 Contract Law (3) (3, 0)
Prerequisite: None
Students will be introduced to contract law theory and the practical aspects of preparing, evaluating, and implementing contracts. Assignments include substantial online legal research and drafting contract clauses. The course emphasizes the ethical issues in contract law. (1.2) Summer
Proficiency Credit Not Available
Pass/No Credit Not Available

PAR 136 Law Office Practice (3) (3, 0)
Prerequisite: None
This course is designed to familiarize students with routine law office procedures, services available to law offices, and equipment used in law offices. Students will work on special projects, including completion of bankruptcy forms. (1.2) On Demand
Proficiency Credit Available
Pass/No Credit Not Available

PAR 201 Litigation (3) (3, 0)
Prerequisite: PAR 101
This course explores civil procedure and pleading, from interviewing a client through post-trial proceedings, including discovery and file management. Students are required to prepare several written assignments. (1.2) Spring
Proficiency Credit Available
Pass/No Credit Not Available

PAR 203 Real Property Law (3) (3, 0)
Prerequisite: PAR 101
This course includes study of the law, procedures, and documents related to the sale and lease of real estate. The focus is on functions normally performed by a law office, lender, or title company, rather than the responsibilities of a broker or sales agent. (1.2) Fall
Proficiency Credit Available
Pass/No Credit Not Available

PAR 204 Legal Research (3) (3, 0)
Prerequisite: Grade of C or better in PAR 103 or concurrent enrollment in PAR 103
This online course requires extensive independent legal research and analysis, using federal and multistate materials. Students to use the Internet and computerized legal research subscription services supplied by the College. The course requires use of off-campus law libraries and on-campus testing. (1.2) Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

PAR 205 Wills, Trusts and Probate (3) (3, 0)
Prerequisite: None
This course teaches students to prepare estate planning documents, handle probate estates, transfer assets without probate, and administer trusts, under the supervision of an attorney. (1.2) Spring
Proficiency Credit Available
Pass/No Credit Not Available

PAR 207 Criminal Law Procedure (3) (3, 0)
Prerequisite: PAR 101
This course focuses on the Illinois criminal law statute and Constitutional rights applicable to criminal prosecutions. Students are introduced to procedures relating to arrest, investigation, and trial, and to the corrections system. (1.2) On Demand
Proficiency Credit Available
Pass/No Credit Not Available

PAR 209 Taxation I (3) (3, 0)
Prerequisite: None
This course focuses on federal income tax for individuals, with some attention to taxation of businesses and to state income tax. Students learn preparation of forms as well as applicable administrative procedures. (1.2) Fall
Proficiency Credit Available
Pass/No Credit Not Available

PAR 221 Tort and Insurance Law (3) (3, 0)
Prerequisite: PAR 101
This course focuses on the elements of torts and litigation procedures relevant to tort suits, with an emphasis on medical evidence. Various aspects of insurance law and claims procedures are also discussed. (1.2) On Demand
Proficiency Credit Available
Pass/No Credit Not Available

PAR 223 Business Organizations (3) (3, 0)
Prerequisite: None
This course focuses on the choice, formation, and maintenance of business entities under Illinois law. Students must research the facts and forms relevant to those issues. (1.2) Spring
Proficiency Credit Available
Pass/No Credit Not Available

PAR 225 Administrative Law (3) (3, 0)
Prerequisite: None
This course involves study of substantive law relating to state and federal administrative agencies as well as procedures and forms for proceedings before particular agencies. (1.2) On Demand
Proficiency Credit Available
Pass/No Credit Not Available
Course Descriptions

PAR 235 Internship (1-3) (0, 5-15)
Prerequisite: Grade of C or better in PAR 201 and PAR 204
This course requires students to work in a law office, legal department, or government agency, under the supervision of an attorney approximately 3 hours per week for 15 weeks for each hour of credit being awarded, if the internship is unpaid. If the intern is paid, she must work 5 hours per week for each hour of credit. Students will work with an instructor, who will design a program appropriate to the environment in which the student will work. Students will be required to keep a journal, detailing the work they have done, to be verified by the supervising attorney. (1.2) Summer
Proficiency Credit Available
Pass/No Credit Not Available

PAR 237 Special Topics in Legal Assisting (Variable Credit 1-3) (1-3, 0)
Prerequisite: Consent of instructor
Application of legal assisting principles to specific problems through case studies, simulation, special projects, or problem-solving procedures. No topics/problem will be offered more than twice in three years. Repeatable to nine credits (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Available

PAstry Arts
(See Culinary Arts and Hospitality Institute of Elgin)

PERSONAL TRAINER

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

PTR 101 Personal Trainer I (3) (3, 0)
Prerequisite: Grade of C or better in PTR 102 Personal Trainer II (5) and Bio 240 or concurrent enrollment in Bio 240
This course is the first in a series of courses designed to prepare individuals for the National Strength and Conditioning Association (NSCA) Personal Trainer certification. The second course covers content in the following areas: aeroerobic and anaerobic training adaptations; aerobic prescription; weight training exercise prescription; bio-mechanical concepts; free weight and machine exercise techniques; client consultation and fitness assessment. (1.2) On Demand
Proficiency Credit Not Available
Pass/No Credit Available

PHLEBOTOMY
(See Clinical Laboratory Technology)

PHYSICAL EDUCATION

PHYSICAL EDUCATION-COEducATIONAL

PHC 109 Physical Fitness I
(Variable Credit .5-3) (0, 1-6)
Prerequisite: None
This activity based course is designed to teach students the basic principles of fitness and wellness. The fitness center offers orientations on the proper use of the aerobic, Cybex strength training and free weight equipment as well as instruction on beginning an exercise program. This course does not have a scheduled class time; students may come in to work out any time the fitness center is open. This course is repeatable to three credits. (1.1) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Available

PHC 110 Physical Fitness II
(Variable Credit .5-3) (0, 1-6)
Prerequisite: PHC 109
This course is designed to maintain and/or improve upon the level of fitness reached in Physical Fitness I. This course does not have a scheduled class time; students may come in to work out any time the fitness center is open. This course is repeatable to three credits. (1.1) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Available

PHC 113 Tennis I (Variable Credit .5-1) (0, 1-2)
Prerequisite: None
Emphasis on individual skills including forehand and backhand strokes and serving. Course is repeatable to four credits. (1.1) fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Not Available

PHC 115 Intermediate Tennis
(Variable Credit .5-1) (0, 1-2)
Prerequisite: PHC 113
Designed to develop advanced skills, knowledge and attitudes for effective court play. Course is repeatable to four credits. (1.1) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Not Available

PHC 116 Beginning Volleyball (1) (0, 2)
Prerequisite: None
Introduction to the fundamental skills of volleyball. Emphasis will be on the development of basic skills, rules and strategies for recreational play. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

PHC 117 Beginning Basketball (1) (0, 2)
Prerequisite: None
Introduction to fundamental skills of basketball. Emphasis on development of basic skills, rules and strategies for recreational play. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

PHC 120 Beginning Soccer (1) (0, 2)
Prerequisite: None
Introduction to fundamental skills of soccer. Emphasis will be on development of basic skills, rules and strategies for recreational play. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

PHC 130 Beginning Fitness Walking (1) (0, 2)
Prerequisite: None
Introduction to walking for fitness. Establish overall fitness goals, review walking technique, gear and general training guidelines. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available
PHC 133 Scuba and Skin Diving (1) (0, 2)
Prerequisite: Consent of instructor
Trains students in use and care of equipment. Covers techniques and proper safety procedures. Enables student to develop an awareness and understanding of personal limitations relative to the sport. (1.1) On Demand
Proficiency Credit Available
Pass/No Credit Not Available

PHC 167 Free Exercise (1-2) (0, 2-4)
Prerequisite: None
This course is contract based and permits the student to log in hours in both the Fitness Center and an outside activity that is not offered by the college. The student is required to log in at a predetermined number of hours in the Fitness Center and may supplement his/her total with a preapproved activity. Course is repeatable three times up to eight credits. (1.1) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Available

PHC 169 Recreational Sports (Variable Credit .5-1) (0, 1-2)
Prerequisite: None
A contract based independent study course to provide the student with an opportunity to participate in an activity that is not offered at the college. The activity must be preapproved by a fitness center instructor. This course is repeatable to one credit. (1.1) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Available

PHC 200 Fundamentals of Weight Training (1) (0, 2)
Prerequisite: None
This course is designed for men and women and introduces the proper techniques of weight training. Emphasis will also be place on flexibility, power, and strength programs. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

PHR 101 Health (3) (3, 0)
Prerequisite: None
Basic concepts of holistic health are introduced in this course. The interrelationship of the mind, body, and spirit are emphasized in such topics as: exercise, nutrition, aging, stress, substance abuse, violence, personal relationships, and major health problems. (1.1) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

PHR 102 First Aid & Safety (3) (3, 0)
Prerequisite: None
This course is designed to develop the knowledge and skills of CPR and first aid capabilities for students who may be required to provide the initial emergency care necessary to sustain life until the victim of an accident or sudden illness is cared for by qualified personnel. American Red Cross advanced first aid certificates will be issued upon successful completion of this course. (1.1) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

PHR 105 Conference Seminar: Health Education (Variable Credit .5-1) (0, 1-2)
Prerequisite: None
This course is designed to allow for a more concentrated presentation of current issues which appear to be of sincere interest or concern to our community. The structure will allow use of current media materials, knowledgeable lectures, group discussion and audiovisual materials. Repeatable to one credit. (1.1) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

PHR 110 Active for Life (2) (2, 0)
Prerequisite: None
Active for life is an evidence-based course that uses established behavior change models such as the stages of readiness to change and empowers people to overcome their barriers to physical activity. Students find ways to fit physical activity into their daily lives and maintain a lifelong habit of physical activity even when difficult situations arise. (1.1) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

PHR 115 Healthy Eating for Life (2) (2, 0)
Prerequisite: None
Healthy eating for life is an evidence-based, cognitive behavioral approach to helping change their diets. Students learn how to identify the reasons for their poor eating choices and acquire the lifestyle-management skills they need to improve their eating permanently. (1.1) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

PHR 220 Introduction to Community Health (3) (3, 0)
Prerequisite: None
This course will provide students with an overview of the U.S. health care system and an introduction to key concepts of community health and health promotion. Students will examine components of the health care system and survey sub-fields in community health. Exploration of community health problems will include discussion of socio-economic, psychological, socio-cultural and environmental factors. Emphasis will be on the background knowledge and skills necessary for careers in community health, health care and health education. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

PHM 103 Basketball (1) (0, 2)
Prerequisite: PHM 103
Emphasis on team offense and defense. Team play will be stressed by actual competition. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

PHM 183 Weight Training (1) (0, 2)
Prerequisite: None
This course is designed to increase the level of physical fitness of the student while applying weight training principles and techniques. Students are encouraged to use these principles to set and pursue individual goals. (1.1) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Available

PHYSICAL EDUCATION-P.E. MAJORS

PEM 111 Introduction to Physical Education (3) (3, 0)
Prerequisite: None
This course is designed to introduce the disciplines of physical education and sport. Emphasis will be placed on the development, philosophy, and future direction of physical education as well as traditional and new career opportunities in the field. (1.1) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

PEM 160 Foundations of Physical Education (3) (2, 2)
Prerequisite: None
Designed to give the student a better understanding of exercise and its effect on the body. (1.1) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

PEM 220 Physical Education at the Elementary Level (3) (2, 2)
Prerequisite: None
This course is an introduction to elementary school physical education activities and curriculum with an emphasis on understanding human movement and development needs of children, planning developmental learning experiences, and classroom management and instruction techniques. (1.1) On Demand
Proficiency Credit Available
Pass/No Credit Not Available

PEM 230 Practicum in Physical Education (3) (2, 5)
Prerequisite: None
Emphasis placed on teaching these skills with opportunity to learn their history and rules more thoroughly. Coeducational. (1.1) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available
PHYSICAL THERAPIST ASSISTANT

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

PTA 120 Physical Therapist Assisting I (4) (3, 2)
Prerequisite: Acceptance into PTA program; grade of C or better in BIO 110 or concurrent enrollment in BIO 110 and concurrent enrollment in PTA 121
This course introduces the student to the history and principles of physical therapy; standards of practice and conduct for physical therapists and physical therapist assistants; the PTA/PTA preferred relationship and respective roles and responsibilities; state and federal laws governing the practice of physical therapists and assistants; overview of the structure and organization of the U.S. health care system; general information about the professional organization and its impact on practice; principles and concepts related to patient practitioner interactions including psycho-social issues and multicultural competency; principles of patient education; documentation standards; basics of patient care services including transfers, assistive devices, patient instruction; data collection including vital signs, arousal, mentation and cognition; infection control measures; concepts of professional communications; basic clerical functions; and expected professional behaviors and generic abilities. (1.2) Fall Proficiency Credit Not Available Pass/No Credit Not Available

PTA 121 Clinical Practicum I (1) (0, 3)
Prerequisite: Concurrent enrollment in PTA 120
This experience provides an introduction and orientation to physical therapy in a clinical setting. This first of four affiliations meet once a week for eight hours for six weeks (48 hours total). This affiliation is primarily observational with initiation of patient interaction skills and techniques correlating to classroom activity of PTA 120 and under direct supervision of a clinical instructor. The affiliation may be in one of the following settings: acute care, out patient, rehabilitation, pediatrics, skilled nursing facility, neuro or orthopedic setting. Weekly academic projects will be completed emphasizing and utilizing the knowledge gained and correlating with PTA 120 classroom knowledge and skills. Completion of a 15 minute oral presentation, including educational supplemental materials, to the clinical staff members on a topic approved by the Academic Coordinator of Clinical Education (ACCE) and Clinical Instructor (CI) is required. (1.2) Spring Proficiency Credit Not Available Pass/No Credit Not Available

PTA 122 Physical Therapist Assisting II (4) (2, 4)
Prerequisite: Grade of C or better in PTA 120, PTA 121 and concurrent enrollment in BIO 240 and PHY 105 or grade of C or better in BIO 240 and PHY 105, and concurrent enrollment in PTA 123
This course further develops and refines patient care skills acquired in PTA 120, with additional emphasis on range of motion, functional training, professional behavior and compliance with professional guidelines. Areas of study will include pathophysiology of diseases and disorders specific to physical therapy emphasizing musculoskeletal, nervous and cardiopulmonary systems; joint range of motion and measurement; inflammation, pain and infection; basic pharmacology; patient and family education; study and practice of connective tissue and therapeutic massage; study of lymphatic drainage and manual traction theory; and study and practice of electrotherapeutic and physical agents and mechanical modalities. (1.2) Summer Proficiency Credit Not Available Pass/No Credit Not Available

PTA 123 Clinical Practicum II (3) (0, 9)
Prerequisite: Concurrent enrollment in PTA 122
This clinical experience provides an opportunity to apply skills from PTA 120 and concurrent PTA 122 in a clinical setting under direct supervision of a clinical instructor. This second of four affiliations meets two eight hour days per week for nine weeks (144 hours total). The affiliation will try to be varied from the first clinical experience and may be in one of the following settings: acute care, outpatient, rehabilitation, pediatrics, skilled nursing facility, neuro or orthopedic setting. Weekly academic projects will be completed with supervision of the clinical instructor emphasizing and utilizing the knowledge gained and correlating with PTA 122 classroom knowledge and skills. Completion of a 15 minute oral presentation, including educational supplemental materials, to the clinical staff members on a topic approved by the Academic Coordinator of Clinical Education (ACCE) and Clinical Instructor (CI) is required. (1.2) Fall Proficiency Credit Not Available Pass/No Credit Not Available

PTA 125 Kinesiology (4) (2, 4)
Prerequisite: Grade of C or better in PHY 105 and PTA 122 and PTA 123
Kinesiology is the study of movement, bringing together concepts from other courses of anatomy, physiology, physics, geometry, and biology and relating them to human movement. An understanding of biomechanics, kinetics, osteo and arthrokinematics is essential to the practice of physical therapy. This course will also serve as a further review of musculoskeletal function. This course will prepare students to understand how joint structure and muscle function and aid them in treating disorders of mobility and stability. Body structures previously studied in anatomy and physiology will be further examined as they apply to movement and posture, especially gait. Each major joint of the musculoskeletal system as well as major body systems will be reviewed. Students will enhance their palpation and observation skills in laboratory practice to prepare for patient assessment and treatment. All course information will be related to the application of clinical practice as a Physical Therapist Assistant. (1.2) Summer Proficiency Credit Not Available Pass/No Credit Not Available

PTA 221 Physical Therapist Assisting III (5) (3, 4)
Prerequisite: Grade of C or better in PTA 125 and concurrent enrollment in PTA 232
This course further develops and refines patient care skills acquired in PTA 120 and PTA 122 with additional emphasis on various types and applications of therapeutic exercise. Participants will become familiar with total joint arthroplasty and other orthopedic surgeries commonly seen in physical therapy and associated interventions and data collection techniques. Specialized topics include wound care, burns, care of the diabetic foot, amputation and prosthetics, and considerations for specific and varied patient populations including orthopedics, athletics, geriatrics, amputee and joint replacement, uncomplicated pregnancy and post-partum. (1.2) Fall Proficiency Credit Not Available Pass/No Credit Not Available

PTA 231 Clinical Practicum III (4) (0, 12)
Prerequisite: Concurrent enrollment in PTA 231
This clinical experience provides an opportunity to apply skills acquired in PTA 120, 121, 122, 123, 125 and concurrent PTA 231 in a clinical setting under direct supervision of a clinical instructor. This third of four affiliations meets three eight hour days per week for 8 weeks (total of 192 hours). The affiliation will try to be varied from the previous clinical experience and may be in one of the following settings: acute care, out patient, rehabilitation, pediatrics, skilled nursing facility, neuro or orthopedic setting. Completion of an oral presentation, including educational supplemental materials, to the clinical staff members on a topic approved by the Academic Coordinator of Clinical Education (ACCE) and Clinical Instructor (CI) is required. (1.2) Fall Proficiency Credit Not Available Pass/No Credit Not Available

PTA 241 Physical Therapist Assisting IV (5) (3, 4)
Prerequisite: Grade of C or better in PTA 231 and PTA 232 and concurrent enrollment in PTA 242
This course includes the theory and practice of skills needed in clinical practice as a PTA in treating patients with neurological deficits due to disease or trauma, common pediatric disorders, cardiac and pulmonary conditions. Other topics of study will include the psychosocial issues related to rehabilitation, environmental barriers and adaptive modifications, prescription wheel chair seating systems, a study of normal and abnormal development, motor control and motor learning, and the effects of functional movement across the lifespan. (1.2) Summer Proficiency Credit Not Available Pass/No Credit Not Available
PHYSICS

PHY 111 Engineering Physics (5)  (3, 4)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score. Math: MTH 133 or consent of instructor. Lectures with demonstrations, discussions, problem solving, and laboratory. For students in engineering, mathematics, or any of the physical sciences. Topics include Newton’s Laws, work and energy, rotations, statics, collisions, gravitation, fluids, oscillations, systems of particles and thermodynamics. (1.1) Fall
IAI General Education: P2 900L Proficiency Credit Available Pass/No Credit Available

PHY 112 Engineering Physics (5)  (3, 4)
Prerequisite: PHY 111
Lectures with demonstrations, discussions, problem solving, and laboratory. For students in engineering, mathematics, or any of the physical sciences. Topics include Coulomb’s Law, electric fields, Gauss’ Law, electric potential, capacitance, circuits, magnetic forces and fields, Ampere’s Law, induction, electromagnetic waves, polarization, and optics. (1.1) Spring
Proficiency Credit Available Pass/No Credit Available

PHY 113 Modern Physics (1)  (1, 0)
Prerequisite: PHY 112
Lectures with demonstrations, discussions, and problem solving. For students in engineering, mathematics, or any of the physical sciences. Topics include relativity, photons and matter waves, the Bohr atom, uncertainty principle, and wave mechanics. (1.1) On Demand
Proficiency Credit Not Available Pass/No Credit Not Available

PHY 102 General Physics (5)  (3, 4)
Prerequisite: PHY 101
Recommended: For students in liberal arts and pre-professional programs.
The second half of a one-year algebra and trigonometry based introductory physics course including lectures, demonstrations, and laboratory. Subject matter includes electricity and magnetism, circuits, light and optics, and modern physics. (1.1) Spring
IAI Major: MTM902L Proficiency Credit Available Pass/No Credit Available

PHY 105 Technical Physics (4)  (2, 4)
Prerequisite: IMT 107 or MTH 107 or MTH 098 or grade of C or better in two years high school algebra or consent of instructor.
One-semester course designed for students in any of the technical programs. Includes study of forces and motion, vectors, heat, sound and fluid mechanics. Demonstrations, discussions and student laboratory experiments. (1.2) Fall, Spring
Proficiency Credit Available Pass/No Credit Available

PHY 101 General Physics (5)  (3, 4)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score. Math: MTH-114
Recommended: For students in liberal arts and pre-professional programs.
The first half of a one-year, algebra and trigonometry based introductory physics course taken by pre-medical, pharmacy, biology, and architectural majors and others. The study of mechanics, elasticity, fluids, as well as thermodynamics is supplemented by laboratory experiments. (1.1) Fall
IAI General Education: P1 900L Proficiency Credit Available Pass/No Credit Available

PHY 100 Introduction to Physics (4)  (2, 2)
Prerequisite: IMT 024 or MTH 098 or grade of C or better in two years high school algebra or consent of instructor.
One-semester course designed for students in any of the technical programs. Includes study of forces and motion, vectors, heat, sound and fluid mechanics. Demonstrations, discussions and student laboratory experiments. (1.2) Fall, Spring
Proficiency Credit Available Pass/No Credit Available
POLITICAL SCIENCE

POS 150, 151, 152, 250, 251 and 253 may be used to fulfill the social science requirement in the Associate in Arts, Associate in Science, Associate in Fine Arts and Associate in Engineering Science Degrees.

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

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

ADVANCED POLITICAL SCIENCE PLACEMENT

Based on the score received on the Advanced Placement (AP) Examination, credit is available for POS 150 (AP, 3).

POS 141 Topics in Government (Variable Credit 1-3) (1-3, 0)
Prerequisite: None
Designed to introduce the student to the complexities and challenges involved in a disciplined study of government. Each topical section will concentrate on an intensive study and investigation of a particular topic in political science. Repeatable to twelve credits. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

POS 150 American Government, National (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.

Designed to introduce the beginning student to the problems of government with particular reference to the experience and practices of the United States. A study is made of the historical origins, the constitutional basis, the structure, powers and functions of the national government. (1.1) Fall, Spring, On Demand
IAI General Education: SS 900
Proficiency Credit Available
Pass/No Credit Not Available

POS 152 Principles of Political Science (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.

This course offers an introduction to the principles, theories and methods of political science, focusing on the nature and development of political science as a discipline, political processes, political institutions and the interrelationships between elements in varied political systems. (1.1) On Demand
IAI General Education: SS 905
Proficiency Credit Not Available
Pass/No Credit Not Available

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

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

Comparative study of European political systems with other countries in Asia, Africa and Latin America. Attention will be given to problems, institutions and political processes of the governments studied. (1.1) On Demand
IAI General Education: SS 905
Proficiency Credit Not Available
Pass/No Credit Not Available

POS 251 International Relations (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.

Examination of factors affecting international politics including imperialism, balance of power, sovereignty and international cooperation. Emphasis will be given to contemporary world problems and their historic development. Issues concerning gender, class, race and ethnicity will be analyzed with an international focus. (1.1) On Demand
IAI General Education: SS 904N
Proficiency Credit Not Available
Pass/No Credit Not Available

POS 253 Non-Western Comparative Government (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.

This course offers a comparative examination of the political culture and systems of selected non-western countries, including political ideologies, common governmental problems, causes of political stability, instability and revolution and techniques of political analysis. (1.1) On Demand
IAI General Education: SS 906N
Proficiency Credit Not Available
Pass/No Credit Not Available

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

PRACTICAL NURSING

(See Nursing)

PRACTICING PROFESSIONAL ProE

(See Computer Aided Design)
PSYCHOLOGY

PSY 100, 212, 214, 215 and 218 may be used to fulfill the behavioral sciences requirement in the Associate in Arts, Associate in Science, Associate in Fine Arts and Associate in Engineering Science Degrees.

All PSY courses numbered 100 and above may be used to fulfill the behavioral science requirement for the Associate in Liberal Studies and Associate of Applied Science Degrees.

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

PSY 100 Introduction to Psychology (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
Introductory analysis of human behavior with emphasis on practical application of the basic principles of everyday situations. Areas covered include learning, intelligence, memory, sensation, perception, emotions, personality development, group psychology and psychotherapy. (1.1) Fall, Spring, Summer
IAI General Education: S6 900
Proficiency Credit Available
Pass/No Credit Not Available

PSY 210 Personality (3) (3, 0)
Prerequisite: PSY 100 or consent of instructor
An introductory treatment of some of the major theories about the structure, dynamics and development of the human personality. (1.1) Fall, Spring
IAI Major: PSY907
Proficiency Credit Not Available
Pass/No Credit Not Available

PSY 211 Educational Psychology (3) (3, 0)
Prerequisite: PSY 100 and PSY 212 or PSY 213
Survey of learning psychology with emphasis on problems of special interest to teachers and others concerned with the role of education or management of the learning environment. Includes child development, motivation, intelligence, individual differences, as well as emotional and social adjustment. (1.1) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

PSY 212 Child Psychology (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
Other: Grade of C or better in PSY 100 or consent of instructor.
Study of the many factors influencing the child’s development from birth through adolescence. Particular attention is given to the role of the mother, father, family constellation and school. Basic problems of childhood and adolescence are investigated. (1.1) Fall, Spring, Summer
IAI General Education: S6 903
Proficiency Credit Not Available
Pass/No Credit Not Available

PSY 213 Psychology of Adolescence (3) (3, 0)
Prerequisite: PSY 100 or consent of instructor
Development in the biosocial, cognitive and psychosocial domains will be explored from pre-adolescence into early adulthood. Emphasis will be placed on discussion of key issues in adolescent development including cognitive and moral development, social relationships, identity, family and culture. (1.1) Fall
Proficiency Credit Not Available
Pass/No Credit Not Available

PSY 214 Adulthood and Aging (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
Other: Grade of C or better in PSY 100 or consent of instructor.
Psychological development from early adulthood through old age. Emphasis will be placed on biological, cognitive, social and personality development across adulthood. (1.1) Fall, Spring, Summer
IAI General Education: S6 905
Proficiency Credit Not Available
Pass/No Credit Not Available

PSY 215 Social Psychology (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
Other: PSY 100 or consent of instructor.
The scientific study of social factors in individual and group behavior. Topics of investigation include the self, social perception, attraction, intimacy, social influence, attitudes, persuasion, altruism, aggression, group structures and group dynamics. (1.1) Fall, Spring
IAI General Education: S6 900
Proficiency Credit Not Available
Pass/No Credit Not Available

NOTE: This course is offered concurrently as SOC 215. The student must decide whether to earn credits in Psychology (PSY) or Sociology (SOC) prior to enrolling. This course is offered concurrently as SOC 215. The student must decide whether to earn credits in Psychology (PSY) or Sociology (SOC) prior to enrolling.

PSY 216 Abnormal Psychology (3) (3, 0)
Prerequisite: PSY 100 or consent of instructor
An inquiry into the causes, assessment and treatment of abnormal behavior. Theories and research findings are studied with a focus on factors related to normal versus deviate patterns of behavioral development. Special emphasis will be placed on various life adjustments and their role in the prevention of maladaptive behaviors as stated in DSM IV-TR. (1.1) Spring
IAI Major: PSY905
Proficiency Credit Not Available
Pass/No Credit Not Available

PSY 217 Industrial/Organizational Psychology (3) (3, 0)
Prerequisite: PSY 100 or consent of instructor
This course is an introductory course to industrial/organizational psychology. The content will cover an overview and history of the area, research methods and elementary statistics, employee selection, psychological testing, performance appraisal, training and development, leadership, motivation, organizational styles and culture, working conditions, safety and health issues, and stress in the workplace. (1.1) Spring
IAI Major: PSY906
Proficiency Credit Not Available
Pass/No Credit Not Available

PSY 218 Human Growth and Development (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.
Other: PSY 100 or consent of instructor
Emphasizes normal social, emotional, intellectual and physical development from the prenatal period through old age. (1.1) Fall, Spring, Summer
IAI General Education: S6 902
Proficiency Credit Not Available
Pass/No Credit Not Available

PSY 220 Special Topics in Psychology (Variable Credit 1-3) (1-3, 0)
Prerequisite: PSY 100 and consent of instructor
Designed to satisfy specific needs or interest of degree programs, students, and the community. This course, however, would not necessarily be accepted by a senior institution as credit towards a major in psychology. The following guidelines are to be used in selecting topics: 1) adequate and available literature in psychology; 2) comprehensive outlines for each topic; and, 3) course should be designed to increase skill and knowledge in field of psychology. Repeatable: Two times for maximum six credits (1.1) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Not Available
PSY 225 Human Sexuality (3) (3, 0)
Prerequisite: Grade of C or better in SOC 100 or PSY 100
Study of social and psychological aspects of human sexuality. Includes sexual development, cultural influences, motivation and emotion, sex-role identification, values, and decision making. (1.1) Fall
Proficiency Credit Not Available
Pass/No Credit Not Available
NOTE: This course is offered concurrently as SOC 225. The student must decide whether to earn credits in Sociology (SOC) or Psychology (PSY) prior to enrolling.

PUBLIC SAFETY
COMMUNICATIONS

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

PSC 105 Public Safety
Telecommunicator (6) (6, 0)
Prerequisite: None
A basic course which includes the state training board’s recommended curriculum for 9-1-1 telecommunicators (dispatchers). (1.2) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Not Available

PSC 206 Public Safety Answering Point (PSAP) (3) (3, 0)
Prerequisite: Grade of C or better in PSC 105 or consent of program director
The course pulls together all information for previous PSC courses and integrates it to teach the student the process necessary for information gathering, call processing and method(s), call prioritization, and the composition of standard radio phraseology in accordance with general industry guidelines. (1.2) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Not Available

PSC 207 Pub Saf Answering Point Application (2) (5, 3)
Prerequisite: Grade of C or better in PSC 105 or consent of program director
This course covers the application of knowledge and skills acquired through the PSC 9-1-1 program. The students will develop their skills in information gathering, call processing, call prioritization, radio phraseology and multi-skill tasking in a simulated 9-1-1 center using a Motorola CENTRACOM II radio console and associated equipment. (1.2) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Not Available

PSC 208 Emergency Medical Dispatch (3) (3, 0)
Prerequisite: Grade of C or better in PSC 206 and PSC 207 or consent of program director; can concurrently enrollment in PSC 209
This course provides a comprehensive understanding of the relationship, structure, similarities, and the differences among the components of the Medical Priority Dispatch System (MPDS). It provides a generalist view of various response modes based on availability of resources within the community being served. Topics will include the history, philosophy, and content of the emergency medical dispatch function, the relationship regarding response protocols with law enforcement, fire services and emergency medical services, and it includes the psychological and medico-legal elements, and the medical priority rationale in dispatch protocols. (1.2) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Not Available

PSC 209 Pub Saf Answering Point Practicum (3) (1, 10)
Prerequisite: Grade of C or better in PSC 206 and PSC 207 and PSC 208 or consent of program director, can concurrently enroll in PSC 208. Must pass a criminal background check by the interning agency and any other requirement of the interning agency.
This course allows the student to experience the day to day activity of a public safety agency. The agency may be a public (9-1-1 center) agency or a related industry in the private sector. This experience includes rotating shifts and gaining experience in a live environment. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

PSC 210 Telecommunications Systems and Tech (3) (3, 0)
Prerequisite: Grade of C or better in PSC 105 or consent of program director.
This course covers the basic theory of telecommunications equipment and associated systems that are currently being used in the public safety industry and the rules and regulations that determine the operation of that equipment. The rules of entry, modification, cancellation and location procedures for Illinois’ Criminal Justice Data Network will be covered. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

PSC 211 Career Management (2) (2, 0)
Prerequisite: None
This course offers a highly individualized approach to developing career management skills. Students will create resumes, write cover letters, thank you letters, complete job application forms and participate in an employment interview. Consideration will also be given to critical attitudes needed for career success. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

PSC 212 Legal Aspects/Public Safety Communications (2) (2, 0)
Prerequisite: None
This course covers the legal issues surrounding the 9-1-1 industry which includes terminology, legal processes, Tort liability, Illinois Data Practices Act, and safeguards to minimize vicarious liability for both the employee and the agency and work effectively with officers of the court. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

PSC 235 Issues in Public Safety Communications (5-3) (5.5-3, 0)
Prerequisite: Grade of C or better in PSC 105 or consent of program director
Discussion and analysis of specific topics related to 9-1-1 dispatch centers. Focus of the class will be on day to day issues of telecommunications in the public safety sector and the interaction with the police, courts, fire, corrections, or private security in contemporary American society. Emphasis is on promoting dialogue between students and practitioners from different areas of the criminal justice system and public safety communications systems. Topics will vary.
Course is repeatable a total of four times up to 12 credits; only three credits may apply toward a degree or certificate. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

RADIATION

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

RAD 101 Introduction to Radiography (1) (0, 3)
Prerequisite: Acceptance into the Radiography Program
This course introduces the student to Medical Imaging as it relates to the healthcare industry, and Radiologic technology as a profession. It includes an introduction to the healthcare delivery system, outlines the structure of the health system and roles of various departments and health professionals. Other topics include: the history of the profession, an introduction to the various professional organizations, quality customer service, an introduction to medical ethics and law with an emphasis on confidentiality and HIPAA regulations and basic radiation safety. (1.2) Summer
Proficiency Credit Not Available
Pass/No Credit Not Available

RAD 102 Methods of Patient Care (2) (1, 3)
Prerequisite: Acceptance into the Radiography Program
This course provides the student with the basic concepts of patient care, including consideration for the physical, developmental and psychological needs of the patient and family. The course covers routine and emergency patient care procedures including: basic EKG, infection control, patient assessment, patient education, venipuncture and contrast injection, introduction to pharmacology, and interacting with the terminally ill. The course includes clinical demonstration of patient care skills. (1.2) Summer
Proficiency Credit Not Available
Pass/No Credit Not Available
Course Descriptions

RAD 103 Radiographic Imaging I (2) (1.3)
Prerequisite: Grade of C or better in RAD 101 and RAD 102
Recommended: CHM 101 or CHM 112
This course provides the student with the knowledge of x-ray generation and the prime factors that govern and influence the production of x-rays. Other topics included: conventional radiographic image receptors - radiographic film, sensitometry, intensifying screens and digital radiographic image receptors – CR and DR, conventional automatic processing and processor quality control, digital image processing, beam restriction and grids. This course includes demonstrations and laboratory activities to reinforce concepts. (1.2) Fall
Proficiency Credit Not Available
Pass/No Credit Not Available

RAD 104 Radiographic Procedures I (3) (2, 3)
Prerequisite: Grade of C or better in RAD 101 and RAD 102, and must be concurrently enrolled in BIO 240 or its equivalent from another accredited institution within the past 5 years or BIO 246 or its equivalent from another institution within the past 5 years
This course employs anatomy review, positioning demonstrations, and presentation of radiographs of the human body. The student learns the routine examinations and selected non-routine radiographic examinations of the following body segments: chest, abdomen, upper extremity, (digestive system and urinary system). The curriculum integrates the Radiographic Procedures course and the Radiography Clinical Practicum I course. It promotes student clinical competence in all assigned radiographic procedures as well as a thorough knowledge of related anatomy and positioning theory and concepts. As the course progresses, it integrates clinical applications of radiation protection and technique selection as appropriate. This course includes laboratory experiences. (1.2) Fall
Proficiency Credit Not Available
Pass/No Credit Not Available

RAD 106 Radiographic Procedures II (3) (2, 3)
Prerequisite: Grade of C or better in RAD 103, RAD 104, and RAD 124
This course is a continuation of Radiographic Procedures I, and includes all routine and selected non-routine procedures of the: lower extremity, spine, bony thorax, cranium, facial bones and sinuses. The course includes laboratory, and is integrated with the Radiography Clinical Practicum II course. Following completion of Procedures II, the student is able to perform all routine radiographic examinations. The student must integrate concepts from radiation protection and exposure technique to produce optimal quality diagnostic radiographs with minimal radiation exposure to the patient. (1.2) Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

RAD 107 Radiologic Physics (2) (1, 3)
Prerequisite: Grade of C or better in RAD 103, RAD 104, and RAD 124
Recommended: CHM 101 or CHM 112
This course reviews the concepts of atomic structure and electromagnetism, and study of radiation -- its nature, production and medical applications. Covered topics include: the electromagnetic spectrum, radioactivity and half life, x-ray production and characteristics, the effects of technique selection on beam quality and quantity, the interaction of radiation with matter, and the circuitry and design of radiographic equipment. The course emphasizes clinical applications of physics concepts in the safe operation of high voltage radiographic equipment. (1.2) Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

RAD 124 Radiography Clinical Practicum I (4) (0, 16)
Prerequisite: Grade of C or better in RAD 101 and RAD 102
In this course, the student progresses through a series of clinical rotation assignments which reinforce and provide opportunities for observation, assistance and participation in radiographic procedures which are covered in the Radiographic Procedures course and patient care skills covered in the Methods of Patient Care course. Emphasis is placed on application of concepts in the actual performance of procedures. Students will complete 240 hours of clinical experience in general (and fluoroscopic) radiographic procedures under direct supervision of a radiographer. The student will begin documenting competency in radiographic and patient care procedures. (1.2) Fall
Proficiency Credit Not Available
Pass/No Credit Not Available

RAD 134 Radiography Clinical Practicum II (4) (0, 16)
Prerequisite: Grade of C or better in RAD 103, RAD 104, and RAD 124
This course is a continuation of Radiography Clinical Practicum I. Students complete clinical rotation assignments which reinforce and provide opportunities for observation, assistance and participation in radiographic procedures which are covered in the Radiographic Procedures II course and patient care skills covered in the Methods of Patient Care course. Emphasis is placed on application of concepts in the actual performance of procedures and on continued development of clinical competency and professional development. (1.2) Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

RAD 208 Radiographic Procedures III (2) (1, 3)
Prerequisite: Grade of C or better in RAD 105, RAD 106, RAD 107, and RAD 134
This course covers the advanced radiographic, fluoroscopic and invasive procedures, emphasizing patient care, procedural protocol, and equipment and accessories used. This course covers the following topic areas: trauma radiography, pediatric and geriatric radiography, special procedures (e.g. Myelography, sialography, etc.) and tomography. Opportunities to explore advanced imaging modalities (CT, MRI, and cardiovascular interventional procedures, Nuclear Medicine, Radiation Therapy, Ultrasound, Mammography and Bone Densitometry) are also provided in this course. (1.2) Summer
Proficiency Credit Not Available
Pass/No Credit Not Available

RAD 209 Radiobiology and Radiation Protection (2)
Prerequisite: Grade of C or better in RAD 105, RAD 106, RAD 107, and RAD 134
Recommended: CHM 101 or CHM 112
The radiation biology segment of this course provides an overview of the principles of the interaction of radiation with living systems. The course presents the effects of irradiation of biological molecules and organisms, and the factors affecting biological response. Covered topics include: early and late effects of radiation exposure, epidemiological studies of radiation effects, and the acute radiation syndromes. The radiation protection segment of this course provides the student with an overview of the principles and practices of radiation protection. The course emphasizes the responsibility of the radiologic sciences professional in providing radiation protection to the patient, personnel and the public. (1.2) Summer
Proficiency Credit Not Available
Pass/No Credit Not Available

RAD 210 Radiographic and Sectional Anatomy (2)
Prerequisite: Grade of C or better in RAD 105, RAD 106, RAD 107, and RAD 134
This course provides the student with an understanding of anatomy from a radiographic and three dimensional perspective. The study of anatomy in the transverse, sagittal, and coronal planes enhances the student's understanding of gross anatomy and patient positioning. The course provides clinical application of information to the cross sectional imaging modalities of Computed Tomography and Magnetic Resonance Imaging. The course utilizes a body region approach to sectional anatomy, and emphasizes the location and relative position of the structures studied. (1.2) Summer
Proficiency Credit Not Available
Pass/No Credit Not Available
Course Descriptions

RAD 211 Radiographic Imaging III (2) (1, 3)
Prerequisite: Grade of C or better in RAD 210, RAD 209, RAD 208, and RAD 242
This course covers advanced imaging concepts including fluoroscopic equipment, image intensification, image recording devices, digital radiographic and fluoroscopic equipment. Additional topics include continuous quality improvement programs and the application of quality management concepts in diagnostic radiology. Covered topics include governmental impact on quality management and the JCAHO 10 Step Program. Also included are quality control and quality assurance for darkroom, processors, silver recovery, radiographic equipment, ancillary equipment, fluoroscopic equipment, advanced imaging equipment, and repeat and artifact analysis. (1.2) Fall
Proficiency Credit Not Available
Pass/No Credit Not Available

RAD 212 Radiographic Pathology (2) (2, 0)
Prerequisite: Grade of C or better in RAD 210, RAD 209, RAD 208, and RAD 242
This course presents a body system approach to the demonstration of human diseases through medical imaging. The course emphasizes adaptations of routine positioning and radiographic technique to best demonstrate pathology and maximize diagnostic quality. Covered topics include patient care considerations relative to disease processes. Discussions include which imaging method or modality will best demonstrate each pathological condition. The course includes review of radiographs and films from Computed Tomography, Ultrasound, Magnetic Resonance, Mammography, Special Procedures and Nuclear Medicine. Systems covered include the respiratory, skeletal, gastrointestinal, urinary, cardiovascular, nervous, hematopoetic system, endocrine, reproductive, and miscellaneous disorders. (1.2) Fall
Proficiency Credit Not Available
Pass/No Credit Not Available

RAD 220 Pharmacology (2) (2, 0)
Prerequisite: Grade of C or better in RAD 212, RAD 211, and RAD 256
Recommended: CHM 101 or CHM 112
This course expands the role of the radiographer in the administration of contrast media and related medications. Covered topics include: the radiographer scope of practice, legal implications, pharmacology overview, drug measurements and dose calculations, contrast media, preventive care and emergency response to contrast media reactions, imaging pharmaceutical compatibility, select drug administration techniques, and documentation requirements. (1.2) Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

RAD 230 Medical Ethics and Law (2) (2, 0)
Prerequisite: Grade of C or better in RAD 212, RAD 211, and RAD 256
This course provides the student with an understanding of the parameters of professional practice and the legal and ethical responsibilities of the radiologic sciences professional. Covered topics include: elements of ethical behavior, ethical issues and dilemmas in health care, interacting with the terminally ill patient, the scope of practice of radiologic sciences professionals, sources of law, elements of malpractice, employment issues, and litigation. The course emphasizes the student’s ability to apply concepts of ethics and law in the development of professional attributes. Course requirements include leading class discussions of issues and case studies. (1.2) Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

RAD 240 Career Development (2) (2, 0)
Prerequisite: Grade of C or better in RAD 212, RAD 211, and RAD 256
This course reviews each of the content areas of the ARRT examination, to prepare the student for certification. It assists the student in organizing review efforts, and emphasizes the synthesis of information from across the curriculum. The course includes developmental testing, simulated registry examinations, review of radiographs and review games. This course also prepares the students for their professional roles and employment by mastering skills of career planning, resume and portfolio development, interviewing skills, and development of a professional development plan. (1.2) Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

RAD 242 Radiography Clinical Practicum III (2) (0, 8)
Prerequisite: Grade of C or better in RAD 105, RAD 106, RAD 107, and RAD 134
This course is a continuation of Radiography Clinical Practicum II. The course emphasizes the continued development of clinical competency and professional development. Students complete clinical rotation assignments which reinforce and provide opportunities for observation, assistance and participation in radiographic procedures which are covered in the Procedures courses and patient care skills covered in the Methods of Patient Care course. Emphasis is placed on application of concepts in the actual performance of procedures. Students will complete 180 hours of clinical experience in general radiographic and fluoroscopic procedures and trauma radiography under direct and/or indirect supervision of a radiographer as appropriate. The student will continue attaining, maintaining and documenting competency in radiographic procedures. Students are also provided an opportunity to observe in some of the advanced imaging modality departments. (1.2) Fall
Proficiency Credit Not Available
Pass/No Credit Not Available

RAD 256 Radiography Clinical Practicum IV (5) (0, 20)
Prerequisite: Grade of C or better in RAD 210, RAD 209, RAD 208, and RAD 242
This course is a continuation of the Radiography Clinical Practicum III. The course emphasizes the continued development of clinical competency and professional development. Students complete clinical rotation assignments which reinforce and provide opportunities for observation, assistance and participation in radiographic procedures which are covered in the Procedures courses and patient care skills covered in the Methods of Patient Care course. Emphasis is placed on application of concepts in the actual performance of procedures. Students will complete 384 hours of clinical experience in general radiographic and fluoroscopic procedures and trauma radiography under direct and/or indirect supervision of a radiographer as appropriate. The student will continue attaining, maintaining and documenting competency in radiographic procedures. Students are also provided an opportunity to observe in some of the advanced imaging modality departments. (1.2) Fall
Proficiency Credit Not Available
Pass/No Credit Not Available

RAD 266 Radiography Clinical Practicum V (6)
Prerequisite: Grade of C or better in RAD 212, RAD 211, and RAD 256
This course is a continuation of Radiography Clinical Practicum IV and provides opportunity for final student learning outcomes assessment. Clinical requirements include successful completion of final clinical competencies in all major areas of radiography including critical thinking and problem-solving. Successful completion of final competencies is a program graduation requirement. Emphasis in this course is on continued professional development and proficient performance of all radiographic procedures, with opportunity for continued exploration during the advanced imaging modalities. (1.2) Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

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

All repeatable 100-level RDG courses can only be counted once toward GPA and graduation.

RDG 110 Learning Strategies for College Texts (3) (3, 0)
Prerequisite: Grade of C or better in RDG 091, an ACT score of 18 or above or an appropriate placement score or appropriate COMPASS score of 80 and above
Reading 110 offers a student instruction in improving comprehension by developing efficient study skill strategies in note-taking, test-taking, textbook marking, goal setting, time management skills, memory techniques, effective listening as well as study systems and vocabulary development. The student will develop the skills necessary to be successful in college-level reading. Repeatable to 12 credits; only three credits may apply toward a degree or certificate. (1.1) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Not Available
SOCIOLOGY

SOC 100 Principles of Sociology (3) (3, 0)
Prerequisite: None
This course will examine the history of sociology from the various perspectives of the discipline. The course will focus on the dynamics, signs and symptoms, prevention and possible interventions for each age group. Students will examine physical abuse and neglect, sexual abuse and harassment, emotional abuse and exploitation. (1.1) Fall
Proficiency Credit Available
Pass/No Credit Not Available

SOC 101 Introduction to Family Violence (3) (3, 0)
Prerequisite: None
This course will examine the issues of family violence from the various perspectives of children, spouses, and the elderly. The course will focus on the dynamics, signs and symptoms, prevention and possible interventions for each age group. Students will examine physical abuse and neglect, sexual abuse and harassment, emotional abuse and exploitation. (1.1) Spring
Proficiency Credit Available
Pass/No Credit Not Available
NOTE: This course is offered concurrently as FMV 101. The student must decide whether to earn credits in Sociology (SOC) or Human Services (FMV) prior to enrolling.

SOC 201 Social Problems (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score
Recommended: SOC 100
This course utilizes sociological concepts and methods in the analysis of major social problems, including methods for alleviating them, such as: alcoholism, crime, drug addiction, mental illness, ethnic prejudice, and marital discord. (1.1) Fall
IAI General Education: S7 901
Proficiency Credit Not Available
Pass/No Credit Not Available

SOC 209 Racial and Ethnic Relations (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score
Study of the ethnic diversity of American society. The course will examine American ethnic groups originating in European and non-European areas but will focus on non-European. Particular attention will be paid to ethnic and racial identity development, racism, ethnocentric biases and attitudes, group interaction, and group interdependence. (1.1) Fall, Spring, Summer
IAI General Education: S7 903D
Proficiency Credit Not Available
Pass/No Credit Not Available

SOC 210 Marriage and Family (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score
Recommended: SOC 100
A sociological analysis of the family and its forms and functions. The course analyzes marital practices and family structures in a variety of cultural settings, and may investigate the extent to which societal customs and mores affect the individual's conceptualization of these areas. (1.1) Fall, Spring, Summer
IAI General Education: S7 902
Proficiency Credit Not Available
Pass/No Credit Not Available

SOC 211 Principles of Social Work and Social Welfare (3) (3, 0)
Prerequisite: SOC 100
Principles of social work; survey of policies, ideologies and acts; role and function of welfare agencies and personnel; sociological analysis of welfare delivery; theories and practices relating to the welfare worker and the agency; analysis of the clientele and sociological factors relating to the welfare recipient. (1.1) Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

SOC 215 Social Psychology (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score
Other: PSY 100 or consent of instructor
The scientific study of social factors in individual and group behavior. Topics of investigation include the self, social perception, attraction, intimacy, social influence, attitudes, persuasion, altruism, aggression, group structures and group dynamics. (1.1) Fall, Spring
IAI General Education: S8 900
Proficiency Credit Not Available
Pass/No Credit Not Available
NOTE: This course is offered concurrently as PSY 215. The student must decide whether to earn credits in Sociology (SOC) or Psychology (PSY) prior to enrolling.
SOC 219 Honors Seminar in Sociology (1) (1, 0)  
Prerequisite: None  
Recommended: Honors status  
A seminar which complements a particular sociology course designed to provide the opportunity for study of the course material in greater depth, more sophisticated inquiry or methodology and/or more penetrating research. The student must qualify for honors status.  
Repeatable to two credits. (1.1) On Demand  
Proficiency Credit Not Available  
Pass/No Credit Not Available

SOC 220 Gender Roles and Social Change (3) (3, 0)  
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.  
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score.  
Other: SOC 100 or consent of instructor  
The study of gender roles and inequality in the context of a changing world: examination of the causes, behavioral effects, behavioral prescriptions, as well as forms of change in a variety of social and institutional contexts. (1.1) Fall, Spring  
IAI General Education: S7 904D  
Proficiency Credit Not Available  
Pass/No Credit Not Available

SOC 225 Human Sexuality (3) (3, 0)  
Prerequisite: Grade of C or better in SOC 100 or PSY 100  
Study of social and psychological aspects of human sexuality. Includes sexual development, cultural influences, motivation and emotion, sex-role identification, values, and decision making. (1.1) Fall  
Proficiency Credit Not Available  
Pass/No Credit Not Available  
NOTE: This course is offered concurrently as PSY 225. The student must decide whether to earn credits in Sociology (SOC) or Psychology (PSY) prior to enrolling.

SOC 230 Criminology (3) (3, 0)  
Prerequisite: None  
Recommended: SOC 100  
Nature of adult and juvenile crime with historic and conventional theories of causation. Inter-relationship of punishment to solution and correction. A thorough study is made of the classes of crime, types of criminals, and procedures utilized in rehabilitating criminals. The various measures employed in deterring crime are also an integral part of this course. (1.1) On Demand  
Proficiency Credit Not Available  
Pass/No Credit Not Available  
NOTE: This course is offered concurrently as CRJ 230. The student must decide whether to earn credits in Sociology (SOC) or Criminal Justice (CRJ) prior to enrolling.

SPANISH

FLS 104 may be used to fulfill the humanities requirement for the Associate in Arts, Associate in Science, Associate in Fine Arts and Associate in Engineering Science Degrees.  
All FLS courses numbered 100 and above may be used to fulfill the liberal education requirement in the Associate of Applied Science Degree.  
All FLS courses numbered 100 and above may also be applied to the major field and elective requirement in the A.A. and A.S. Degrees.

ADVANCED SPANISH PLACEMENT

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

FLS 101 Elementary Spanish (4) (4, 0)  
Prerequisite: None  
Recommended: None  
Designed for students who have had no previous background in Spanish. Includes essentials of grammar, pronunciation, practice in sentence structure, elementary composition and conversation. Emphasis placed on the acquisition of the following skills: listening, speaking, reading and writing. (1.1) Fall, Spring, Summer  
Proficiency Credit Available  
Pass/No Credit Available

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

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

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

FLS 110 Conversational Spanish I (3) (3, 0)  
Prerequisite: FLS 102 or 2 years H.S. Spanish or 2 college semesters Spanish or placement  
Recommended: Concurrent enrollment in FLS 103 or higher  
Strictly a conversational course that allows students to apply principles learned in FLS 101 and 102. Students develop confidence in speaking as they interact with each other and with instructor in Spanish. Guidance is provided for topics of discussion, appropriate vocabulary and structure, but explanations, when necessary, are kept to a minimum. This course is a booster for the basic language skills. NOTE: This course is not a substitute for FLS 103 and 104 which are required for Foreign Language majors. (1.1) On Demand  
Proficiency Credit Not Available  
Pass/No Credit Available  
NOTE: This course is not a substitute for FLS 103 and 104 which are required for Foreign Language majors.

FLS 120 Conversational Spanish II (3) (3, 0)  
Prerequisite: FLS 103 or 3 years H.S. Spanish or 3 college semesters Spanish or placement  
Recommended: Concurrent enrollment in FLS 104 or higher  
Students aim at becoming more fluent speakers, as all conversations in class will be in Spanish. Specifically assigned discussion topics focus on expanding vocabulary use and gaining confidence in the application of grammatical principles. NOTE: This course is not a substitute for FLS 103 and 104, which Foreign Language majors must take to complete requirements. (1.1) On Demand  
Proficiency Credit Not Available  
Pass/No Credit Available  
NOTE: This course is not a substitute for FLS 103 and FLS 104 which Foreign Language majors must take to complete requirements.

FLS 131 Spanish for Medical Personnel I (3) (3, 0)  
Prerequisite: None  
Recommended: Students interested in additional general grammar instruction may concurrently enroll in FLS 101 or higher.  
Teaches the basic Spanish communication skills and grammar necessary to provide medical care and attention to Spanish-speaking patients in a variety of medical settings such as the medical office, the hospital, and others. In addition to workplace Spanish language, discussions cover cultural issues pertinent to the relationships between health care providers and Hispanic patients, parents or relatives, and community members. (1.1) Fall, On Demand  
Proficiency Credit Not Available  
Pass/No Credit Available
FLS 132 Spanish for Medical Personnel II (3)(0)
Prerequisite: FLS 101 or FLS 131
Recommended: Students interested in additional general grammar instruction may concurrently enroll in FLS 102 or higher
Continuation of Spanish for Medical Personnel I, with emphasis on more advanced speaking and writing communication skills. (1.1) Spring, On Demand
Proficiency Credit Not Available
Pass/No Credit Available

FLS 141 Spanish for Teachers I (3) (0)
Prerequisite: None
Recommended: Students interested in additional general grammar instruction may concurrently enroll in FLS 101 or higher
Teaches the basic Spanish communication skills and grammar necessary to provide instruction to monolingual and bilingual Hispanic students and to carry out other protocols in a variety of educational settings. Discussions cover cultural issues pertinent to the relationships between non-Hispanic teachers, administrators and other school personnel and Hispanic students, parents and community members. (1.1) Fall, On Demand
Proficiency Credit Not Available
Pass/No Credit Available

FLS 142 Spanish for Teachers II (3) (0)
Prerequisite: FLS 141
Recommended: Students interested in additional general grammar instruction may concurrently enroll in FLS 102 or higher.
Continuation of Spanish for Teachers I, with emphasis on more advanced speaking and writing communication skills. (1.1) Spring, On Demand
Proficiency Credit Not Available
Pass/No Credit Available

FLS 151 Spanish for Spanish Speakers I (4) (0)
Prerequisite: None
Recommended: Students interested in additional conversation and composition instruction may concurrently enroll in FLS 201.
This class is designed for students who speak Spanish at home but have not had any or little formal education in the Spanish language. The goal of the course is to enhance the student’s knowledge of his/her native language and culture by exploring the nuances of the Spanish language in a variety of contexts, with emphasis on speaking, reading, writing, vocabulary, and correct spelling and accentuation. The course will be taught mostly in Spanish and will replace FLS 101 for native and near native speakers. (1.1) Fall, On Demand
Proficiency Credit Not Available
Pass/No Credit Available

FLS 152 Spanish for Spanish Speakers II (4) (0)
Prerequisite: FLS 151
Recommended: Students interested in additional conversation and composition instruction may concurrently enroll in FLS 201 or higher
Continuation of Spanish for Spanish Speakers I, with emphasis on more advanced writing communication skills. (1.1) Spring, On Demand
Proficiency Credit Not Available
Pass/No Credit Available

FLS 201 Spanish Conversation and Composition (3) (0)
Prerequisite: FLS 104 or 4 years H.S. Spanish or 4 college semesters Spanish or placement
Intensive work aimed at developing speaking and writing skills. Considerable attention paid to spontaneous conversation styles and precise composition work. The enhancement of comprehension skills is supported through the use of audio and video tapes and films. (1.1) On Demand
Proficiency Credit Not Available
Pass/No Credit Available

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

FLS 251 Topics in Spanish (3) (0)
Prerequisite: FLS 104 or FLS 120 or FLS 201 or FLS 202 or concurrent enrollment in FLS 120 or FLS 201 or FLS 202 or consent of instructor
This course deals with a particular topic of interest from the Spanish and Latin American culture and civilization in Spain, Latin America and the United States. It will study and discuss representative works from a literary movement, and the use of reasoning and evidence. (1.1) Spring, On Demand
Proficiency Credit Not Available
Pass/No Credit Available

SPH 101 Fundamentals of Speech (3) (0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score
Introductory public speaking course designed to develop research, delivery and organization skills. Particular attention is focused on finding, structuring and supporting ideas, as well as on increasing confidence and poise in a variety of speaking situations. (1.1) Fall, Spring, Summer
IAI General Education: C2 900
Proficiency Credit Available
Pass/No Credit Available

SPH 102 Public Speaking (3) (0)
Prerequisite: SPH 101
Advanced public speaking course. Theory and practice focuses on possible approaches to the preparation and delivery of informative and persuasive speeches. Sources of material, organizational patterns, persuasive strategies related to audience analysis, and the various methods of presentation are examined. (1.1) On Demand
Proficiency Credit Available
Pass/No Credit Available

SPH 103 Group Discussion (3) (0)
Prerequisite: None
Problem solving and information finding group discussions, focusing on the diverse group leadership styles and member roles. Theory addresses group purposes, organization of materials and the use of reasoning and evidence. (1.1) On Demand
IAI Major: SPC920
Proficiency Credit Not Available
Pass/No Credit Available

SPH 106 Introduction to Film Appreciation (3) (0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score
History, methods and social implications of film as an art form. Special emphasis on evaluation and criticism of films. (1.1) Fall
IAI General Education: HF 908
Proficiency Credit Available
Pass/No Credit Available
SPH 110 Interpersonal Communication (3) (3, 0)
Prerequisite: None
Course presents principles and theories of interpersonal communication; studies communication barriers and breakdowns; focuses on self-concept and conflict management; addresses effectiveness in social and professional situations. (1.1) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Available

SPH 112 Special Topics in Speech (Variable Credit 1-3) (1-3, 0)
Prerequisite: None
A course designed to meet varied needs expressed by students and community groups for developing knowledge and skills in methods, types and practical applications of oral communication. Course is repeatable to twelve credits. (1.1) On Demand
Proficiency Credit Available
Pass/No Credit Available

SPH 120 Oral Interpretation of Literature (3) (3, 0)
Prerequisite: None
Designed to improve the performance of oral reading for personal enjoyment and professional advancement. Special emphasis on the acquisition of skills aimed at increasing audience reaction and feedback. Focuses on the analysis and presentation of a variety of literature, essays and speeches. (1.1) Fall, Spring
IAI Major: TAA916
Proficiency Credit Available
Pass/No Credit Available

SPH 130 Business and Professional Speaking (3) (3, 0)
Prerequisite: None
Effective professional communication will be accomplished through skills development. Skills needed for effective communication will be identified. Methods for developing and improving skills will be applied. Areas of concentration will be small group communication, interviewing, person-to-group speaking and interpersonal communication. (1.1) Fall, Spring, Summer
Proficiency Credit Available
Pass/No Credit Available

SPH 215 Intercultural Communication (3) (3, 0)
Prerequisite: None
Course presents principles and theories of intercultural communication. Examines how culture influences the communication process. Review major theories of multi-/intercultural communication, the universal human processes that contribute to cultural differences, and the practical approaches to communicating more effectively with persons from other cultures. (1.1) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

SPH 216 Argumentation (3) (3, 0)
Prerequisite: SPH 101
Introduces the student to theories or argumentation with emphasis on the nature of argument, proofs and evidence, constructing arguments, attack and defense of arguments, fallacies of arguments and the use of logical and persuasive reasoning. Students are expected to design and orally defend and attack argumentative messages. (1.1) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

SPH 230 Interviewing (3) (3, 0)
Prerequisite: SPH 101
This course will supply students with practical and theoretical interviewing experience to be a successful interviewer and interviewee. This course will examine various types of interviews (informatiive, persuasive, employment related, etc.). Through this course, students will not only learn the skills of “how to” be an effective interviewe, but also learn why these skills are important. (1.1) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

SUBSTANCE ABUSE COUNSELING (See Human Services)

SUPERVISORY & ADMINISTRATIVE MANAGEMENT (See Management)

SURGICAL TECHNOLOGY

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

SGT 102 Intro to Surgical Technology (5) (5, 0)
Prerequisite: Admission to the surgical technology program and a minimum of a C grade in each of BIO 240 and HPE 112 or concurrent enrollment in BIO 240 and HPE 112. Must be concurrently enrolled in SGT 105.
This course introduces the student to the role, necessary skills, and working environment of the surgical technologist. Beginning principles of microbiology are explored as they relate to the infectious process, and the practice of aseptic technique. Preoperative care of the surgical patient will also be studied. (1.2) Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

SGT 105 Concepts of Pharmacology and Anesthesia (3) (3, 0)
Prerequisite: Admission to the surgical technology program and a minimum of a C grade in each of BIO 240 and HPE 112 or concurrent enrollment in BIO 240 and HPE 112. Must be concurrently enrolled in SGT 102.
This course introduces the surgical technology student to the science of drugs and anesthesia. The medications and anesthesia methods utilized in today’s operating room are presented. The student will learn the procedure and techniques necessary to safely manage drugs before and during an operative procedure. (1.2) Spring
Proficiency Credit Not Available
Pass/No Credit Not Available

SGT 111 Surgical Technology II (11.5) (5.5, 18)
Prerequisite: A minimum of a C grade in each of BIO 240, HPE 112 and SGT 102, SGT 105; can concurrently enroll in PSY 100.
This course introduces the surgical technology student to principles of asepsis, instrumentation, wound healing, and operating room equipment. The student participates, with supervision, in the perioperative care of surgical client, utilizing beginning skills of aseptic technique, instrumentation, and environmental control. Emergency and resuscitative techniques will be included. (1.2) Fall
Proficiency Credit Not Available
Pass/No Credit Not Available

SGT 120 Surgical Technology III (14.5) (6, 25.5)
Prerequisite: A minimum of a C grade in each of SGT 111 and PSY 100.
Common surgical procedures will be studied in detail while the student is provided opportunities to reinforce this knowledge and further develop perioperative skills by personally assisting the surgeon in the operating room. Job-seeking skills will also be presented. (1.2) Spring
Proficiency Credit Not Available
Pass/No Credit Not Available
TECHNOLOGY, GENERAL CORE

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

The following courses are applicable to more than one technical area. Consult the Career & Technical Education Curricula section for individual program requirements.

GET 107 Technical Graphics (3) (3, 0)
Prerequisite: None
Directed toward reading and understanding technical drawings used in Industry. Includes interpretation of the basic theory of the orthographic projection, standard component definitions and assembly views, introduction to abbreviations, symbols, and manufacturing terminology used in prints, interpretation of specifications, and component construction. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

GET 114 Electrical Controls (3) (2, 2)
Prerequisite: None
A study of the basic theories used in electrical control systems. Topics included are: component identification, schematic diagrams, Ohm's Law, Kirchoff's Law, series and parallel circuits, power, magnetism, switches, relays, alternating current fundamentals, transformers, basic motor and generator principles. Introduction to common solid state control devices will be presented. The course includes the use of instruments for making various types of electrical measurements. Troubleshooting techniques will be stressed. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

GET 118 Hydraulics and Pneumatics (5) (4, 2)
Prerequisite: High school algebra or MTH 096 or consent of instructor
Introduction to elemental laws of physics that underlie hydraulic and pneumatic systems. Emphasis on the fundamentals that make up such systems. Laboratory exercises help the student develop a working knowledge of hydraulic and pneumatic mechanisms and systems. (1.2) Fall, Spring
Proficiency Credit Available
Pass/No Credit Not Available

GET 119 Introduction to Industrial Robots (4) (2, 4)
Prerequisite: None
A course designed to provide the student with theoretical and practical experience using an industrial grade robot. Theory will include safety in the robotic environment, principles of robotic operation, robot task description and elements of programming. The relationship of the Cartesian Coordinate system of measurement to the operation of an industrial robot will be covered. The student will understand the principles of compound and tool transformations and perform these operations. The student will communicate with the robot control system through keyboard and teach pendant. The student will gain experience in robot control program storage, retrieval and editing. (1.2) Fall
Proficiency Credit Available
Pass/No Credit Not Available

GET 217 Industrial Manufacturing Processes and Materials (3) (3, 0)
Prerequisite: None
An understanding of modern manufacturing processes and materials is of vital importance to ensure products are designed for economical production. This course provides an understanding of the principles, practices, and materials in manufacturing, what they can or cannot do, how they can be utilized most effectively, and the economics of the various processes and materials. The major divisions of this course include specific attention to each of the main classes of processes and the materials relating to them. The principles of economics are stressed repeatedly with each topic studied. (1.2) Fall, Spring
IAI Major: IND913
Proficiency Credit Available
Pass/No Credit Not Available

THEATRE

THE 100 Theatre Appreciation (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score
An introduction to theatre as a performing art. Students study the audience, actor, critic, director, designer, and playwright through critical, social, and historical perspectives as they read plays and view both video and live performances. Note special topics sections which focus on Chicago theatre or offer short-term travel courses to New York, Canada, Greece, London, and other international theatre centers. Course is repeatable to 12 credits; only three credits may apply toward a degree or certificate. (1.1) Fall, Spring, Summer
IAI General Education: F1 907
Proficiency Credit Not Available
Pass/No Credit Not Available

THE 110 Drama Performance Ensemble I (Variable Credit 1-3) (0, 3-9)
Prerequisite: Completion of successful audition or consent of instructor
This course is open to all who audition and are cast in ECC's fall or spring production. Students learn such skills as script analysis, acting, voice, and movement technique, as required. Repeatable three times up to 12 credits. (1.1) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Available

THE 122 Intro-Theatre History and Literature (3) (3, 0)
Prerequisite: Reading: Grade of C or better in RDG 091, an ACT Reading score of 18 or above, or an appropriate placement score.
Writing: Grade of C or better in ENG 098, an ACT English score of 20, or an appropriate placement score
An introduction to the history, literature and collaborative art of theatre from ritual beginnings to contemporary dramatic literature. Students survey the history of Western and non-Western theatre, read and analyze representative plays from major periods of drama, and view video and live performances. (1.1) Spring
IAI General Education: F1 908
Proficiency Credit Available
Pass/No Credit Not Available
THE 124 American Drama (3) (3, 0)  
Prerequisite: None

THE 132 Acting I (3) (3, 0)  
Prerequisite: None

THE 134 Improvisation for the Theatre (3) (3, 0)  
Prerequisite: None

THE 136 Acting II (3) (3, 0)  
Prerequisite: None

THE 142 Movement for the Stage (3) (3, 0)  
Prerequisite: None

THE 144 Voice and Speech for the Stage (3) (3, 0)  
Prerequisite: None

THE 150 Theatre Dance (3) (3, 0)  
Prerequisite: None

THE 160 Introduction to Theatre Technology (3) (2, 3)  
Prerequisite: None

THE 162 Technical Theatre Practicum (3) (1, 10)  
Prerequisite: THE 160

THE 164 Lighting Design and Technology (3) (2, 3)  
Prerequisite: THE 160

THE 168 Stage Makeup (3) (2, 3)  
Prerequisite: THE 160

THE 170 Stage Management (3) (2, 5, 1)  
Prerequisite: THE 160

THE 201 Literature Performance Ensemble (3) (3, 0)  
Prerequisite: Completion of successful audition or consent of instructor

THE 210 Literature Performance Ensemble (3) (3, 0)  
Prerequisite: Completion of successful audition or consent of instructor

THE 231 Internship in Theatre (1) (0, 5)  
Prerequisite: None

THE 232 Internship in Theatre (2) (0, 10)  
Prerequisite: None

THE 233 Internship in Theatre (3) (0, 15)  
Prerequisite: None

THE 234 Special Topics: Theatre (1) (1, 0)  
Prerequisite: None

THE 235 Special Topics: Theatre (2) (2, 0)  
Prerequisite: None

THE 236 Special Topics: Theatre (3) (3, 0)  
Prerequisite: None
THE 241 Stage Combat I (3)  
(3, 0)  
Prerequisite: None  
Focusses on unarmed combat including falls, throws, and sparring techniques from judo, karate, Aikido, wrestling, boxing, and bare-room brawling. Taken in sequence with THE 242 Stage Combat II, students will have the opportunity to take the Society of American Fight Directors Actor/Combatant exam. (1.1) Fall  
Proficiency Credit Not Available  
Pass/No Credit Not Available

THE 242 Stage Combat II (3)  
(3, 0)  
Prerequisite: None  
Focusses on Medieval and Renaissance weapons such as quarterstaff, broadsword and rapier and dagger used in Shakespeare and other period plays. Taken in sequence with THE 241, Stage Combat I, students will have the opportunity to take the Society of American Fight Directors Actor/Combatant exam. Course is repeatable to 12 credits. (1.1) Spring  
Proficiency Credit Not Available  
Pass/No Credit Not Available

THERMOPLASTICS  
(See Industrial Manufacturing Technology)

INJECTION MOLDING  
(See Industrial Manufacturing Technology)

TOOL & DIE MAKING  
(See Industrial Manufacturing Technology)

TRANSMISSION & DRIVETRAIN SPECIALIST  
(See Automotive)

TRUCK DRIVING  
All BRG courses numbered 100 and above may be applied to the major field and elective requirement in the Associate in Arts and Associate in Science Degrees.  
Completion of BRG 101, BRG 201 and BRG 202 will prepare the student to take the necessary exams to obtain a license to operate a tractor trailer.  

BRG 101 Truck Driving I (6)  
(6, 0)  
Prerequisite: Consent of instructor  
This course will include vehicle systems, D.O.T. rules and regulations, logs, and all legal topics of interest to trucking and transportation. Additional topics include defensive driving, cargo handling, hazardous materials. (1.2) Fall, Spring, Summer  
Proficiency Credit Not Available  
Pass/No Credit Not Available

BRG 201 Truck Driving II (6)  
(2, 12)  
Prerequisite: BRG 101  
This course covers the yard and on-the-road aspects of tractor trailer driving. Students will receive extensive hands-on-experience in backing, parking, start up, and preventive maintenance. There will be actual on-the-road driving by students. (1.2) Fall, Spring, Summer  
Proficiency Credit Not Available  
Pass/No Credit Not Available

BRG 202 Truck Driving III (4)  
(4, 0)  
Prerequisite: Consent of instructor  
This course is an extension of BRG 101 and BRG 201 with further study of the topics and skills covered in those two courses. Also included will be additional information on maintenance, communications, costs, dispatching, and operations. (1.2) Fall, Spring, Summer  
Proficiency Credit Not Available  
Pass/No Credit Not Available

WEB DESIGN  
(See Graphic Design)

WEB DESIGN  
(See Graphic Design)

WEB TECHNICIAN  
(See Computer and Information Sciences)

WELDING  
All WEL courses numbered 100 and above may be applied to the major field and elective requirement in the Associate in Arts and Associate in Science Degrees.  
All repeatable WEL courses can be counted only once toward GPA and graduation.

WEL 101 Welding I (2)  
(1, 2)  
Prerequisite: None  
Basic concepts of oxy-acetylene welding and electric welding for beginners. Includes arc welding and gas welding, brazing and cutting in the flat position. (1.2) Fall, Spring, Summer  
Proficiency Credit Available  
Pass/No Credit Available

WEL 102 Welding II (4)  
(2, 4)  
Prerequisite: WEL 101 or concurrent enrollment in WEL 101 or consent of instructor  
Advanced techniques and skill improvement in oxy-acetylene welding and arc welding. The lab experiences in basic MIG and TIG (Helical) welding will be provided. An introduction to weld testing will be included. (1.2) Fall, Spring  
Proficiency Credit Available  
Pass/No Credit Not Available

WEL 111 Welding Safety (3)  
(3, 0)  
Prerequisite: None  
The student will become aware of the importance of developing a safe work attitude as it applies to the welding industry. Safe handling of various gases, welding equipment and related tools will be covered. Emphasis will be on creating and maintaining a safe welding environment. (1.2) On Demand  
Proficiency Credit Available  
Pass/No Credit Not Available

WEL 112 Applied Welding Theory (3)  
(2, 2)  
Prerequisite: WEL 102  
A course which will provide both lab and classroom experiences to cover the basic theory of all major welding processes. Processes covered include: Shielded metal arc welding; gas metal arc welding; gas tungsten arc welding; flux cored arc welding; submerged arc welding; plasma arc welding and oxy-acetylene welding. (1.2) Spring/ever odd year  
Proficiency Credit Available  
Pass/No Credit Not Available

WEL 113 Welding Power Sources and Setup (3)  
(2, 2)  
Prerequisite: WEL 102  
Designed to familiarize the student with the differences between various types of welding power sources. The student will learn through lab experiences proper set-up and maintenance, troubleshooting procedures, and minor repair techniques. (1.2) Spring/ever odd year  
Proficiency Credit Not Available  
Pass/No Credit Not Available
WEL 208 Welding III (4)  (2, 4)  
**Prerequisite:** WEL 102  
The student will perform weld using mild steel in all positions and will include arc, gas tungsten arc (TIG), submerged arc welding (SAW), and gas metal arc (MIG) processes. The student will become comfortable in the operation of plasma arc cutting. Emphasis will be on development of a degree of skill necessary to pass welder qualification tests in all positions. (1.2) Fall, Spring  
Proficiency Credit Available  
Pass/No Credit Not Available

WEL 210 Welding IV (4)  (2, 4)  
**Prerequisite:** WEL 120 and 208 or consent of instructor  
Students will construct welding projects employing arc, oxy-acetylene, gas metal arc (MIG), gas tungsten arc (TIG), or any combination of these welding processes using a welding blueprint as a guide. (1.2) Fall, Spring  
Proficiency Credit Available  
Pass/No Credit Not Available

WEL 211 TIG Welding Techniques (4)  (2, 4)  
**Prerequisite:** WEL 101 or consent of instructor  
This course is for students who need to develop skills in gas tungsten arc welding (TIG). The student will select appropriate machine settings. All position welds on hot and cold rolled and galvanized mild steel, stainless steel, and aluminum and cast iron will be produced. Process variations include standard and pulse mode operation. (1.2) Spring  
Proficiency Credit Available  
Pass/No Credit Not Available

WEL 212 MIG Welding Techniques (4)  (2, 4)  
**Prerequisite:** WEL 101 or consent of instructor  
This course is for students who need to develop skills in gas metal arc welding (MIG). The student will set up welding equipment and produce welds in all positions. Process variations to be used include short circuit and spray transfer with solid wire, flux cored (inner shield and dual shield) and submerged arc welding. Metals to be welded include mild steel, stainless steel, and aluminum. (1.2) Spring  
Proficiency Credit Available  
Pass/No Credit Not Available

WEL 214 Cutting Processes (2)  (1, 2)  
**Prerequisite:** None  
This is a skill building course which will allow the student an opportunity to gain proficiency in all major industrial arc and oxy-fuel cutting processes-manual, semi-automatic and automatic. Processes include plasma arc, air carbon arc, shielded metal arc, exothermic, and oxy-fuel cutting. The student will also learn to operate an optical tracer and CNC controls. (1.2) Spring  
Proficiency Credit Available  
Pass/No Credit Not Available

WEL 215 Advanced Welding Techniques (4)  (2, 4)  
**Prerequisite:** WEL 102  
This is a skill development course designed to help the student produce quality welds on cast iron, aluminum, medium carbon steel, and other metals requiring special weld treatment. Other weld troubleshooting techniques will be covered starting with precise metal identification, locating and eliminating cracks, visual inspection, and proper pre-and post-weld treatment. (1.2) Fall  
Proficiency Credit Available  
Pass/No Credit Not Available

WEL 218 Arc Welder Qualification (2)  (1, 2)  
**Prerequisite:** WEL 102 or one year experience in the process in arc welding  
Welder certification is required by an increasing number of area employers. The purpose of this course is to help the student attain arc welder certification. Students must pass two guided bend tests to receive certification. This certification will meet the requirements of AWS D1.1 Structural Welding Code (limited thickness) and the needs of many area manufacturers. However, some employers may require additional or re-certification. Repeatable to eight credits. (1.2) On Demand  
Proficiency Credit Available  
Pass/No Credit Available

WEL 220 MIG Welder Qualification (2)  (1, 2)  
**Prerequisite:** WEL 102 or one year experience in MIG welding  
Welder certification is required by an increasing number of area employers. The purpose of this course is to help the student attain MIG welder certification. Students must pass two guided bend tests to receive certification. This certification will meet the requirements of AWS D1.1 Structural Welding Code (limited thickness) and the needs of many area manufacturers. However, some employers may require additional or re-certification. Repeatable to eight credits. (1.2) On Demand  
Proficiency Credit Available  
Pass/No Credit Available

WEL 221 Advanced Blueprint Reading for Welders (2)  (1, 2)  
**Prerequisite:** WEL 120  
This course is designed to aid the student in becoming proficient in reading more complex welding blueprints. Emphasis will be on developing the ability to transfer the two-dimensional print to the actual three-dimensional object. The student will gain experience in related mathematical calculations. Students will learn spreadsheet manipulation by working up a job quote. (1.2) Fall/every odd year  
Proficiency Credit Available  
Pass/No Credit Not Available

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

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

WEL 236 Special Topics in Welding (3)  (1, 4)  
**Prerequisite:** None  
Designed to satisfy specific needs or interests of students and the community. The following guidelines are to be used in selecting topics: 1) adequate and available material on specific topic; 2) comprehensive outlines for each topic; and, 3) course should be designed to increase skill and knowledge in field of welding. Course is repeatable to 12 credits. (1.2) On Demand  
Proficiency Credit Not Available  
Pass/No Credit Not Available

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Course Descriptions
These courses make it possible for students with skill deficiencies to prepare for regular college level courses before or in conjunction with enrollment in regular college courses. Developmental studies courses are distinguished from other courses by prefix codes numbered below 100 and are sequenced according to their level of difficulty. They are not intended for transfer and cannot be used to fulfill the requirements of any associate degree.

ENG 094 Fundamentals of English (3)  (3, 0)
Prerequisite: Placement test
Open to the student desiring remedial assistance in the fundamentals of grammar and usage. Through the use of programmed textbooks, students will receive a substantial amount of individual attention. Course is repeatable to 12 credits. (1.4) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Not Available

ENG 097 Communication Skills (3)  (3, 0)
Prerequisite: Grade of C or better in ENG 094 or placement test
ENG 097 is the first semester of a two-semester program of study in composition, developmental reading and English fundamentals. Course is repeatable to 12 credits. (1.4) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Not Available

ENG 098 Developmental Composition (3)  (3, 0)
Prerequisite: Grade of C or better in ENG 097 or placement test
English 098 continues the development of precollege level writing skills through a program of study in composition and English fundamentals. It prepares the student to handle writing assignments in career and transfer level courses, including English 101. Course is repeatable to 12 credits. (1.4) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Not Available

MTH 090 Pre-Algebra (3)  (3, 0)
Prerequisite: None
This course is designed as a review of the basic operations of arithmetic and an introduction to algebra. The emphasis is on operations with fractions, decimals, percents, and signed numbers. It is intended for the student who needs a review of arithmetic and prealgebra skills. This course precedes technical math or beginning algebra. (1.4) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Not Available

MTH 092 Basic Algebra Review (1)  (1, 0)
Prerequisite: Grade of C or better in one year high school algebra
A refresher course in basic algebra. Topics to be covered include the real number system, first degree equations and inequalities, factoring, rational expressions, exponent, polynomials and graphing. (1.4) Summer
Proficiency Credit Not Available
Pass/No Credit Available

MTH 094 Intermediate Algebra Review (1)  (1, 0)
Prerequisite: Grade of C or better in two years high school algebra
A refresher course in intermediate algebra. Topics to be covered include algebraic expressions, first and second degree equations, inequalities, factoring, rational expressions, exponents and polynomials, radicals, graphing and systems of linear equations. (1.4) Summer
Proficiency Credit Not Available
Pass/No Credit Available

MTH 096 Basic Algebra (4)  (4, 0)
Prerequisite: Grade of C or better in MTH 090 or appropriate placement test score
This course is designed to be a first course in algebra. Although emphasis is placed on techniques and manipulations, problem-solving and logical reasoning are main threads throughout the course. The course content includes: operations and properties of real numbers, graphing and solving linear equations and inequalities and their applications, systems of linear equations, factoring techniques and solving quadratic equations by factoring, and operations with polynomials and elementary rational expressions. (1.4) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Not Available

MTH 097 Plane Geometry (3)  (3, 0)
Prerequisite: Grade of C or better in MTH 096 or appropriate placement test score
One-semester course in plane geometry designed to prepare the student for further work in mathematics and many math-related fields. The subject is developed in the context of a logical system with constructions and numerical problems introduced whenever appropriate. Geometrical theorems are discussed with regard to their meaning and applicability. (1.4) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

MTH 098 Intermediate Algebra (4)  (4, 0)
Prerequisite: Grade of C or better in MTH 096 or appropriate placement test score
This course is designed to be a second course in Algebra. Although emphasis is placed on techniques and manipulations, problem-solving and logical reasoning are main threads throughout the course. The course content includes: solving linear equations and inequalities, absolute value equations and inequalities and quadratic equations, graphing linear and non-linear equations, an introduction to functions, writing equations of lines, operations with polynomials, factoring polynomials, solving systems of linear equations in two variables, operations involving rational expressions and solving rational equations, simplification and operations with radical expressions, solving radical equations, and an introduction to complex numbers. (1.4) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Not Available

RDG 085 Reading (3)  (3, 0)
Prerequisite: COMPASS reading assessment score of 30 or below
First semester of a three-semester sequence to improve reading ability through reading, writing, and discussion. Emphasis is on developing reading comprehension strategies, develop vocabulary, and apply word-recognition skills. Students will apply what they learn through class discussions and written responses. Repeatable to nine credits (1.4) On Demand
Proficiency Credit Not Available
Pass/No Credit Not Available

RDG 090 Reading Comprehension Strategies (3)  (3, 0)
Prerequisite: COMPASS reading assessment score of 31 - 60 or C or better in RDG 085
Second semester of a three-semester sequence to improve reading ability through reading, writing, and discussion. Emphasis is on developing reading comprehension strategies in order to develop vocabulary and apply word-recognition strategies. Students will apply what they learn through class discussions, activities, and written responses. Repeatable to 12 credits (1.4) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Not Available

RDG 091 Thinking Skills for Textbook Reading (3)  (3, 0)
Prerequisite: Grade of C or better in RDG 090 or COMPASS Reading assessment score of 61-79
Third semester of a three-semester sequence to improve reading ability. Emphasis is on improving comprehension of college textbooks by developing contextual vocabulary skills, recognizing and using textbook paragraph patterns, and learning basic study strategies that will increase comprehension. Repeatable to 12 credits (1.4) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Not Available

Developmental Studies
ADULT BASIC EDUCATION

These classes are pre-college level courses designed for adults at less than a 9th grade reading level who want to improve basic skills in reading, math, writing, or computers. All classes are offered free of charge to eligible students. Classes, placement testing, and registration take place at Fountain Square Campus. These courses are not applicable toward any Associate Degree or Vocational Certificate.

**Course Descriptions**

**ABE 076 Beginning Reading**
*(Variable Credit .5-6)*

**Prerequisite:** A student who scores below a 4.0 on the Test of Adult Basic Education (TABE) A beginning reading course that deals with alphabets, fluency, vocabulary development, comprehension, and functional and workplace literacy skills. Course is repeatable four times up to twenty-four credits. (1.7) Fall, Spring, Summer

Proficiency Credit Not Available
Pass/No Credit Available

**ABE 077 Beginning Basic Computer Literacy Skills**
*(Variable Credit .5-3)*

**Prerequisite:** An adult education student who scores either below a 4.0 on the Test of Adult Basic Education (TABE), who never received a high school diploma or GED Certificate, or who completed Low Intermediate ESL

This course is designed to introduce Adult Basic Education (ABE) students to an understanding of the nature and operation of technology. Course is repeatable four times up to twelve credits. (1.7) Fall, Spring, Summer

Proficiency Credit Not Available
Pass/No Credit Available

**ABE 078 Beginning English Grammar Skills**
*(Variable Credit .5-3)*

**Prerequisite:** A score on the reading section on the Test of Adult Basic Education (TABE) below a 4.0 as well as a student who does not have a high school diploma or GED Certificate

A beginning English grammar course that focuses beginning writing, composition/sentence structure, and grammatical concepts. Course is repeatable four times up to twelve credits. (1.7) Fall, Spring, Summer

Proficiency Credit Not Available
Pass/No Credit Available

**ABE 079 Beginning Basic Mathematics**
*(Variable Credit .5-6)*

**Prerequisite:** A student who scores below a 4.0 on the math portion of the Test of Adult Basic Education (TABE)

A basic mathematics course that deals with survival and workplace literacy mathematics in relation to number sense, problem solving, simple geometry and algebra, and problem solving. This mathematics course centers on raising a student's mathematics score on the math portion of the Test of Adult Basic Education (TABE) to a 4.0 grade level or higher. Course is repeatable four times up to twenty-four credits. (1.7) Fall, Spring, Summer

Proficiency Credit Not Available
Pass/No Credit Available

**ABE 080 Basic Reading I**
*(Variable Credit .5-6)*

**Prerequisite:** A student who scores between a 4.0 and 5.9 on the Test of Adult Basic Education (TABE)

A basic reading course that deals with phonemic awareness and fluency, comprehension, analysis, and interpretation of a variety of literary texts, work-related documents, and manuals. Repeatable to 20 credits. (1.7) Fall, Spring, Summer

Proficiency Credit Not Available
Pass/No Credit Available

**ABE 081 Basic Reading II**
*(Variable Credit .5-6)*

**Prerequisite:** A student who scores above a 5.9 and below a 9.0 on the Test of Adult Basic Education (TABE) and/or successful completion of ABE 080

A basic reading course that deals with comprehension, analysis, interpretation and evaluation of a variety of literary texts, work-related documents, and manuals. Repeatable to 20 credits. (1.7) Fall, Spring, Summer

Proficiency Credit Not Available
Pass/No Credit Available

**ABE 082 Basic Mathematics I**
*(Variable Credit .5-6)*

**Prerequisite:** A student who scores below a 9.0 on the Test of Adult Basic Education (TABE)

A basic mathematics course that deals with survival and workplace literacy mathematics in relation to number sense, problem solving, measurement, data analysis, simple geometry and algebra, computation, problem solving, and calculator skills. This mathematics course centers on raising a student’s mathematics score on the Math Computation portion of the Test of Adult Basic Education (TABE) to a 6.0 grade level or higher. Repeatable to 20 credits. (1.7) Fall, Spring, Summer

Proficiency Credit Not Available
Pass/No Credit Available

**ABE 083 Basic Mathematics II**
*(Variable Credit .5-6)*

**Prerequisite:** A student who scores between a 5.0 and 5.9 on the math portion of the Test of Adult Basic Education (TABE)

A basic mathematics course that deals with survival and workplace literacy mathematics in relation to fractions, percents, problem solving, measurement, data analysis, geometry, algebra, computation, and calculator skills. This mathematics course centers on raising a student’s mathematics score on the Math Computation portion of the Test of Adult Basic Education (TABE) to a 9.0 grade level or higher. Repeatable to 20 credits. (1.7) Fall, Spring, Summer

Proficiency Credit Not Available
Pass/No Credit Available

**ABE 084 Basic English Grammar Skills**
*(Variable Credit .5-6)*

**Prerequisite:** A student who scores between a 4.0 and 5.9 on the Test of Adult Basic Education (TABE)

A beginning English grammar course that focuses on composition/sentence structure and grammatical concepts. Course is repeatable four times up to twenty-four credits. (1.7) Fall, Spring, Summer

Proficiency Credit Not Available
Pass/No Credit Available

**ABE 085 Basic Writing Skills**
*(Variable Credit .5-6)*

**Prerequisite:** A student who scores between a 6.0 and 8.9 on the math portion of the Test of Adult Basic Education (TABE)

A beginning English grammar course that focuses on composition/sentence structure and grammatical concepts. Course is repeatable four times up to twenty-four credits. (1.7) Fall, Spring, Summer

Proficiency Credit Not Available
Pass/No Credit Available

**ABE 086 Basic Mathematics I**
*(Variable Credit .5-6)*

**Prerequisite:** A student who scores between a 4.0 and 5.9 on the math portion of the Test of Adult Basic Education (TABE)

A basic mathematics course that deals with survival and workplace literacy mathematics in relation to number sense, problem solving, measurement, data analysis, simple geometry and algebra, computation, problem solving, and calculator skills. This mathematics course centers on raising a student’s mathematics score on the Math Computation portion of the Test of Adult Basic Education (TABE) to a 6.0 grade level or higher. Repeatable to 20 credits. (1.7) Fall, Spring, Summer

Proficiency Credit Not Available
Pass/No Credit Available

**ABE 087 Basic Mathematics II**
*(Variable Credit .5-6)*

**Prerequisite:** A student who scores between a 5.0 and 5.9 on the math portion of the Test of Adult Basic Education (TABE)

A basic mathematics course that deals with survival and workplace literacy mathematics in relation to fractions, percents, problem solving, measurement, data analysis, geometry, algebra, computation, and calculator skills. This mathematics course centers on raising a student’s mathematics score on the Math Computation portion of the Test of Adult Basic Education (TABE) to a 9.0 grade level or higher. Repeatable to 20 credits. (1.7) Fall, Spring, Summer

Proficiency Credit Not Available
Pass/No Credit Available
ADULT SECONDARY EDUCATION: THE GED® PROGRAM

ASE classes prepare students for the General Education Development (GED®) test. The GED® is the nationally accepted equivalent of a high school diploma. To enroll, you must be at least 16 years of age and must not be enrolled in an area high school. Upon successful completion of one ABE/ASE class and the GED® test, you will receive free in-district tuition for one three credit hour college class. All classes are offered free of charge to eligible students. Classes are held at Fountain Square Campus and at the main campus. Registration and placement testing take place at Fountain Square. These courses are not applicable toward any Associate Degree or Vocational Certificate.

ASE 094 Constitution Review (Variable Credit 5-3) (5-3, 0)
Prerequisite: Students must take the Test of Adult Basic Education (TABE) A review class of the Declaration of Independence, the U.S. Constitution, the Illinois Constitution, and flag etiquette, this class is designed only for ABE/GED® students who never passed the Constitution Test in an Illinois high school and who need to obtain their GED® certificate. Upon completion of this class, the student will take the approved country-wide Constitution Test, which, if passed, fulfills his/her GED® requirement in Illinois. Course is repeatable four times up to 12 credits. (1.8) On Demand Proficiency Credit Not Available Pass/No Credit Available

ASE 097 Spanish GED® (3) (3, 0)
Prerequisite: A reading grade level equivalency score of 6.0 or higher on the Spanish Test of Adult Basic Education (TABE) Spanish
Recommended: Completion of eight (8) years of formal education in native country The General Education Development program in Spanish prepares Spanish-speaking adults to pass the state high school equivalency exams: Language Arts: Reading, Language Arts: Writing, Social Studies, Science, and Math. Classes are taught within an 8- to 12-week time frame. Government age specifications must be met. The course is repeatable up to twelve credits. (1.8) Fall, Spring, Summer Proficiency Credit Not Available Pass/No Credit Available

ASE 098 Introduction to GED® (1.5) (1.5, 0)
Prerequisite: Test of Adult Basic Education (TABE) Scale score of 570 or higher/grade level score of 9.0 or higher or consent of instructor This course is specifically designed for individuals preparing to enroll in GED® classes. The course provides an overview of the GED® test, GED® test registration procedures, GED® practice tests, goal setting, career exploration, and ECC resources. The course is repeatable up to six credits. (1.8) Fall, Spring, Summer Proficiency Credit Not Available Pass/No Credit Available

ASE 099 GED® Program (3) (3, 0)
Prerequisite: ASE 098 and score of 9.0 or higher on the Test of Adult Basic Education (TABE) or consent of instructor The General Education Development Program (GED®) prepares adults to pass the State high school diploma equivalency exams: Language Arts: Reading; Language Arts: Writing; Social Studies; Science, and Math. Classes are taught within an 8- to 12-week time frame. Government age specifications must be met. Course is repeatable to nine credits. (1.8) Fall, Spring, Summer Proficiency Credit Not Available Pass/No Credit Available

ASE 199 GED® Contextualized Program (Variable Credit .5-6) (.5-6, 0)
Prerequisite: None
The General Education Development Program (GED®) prepares adults to pass the state high school diploma equivalency exams. Language Arts: Reading; Language Arts: Writing; Social Studies; Science; and Math. Classes are taught within an 8- to 16-week time frame in a contextualized health care career format. Government age specifications must be met. Course is repeatable three times. (1.8) On Demand Proficiency Credit Not Available Pass/No Credit Available

ENGLISH AS A SECOND LANGUAGE

English as a Second Language (ESL) instruction at ECC is for all non-native English speakers from any language, group or nationality. All courses are taught in English and instruction covers basic reading, writing, listening and speaking. Classroom instruction and college supportive services provide immigrant students the opportunity to progress toward self-sufficiency and economic success. Courses are offered day and evening at the Fountain Square Campus, the main campus, and other area locations. Beginning and Intermediate classes are offered free of charge to eligible students. Tuition is charged for Advanced Level classes and is based on residency status. Upon completion of the Advanced Level classes, students receive free in-district tuition for one three-credit hour college class.

INTENSIVE ENGLISH PROGRAM

VPA-303B, 847-214-7163 Office hours vary. Phone first. Closed Fridays June - August

Intensive English classes are offered for prospective ECC students, professionals, business people, and others who want to learn English as a Second Language at an accelerated pace. Emphasis is on the language skills and cultural understanding necessary for students to enroll in college or university courses.

The program offers students 10-20 hours of instruction per week. Classes meet Monday through Thursday during the college semester. Instruction is offered in listening and speaking, reading, writing, and grammar. Students develop skills in several areas: library use and research, essay writing, note-taking, oral presentations, and other skills useful for college level classes. A computer lab is used as a tool to aid student writing.

There are four modules: listening, reading, writing and pre-collegiate. Placement in a module follows and initial assessment test. Students are then evaluated every four weeks, with the possibility of completing a module in that four week time-period. A minimum of twelve weeks is required at the pre-collegiate level. Cost of the program varies, depending on a student's residency status (in-district, out-of-district, or foreign resident).

CITIZENSHIP

ESL 077 Pre-Citizenship (.5-3) (.5-3, 0)
Prerequisite: Must have a valid “Resident Alien” card and take an ESL placement test The objective of this course is to give the student information about the structure, function, powers, responsibilities, and the role of government. ECC staff help qualified residents prepare for the USCIS interview. Course is repeatable four times up to 12 credits. (1.9) Fall, Spring, Summer, On Demand Proficiency Credit Not Available Pass/No Credit Available

ESL 078 Citizenship (.5-3) (.5-3, 0)
Prerequisite: Must have a valid “Resident Alien” card and take an ESL placement test This course is specifically designed for individuals preparing for naturalization and successfully completing the test required for U.S. citizenship. The course provides an overview of significant historical events; facts and concepts of federal, state, and local government; current political, governmental and social information; explanations of U.S. culture and institutions; and citizen rights and responsibilities. Procedures for naturalization, U.S. Constitution review, and an individually developed plan for citizen participation also may be included. ECC staff help qualified residents prepare for the USCIS interview. Course is repeatable four times up to 12 credits. (1.9) Fall, Spring, Summer, On Demand Proficiency Credit Not Available Pass/No Credit Available

BEGINNING PROFICIENCY

ESL 010 Beginning ESL Literacy (6) (6, 0)
Prerequisite: Placement Test Beginning ESL Literacy is for individuals with little or no knowledge of English, however, are literate in their first language. At this level, students will begin to acquire language survival skills in speaking, listening, and writing. Students will also begin to understand and develop the learning skills and study habits necessary for successful language learning. They will also learn to become full participants in routine classroom settings. Repeatable to 12 credits. (1.9) Fall, Spring, Summer Proficiency Credit Not Available Pass/No Credit Available
ESL 011 Low Beginning ESL A (6)  
Prerequisite: Placement Test or successful completion of ESL 010 or ESL 081
Low Beginning ESL A is for individuals with minimal knowledge of English; however, are literate in their first language. At this level, students will develop language survival skills in speaking, writing and listening. Students will also understand and develop the learning skills and study habits necessary for successful language learning. Repeatable to 12 credits. (1.9) Fall, Spring, Summer  
Proficiency Credit Not Available  
Pass/No Credit Available

ESL 012 Low Beginning ESL B (6)  
Prerequisite: Placement Test or successful completion of ESL 011 or ESL 083
Low Beginning ESL B is for individuals with little or no knowledge of English, however, are literate in their first language. At this level, students will begin to acquire language survival skills in speaking, writing and listening. Students will also begin to understand and develop the learning skills and study habits necessary for successful language learning. Repeatable to 12 credits. (1.9) Fall, Spring, Summer  
Proficiency Credit Not Available  
Pass/No Credit Available

ESL 013 High Beginning ESL (6)  
Prerequisite: Placement Test or successful completion of ESL 012 or ESL 085
High Beginning ESL is for individuals with a limited knowledge of English grammar and vocabulary. At this level, students will develop skills in order to express everyday needs while mastering new vocabulary. They will begin to demonstrate proficiency in writing simple sentences. They will also begin to develop reading comprehension by reading simple paragraphs. Repeatable to 12 credits. (1.9) Fall, Spring, Summer  
Proficiency Credit Not Available  
Pass/No Credit Available

ESL 020 High Beginning ESL Speaking  
(Variable Credit 3 or 6)  
Prerequisite: Placement test and demonstration of High Beginning Literacy skills
This course is for individuals who would like to improve their oral English skills to meet a level of confidence for daily usage. Students will participate actively in classroom activities to improve both listening comprehension and communication skills to express every day needs while learning new vocabulary and phrases. Repeatable to 12 credits. (1.9) On Demand  
Proficiency Credit Not Available  
Pass/No Credit Available

ESL 023 High Beginning ESL Writing  
(Variable Credit 3 or 6)  
Prerequisite: Placement test, teacher recommendation, or mastery of learning outcomes (excluding writing) in High Beginning ESL
High Beginning ESL Writing is for individuals with a limited knowledge of English grammar and vocabulary. At this level students will develop writing skills in order to express everyday needs. They will demonstrate mastery in writing simple sentences. Repeatable to 12 credits. (1.9) On Demand  
Proficiency Credit Not Available  
Pass/No Credit Available

ESL 080 Beginning ESL Literacy I (3)  
Prerequisite: Placement test
Beginning ESL Literacy I is for individuals with little or no knowledge of English, however, are literate in their first language. At this level, students will begin to acquire language survival skills in speaking, listening, and writing. Students will also begin to understand and develop the learning skills and study habits necessary for successful language learning. They will also learn to become full participants in routine classroom settings. Repeatable to 12 credits. (1.9) Fall, Spring, Summer  
Proficiency Credit Not Available  
Pass/No Credit Available

ESL 081 Beginning ESL Literacy II (3)  
Prerequisite: Placement test or successful completion of ESL 080
Beginning ESL Literacy II is for individuals with little or no knowledge of English, however, are literate in their first language. At this level, students will begin to acquire language survival skills in speaking, listening, and writing directed through structured dialogues and exercises. Students will also begin to understand and develop the learning skills and study habits necessary for successful language learning. They will also learn to become full participants in routine classroom settings. Repeatable to 12 credits. (1.9) Fall, Spring, Summer  
Proficiency Credit Not Available  
Pass/No Credit Available

ESL 082 Low Beginning ESL 1 (3)  
Prerequisite: Placement test or successful completion of ESL 081 or ESL 010
Low Beginning ESL 1 is for individuals with minimal knowledge of English. At this level, students will develop language survival skills in speaking, reading, writing, and listening. Students will also understand and develop the learning skills and study habits necessary for successful language learning and be introduced to basic computer vocabulary. Repeatable to 12 credits. (1.9) Fall, Spring, Summer  
Proficiency Credit Not Available  
Pass/No Credit Available

ESL 083 Low Beginning ESL 2 (3)  
Prerequisite: ESL 081 or placement test Placement test or successful completion of ESL 082
Low Beginning ESL 2 is for individuals with minimal knowledge of English. At this level, students will develop language survival skills in speaking, reading, writing, and listening. Grammar is introduced to assist with survival skills communication. Students will also understand and develop the learning skills and study habits necessary for successful language learning. Repeatable to 12 credits. (1.9) Fall, Spring, Summer  
Proficiency Credit Not Available  
Pass/No Credit Available

ESL 084 Low Beginning ESL 3 (3)  
Prerequisite: Placement test or successful completion of ESL 083 or ESL 011
Low Beginning ESL 3 is for individuals with minimal knowledge of English. At this level, students will develop language survival skills in speaking, reading, writing, and listening in structured environments. Students will be introduced to word processing and vocabulary for job search purposes. Students will also understand and develop the learning skills and study habits necessary for successful language learning. Repeatable to 12 credits. (1.9) Fall, Spring, Summer  
Proficiency Credit Not Available  
Pass/No Credit Available

ESL 085 Low Beginning ESL 4 (3)  
Prerequisite: Placement test or successful completion of ESL 084
Low Beginning ESL 4 is for individuals with minimal knowledge of English. At this level, students will develop language survival skills in speaking, reading, writing, and listening. Students will also understand and develop the learning skills and study habits necessary for successful language learning, be introduced to the internet, telephone communications and appropriate grammar usage. Repeatable to 12 credits. (1.9) Fall, Spring, Summer  
Proficiency Credit Not Available  
Pass/No Credit Available

ESL 086 High Beginning ESL 1 (3)  
Prerequisite: Placement test or successful completion of ESL 085 or ESL 012
High Beginning ESL 1 is for individuals with a limited knowledge of English grammar and vocabulary. At this level students will develop skills in order to express everyday needs while mastering new vocabulary. They will begin to demonstrate proficiency in writing simple sentences. They will also begin to develop reading comprehension of simple paragraphs. (1.9) Fall, Spring, Summer  
Proficiency Credit Not Available  
Pass/No Credit Available

ESL 087 High Beginning ESL 2 (3)  
Prerequisite: Placement test or successful completion of ESL 086
High Beginning ESL 2 is for individuals with a limited knowledge of English grammar and vocabulary. At this level students will develop skills in order to express everyday needs while learning new vocabulary. They will begin to demonstrate proficiency in writing simple sentences. They will also begin to develop comprehension by reading simple sentences. Repeatable to 12 credits. (1.9) Fall, Spring, Summer  
Proficiency Credit Not Available  
Pass/No Credit Available
INTERMEDIATE PROFICIENCY

ESL 014 Low Intermediate ESL (6)  
Prerequisite: Placement Test or successful completion of ESL 013 or ESL 087
Low Intermediate ESL is for individuals who have a foundation in English grammar and vocabulary, and who demonstrate proficiency in expressing everyday needs. At this level, students will develop writing proficiency while increasing vocabulary and grammar skills as they learn to complete authentic forms, write short notes, and compose short paragraphs by means of technology. Students will also develop critical reading and listening skills as they read and listen to short written works. They will strengthen their skills through extensive practice in a variety of conversation contexts. Repeatable to 12 credits. (1.9) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

ESL 015 High Intermediate ESL A (6)  
Prerequisite: Placement Test or successful completion of ESL 014 or ESL 089
High Intermediate ESL A is for individuals who have a foundation in English and who demonstrate proficiency in expressing everyday needs in conversation and written form. At this level, students will demonstrate writing proficiency while expanding vocabulary and building grammar skills as they write formal letters, as well as detailed, logical paragraphs by means of technology. Students will also develop critical reading and listening skills as they read and listen to short written works. They will strengthen their skills through extensive practice in a variety of conversation contexts and classroom discussions. Repeatable to 12 credits. (1.9) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

ESL 016 High Intermediate ESL B (6)  
Prerequisite: Placement Test or successful completion of ESL 015 or ESL 091
High Intermediate ESL B is for individuals who have a foundation in English and who demonstrate proficiency in expressing everyday needs in conversation and written form. Grammar and vocabulary continue to be presented in order to improve a student's conversational skills, telephone skills, and social interactions. Students will continue to develop and apply critical reading skills as they read authentic materials on relevant topics and non-prose information. Students will develop writing mastery in composing high intermediate level paragraphs and producing business documents by means of technology. A student must complete and pass a grade of 75% or better at the end of this course before allow entrance to Advanced A. Repeatable to 12 credits. (1.9) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

ESL 021 High Intermediate ESL Speaking  
Prerequisite: Placement test and/or mastery of intermediate level grammar is required
This course is for individuals who have an advanced level foundation in written English but need more practice in oral classroom communications. Students will gain confidence in speaking and pronunciation through active participation in classroom activities, including informal speeches/reports to class. Repeatable to 12 credits. (1.9) On Demand
Proficiency Credit Not Available
Pass/No Credit Available

ESL 024 High Intermediate ESL Writing  
Prerequisite: Placement test, teacher recommendation, or mastery of learning outcomes (excluding writing) in Intermediate Beginning ESL
High Intermediate ESL Writing is for individuals who have a foundation in English grammar and vocabulary, and who demonstrate proficiency in expressing everyday needs. At this level, students will develop writing proficiency while increasing vocabulary and grammar skills as they learn to complete authentic forms, write short notes, and compose short paragraphs. Repeatable to 12 credits. (1.9) On Demand
Proficiency Credit Not Available
Pass/No Credit Available

ESL 088 Low Intermediate ESL 1 (3)  
Prerequisite: Placement test or successful completion of ESL 087 or ESL 013
Low Intermediate ESL 1 is for individuals who have a foundation in English grammar and vocabulary, and who demonstrate proficiency in expressing everyday needs. At this level, students will develop writing proficiency while increasing vocabulary and grammar skills as they learn to complete authentic forms, write short notes, and compose short paragraphs by means of technology. Students will also develop critical and listening skills as they read and listen to short written works. They will strengthen their skills through extensive practice in a variety of conversation contexts and classroom discussions. Repeatable to 12 credits. (1.9) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

ESL 089 Low Intermediate ESL 2 (3)  
Prerequisite: Placement test or successful completion of ESL 088
Low Intermediate ESL 2 is for individuals who have a foundation in English grammar and vocabulary, and who demonstrate proficiency in expressing everyday needs. At this level, students will develop writing proficiency while expanding vocabulary and grammar skills as they complete authentic forms, write short notes, and compose short paragraphs by means of technology. Students will also develop critical thinking skills as they read and listen to short written works. They will strengthen their skills through extensive practice in a variety of conversation contexts. Repeatable to 12 credits. (1.9) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

ESL 090 High Intermediate ESL 1 (3)  
Prerequisite: Placement test or successful completion of ESL 089 or ESL 014
High Intermediate ESL 1 is for individuals who have a foundation in English grammar and vocabulary, and who demonstrate proficiency in expressing everyday needs in conversation and written form. At this level, students will demonstrate writing proficiency while expanding vocabulary and building grammar skills as they write formal letters, and detailed and logical paragraphs by means of technology. Students will also develop critical thinking skills as they read and listen to short written works. They will strengthen their skills through extensive practice in a variety of conversation contexts and classroom discussions. Repeatable to 12 credits. (1.9) Fall, Spring
Proficiency Credit Not Available
Pass/No Credit Available

ESL 091 High Intermediate ESL 2 (3)  
Prerequisite: Placement test or successful completion of ESL 090
High Intermediate ESL 2 is for individuals who have a foundation in English and who demonstrate proficiency in expressing everyday needs in conversation and written form. At this level, students will demonstrate writing proficiency while expanding vocabulary and building grammar skills as they write formal letters, and detailed, logical paragraphs by means of technology. Students will also develop critical thinking skills as they read and listen to short written works. They will strengthen their skills through extensive practice in a variety of conversation contexts and classroom discussions. Repeatable to 12 credits. (1.9) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available

ADVANCED PROFICIENCY

ESL 017 Advanced ESL A (6)  
Prerequisite: Placement Test or successful completion of ESL 016 or ESL 093
Advanced ESL A is for individuals who are interested in pursuing academic college courses. This course is for individuals who have a foundation in English and who demonstrate high proficiency in expressing everyday needs in conversation and writing form. At this level, students will work to achieve writing proficiency while expanding vocabulary and building grammar skills as they write short, logical essays, formal letters, and prepare a simple resume by means of technology. They will develop critical reading skills through independent reading, guided practice, and class discussion as they read a wide variety of materials. They will learn to access and utilize information from a variety of resources and reference materials. Students will strengthen their speaking and listening skills through extensive practice in a variety of conversation contexts and classroom discussions. Repeatable to 12 credits. (1.9) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Available
Steven's Amendment: Approximately $197,632 (29%) of the Illinois Adult Education and Literacy Program cost at ECC is federally funded under Title II, Adult Education and Family Literacy of the Workforce Investment Act of 1998.

**Adult Education Programs**

**ESL 018 Advanced ESL B (6) (6, 0)**
**Prerequisite:** Placement Test or earned C or better in ESL 017 or ESL 095

Advanced ESL B is for individuals who are interested in pursuing academic college courses. This course is for individuals who have a foundation in English and who demonstrate high proficiency in expressing everyday needs in conversation and written form. At this level, students will work to achieve writing proficiency while expanding vocabulary and building grammar skills as they write by means of technology, logical multi-paragraph essays using narration and description. They will demonstrate mastery in writing short, logical essays and formal letters by means of technology. They will continue to develop critical reading skills through independent reading, guided practice, and class discussion as they read a variety of authentic materials. They will learn to access and utilize information from a variety of resources and reference materials including charts and graphs. Students will strengthen their speaking and listening skills through extensive practice in a variety of conversation contexts, collaborative learning activities, and classroom discussions. Students will also present short informal speeches or oral reports. Mastery of advanced level grammar is required at this level before pursing Advanced ESL C. Repeatable to 12 credits. (1.9) Fall, Spring, Summer Proficiency Credit Not Available Pass/No Credit Available

**ESL 019 Advanced ESL C (6) (6, 0)**
**Prerequisite:** Placement Test or C or better in ESL 018 or ESL 097

Advanced ESL C is for individuals who are interested in pursuing academic college courses. This course is for individuals who have a foundation in English and who demonstrate high proficiency in expressing everyday needs in conversation and written form. At this level, students will work to achieve proficiency in writing by means of technology, logical multi-paragraph essays using cause/effect, comparison/contrast, and persuasion. They will continue to develop critical reading skills through independent reading, guided practice, and class discussion as they read a wide variety of authentic materials. They will learn to access and utilize information from a variety of resources and reference materials including charts and graphs. Students will strengthen their speaking and listening skills through extensive practice in a variety of conversation contexts, collaborative learning activities, and classroom discussions. Students will also present short informal speeches or oral reports. Repeatable to 12 credits. (1.9) Fall, Spring, Summer Proficiency Credit Not Available Pass/No Credit Available

**ESL 022 Advanced ESL Speaking (Variable Credit 3 or 6) (3 or 6, 0)**
**Prerequisite:** Placement test

This course is for individuals who are strong with written English but want to participate more effectively with speaking skills in work, classroom and social situations. Students will participate in classroom discussions, community research and self assessment to foster skills of continual improvement in spoken English ability. Repeatable to 12 credits. (1.9) On Demand Proficiency Credit Not Available Pass/No Credit Available

**ESL 025 Advanced ESL Writing (Variable Credit 3 or 6) (3 or 6, 0)**
**Prerequisite:** Placement test, teacher recommendation, or mastery of learning outcomes (excluding writing) in Advanced Beginning ESL Advanced ESL Writing is for individuals who are interested in pursuing academic college courses. This course is for individuals who have a foundation in English and who demonstrate high proficiency in expressing everyday needs in conversation and written form. At this level, students will work to achieve writing proficiency while expanding vocabulary and building grammar skills as they write paragraphs, short, logical essays, and formal letters. Repeatable to 12 credits. (1.9) On Demand Proficiency Credit Not Available Pass/No Credit Available

**ESL 092 High Intermediate ESL 3 (3)**
**Prerequisite:** Placement test or successful completion of ESL 091 or ESL 015

High Intermediate ESL 3 is for students who have a foundation in English and demonstrate proficiency in expressing everyday needs. Grammar and vocabulary continue to be presented in order to improve a student's conversational skills, and social interactions. Students will continue to develop and apply critical thinking skills as they read authentic materials on relevant topics and non-prose information. They will also learn to present material orally through informal speeches. Students will develop writing proficiency by composing high intermediate level paragraphs and producing business documents by means of technology. Repeatable to 12 credits. (1.9) Fall, Spring, Summer Proficiency Credit Not Available Pass/No Credit Available

**ESL 093 High Intermediate ESL 4 (3)**
**Prerequisite:** Placement test or successful completion of ESL 092

High Intermediate ESL 4 is for individuals who have a foundation in English and demonstrate proficiency in expressing everyday needs in conversation and writing. Grammar and vocabulary continue to be presented in order to improve a student’s conversational skills, telephone skills, and social interactions. Critical thinking skills will continue to be developed as they read authentic materials on relevant topics and non-prose information. Students will also learn to present material orally through informal speeches. Students will continue to develop writing proficiency by composing high intermediate level paragraphs and producing business documents by means of technology. Mastery of intermediate level grammar is required as eligibility for advanced ESL courses. Repeatable to 12 credits. (1.9) Fall, Spring, Summer Proficiency Credit Not Available Pass/No Credit Available

**ESL 094 Advanced ESL 1 (3)**
**Prerequisite:** Placement test or successful completion of ESL 093 or ESL 016

Advanced ESL 1 is for individuals who are interested in pursuing academic college courses. This course is for individuals who have a foundation in English and who demonstrate high proficiency in expressing everyday needs in conversation and written form. At this level, students will work to achieve writing proficiency while expanding vocabulary and building grammar skills as they write paragraphs and short, logical essays, formal letters, and prepare a simple resume by means of technology. They will develop critical reading skills through independent reading, guided practice, and class discussions as they read a wide variety of materials. Students will strengthen their speaking and listening skills through extensive practice in a variety of conversation contexts and classroom discussions. Repeatable to 12 credits. (1.9) Fall, Spring, Summer Proficiency Credit Not Available Pass/No Credit Available

**ESL 095 Advanced ESL 2 (3)**
**Prerequisite:** Placement test or C or better in ESL 094

Advanced ESL 2 is for individuals who are interested in pursuing academic college courses. This course is for individuals who have a foundation in English and who demonstrate high proficiency in expressing everyday needs in conversation and written form. At this level, students will work to achieve writing proficiency while expanding vocabulary and building grammar skills as they write paragraphs and short, logical essays and formal letters. The will develop critical reading skills through independent reading, guided practice, and class discussion as they read a wide variety of materials. They will learn to access and utilize information from a variety of resources and reference materials. Students will strengthen their speaking and listening skills through extensive practice in a variety of conversation contexts and classroom discussions. Repeatable to 12 credits. (1.9) Fall, Spring, Summer Proficiency Credit Not Available Pass/No Credit Available

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ESL 096 Advanced ESL 3 (3) (3, 0)
Prerequisite: Placement test or C or better in ESL 095 or ESL 017
Advanced ESL 3 is for individuals who are interested in pursuing academic college courses. This course is for individuals who have a foundation in English and who demonstrate high proficiency in expressing everyday needs in conversation and written form. At this level, students will work to achieve mastery in writing short, logical paragraphs by means of technology while expanding vocabulary and building grammar skills. Students will also write formal letters. They will continue to develop critical reading skills through independent reading, guided practice, and class discussion as they read a wide variety of materials. They will learn to access and utilize information from a variety of resources and reference materials including charts and graphs. Student will strengthen their speaking and listening skills through extensive practice in a variety of conversation contexts, collaborative learning activities, and classroom discussions. Students will also present short informal speeches or oral reports. Repeatable to 12 credits. (1.4) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Not Available

ESL 097 Advanced ESL 4 (3) (3, 0)
Prerequisite: Placement test or C or better in ESL 096
Advanced ESL 4 is for individuals who are interested in pursuing academic college courses. This course is for individuals who have a foundation in English and who demonstrate high proficiency in expressing everyday needs in conversation and written form. At this level, students will write by means of technology logical multi-paragraph essays using narration and description while expanding vocabulary and building grammar skills. They will continue to work toward proficiency in writing formal letters by means of technology. They will continue to develop critical reading skills through independent reading, guided practice, and class discussion as they read a wide variety of materials. They will learn to access and utilize information from a variety of resources and reference materials including charts and graphs. Students will strengthen their speaking and listening skills through extensive practice in a variety of conversation contexts, collaborative learning activities, and classroom discussions. Students will also present short informal oral reports or speeches. Repeatable to 12 credits. (1.4) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Not Available

ESL 098 Advanced ESL 5 (3) (3, 0)
Prerequisite: Placement test or C or better in ESL 097 or ESL 018
Advanced ESL 5 is for individuals who are interested in pursuing academic college courses. This course is for individuals who have a foundation in English and who demonstrate high proficiency in expressing everyday needs in conversation and written form. At this level, students will work to achieve proficiency in writing by means of technology, logical multi-paragraph essays using cause/effect and comparison/contrast. They will continue to develop critical reading skills through independent reading, guided practice, and class discussion as they read a wide variety of materials. They will learn to access and utilize information from a variety of resources and reference materials including charts and graphs. Students will strengthen their speaking and listening skills through extensive practice in a variety of conversation contexts, collaborative learning activities, and classroom discussions. Students will also present short informal speeches or oral reports. Repeatable to 12 credits. (1.4) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Not Available

ESL 099 Advanced ESL 6 (3) (3, 0)
Prerequisite: Placement test or C or better in ESL 098
Advanced ESL 6 is for individuals who are interested in pursuing academic college courses. This course is for individuals who have a foundation in English and who demonstrate high proficiency in expressing everyday needs in conversation and written form. At this level, students will work to achieve proficiency in writing by means of technology, logical multi-paragraph essays using cause/effect, comparison/contrast, and persuasion. They will continue to develop critical reading skills through independent reading, guided practice, and class discussion as they read a wide variety of materials. They will learn to access and utilize information from a variety of resources and reference materials including charts and graphs. Students will strengthen their speaking and listening skills through extensive practice in a variety of conversation contexts, collaborative learning activities, and classroom discussions. Students will also present short informal speeches or oral reports. Repeatable to 12 credits. (1.4) Fall, Spring, Summer
Proficiency Credit Not Available
Pass/No Credit Not Available

ESL 100 ESL 100 A: Contextualized (Variable Credit .5-6) (.5-6, 0)
Prerequisite: None
ESL 100 A: Contextualized is for individuals who are interested in pursuing academic college courses with instruction contextualized to the health science careers. This course is for individuals who have a foundation in English and who demonstrate high proficiency in expressing everyday needs in conversation and written form. At this level, students will work to achieve writing proficiency while expanding vocabulary and building grammar skills as they write short, logical essays, formal letters, and prepare a simple resume by means of technology. They will develop critical reading skills through independent reading, guided practice, and class discussion as they read a wide variety of materials. They will learn to access and utilize information from a variety of resources and reference materials including charts and graphs. Students will strengthen their speaking and listening skills through extensive practice in a variety of conversation contexts and classroom discussions. Course is repeatable three times. (1.9) On Demand
Proficiency Credit Available
Pass/No Credit Available

ESL 107 ESL 107 A: Contextualized (Variable Credit .5-6) (.5-6, 0)
Prerequisite: None
ESL 107 A: Contextualized is for individuals who are interested in pursuing academic college courses with instruction contextualized to the health science careers. This course is for individuals who have a foundation in English and who demonstrate high proficiency in expressing everyday needs in conversation and written form. At this level, students will work to achieve writing proficiency while expanding vocabulary and building grammar skills as they write short, logical essays, formal letters, and prepare a simple resume by means of technology. They will develop critical reading skills through independent reading, guided practice, and class discussion as they read a wide variety of materials. They will learn to access and utilize information from a variety of resources and reference materials including charts and graphs. Students will strengthen their speaking and listening skills through extensive practice in a variety of conversation contexts and classroom discussions. Course is repeatable three times. (1.9) On Demand
Proficiency Credit Available
Pass/No Credit Available

ESL 117 ESL 117 A: Contextualized (Variable Credit .5-6) (.5-6, 0)
Prerequisite: None
ESL 117 A: Contextualized is for individuals who are interested in pursuing academic college courses with instruction contextualized to the health science careers. This course is for individuals who have a foundation in English and who demonstrate high proficiency in expressing everyday needs in conversation and written form. At this level, students will work to achieve writing proficiency while expanding vocabulary and building grammar skills as they write short, logical essays, formal letters, and prepare a simple resume by means of technology. They will develop critical reading skills through independent reading, guided practice, and class discussion as they read a wide variety of materials. They will learn to access and utilize information from a variety of resources and reference materials including charts and graphs. Students will strengthen their speaking and listening skills through extensive practice in a variety of conversation contexts and classroom discussions. Course is repeatable three times. (1.9) On Demand
Proficiency Credit Available
Pass/No Credit Available