Welcome to Heartland Community College, and congratulations on selecting HCC to pursue your educational goals. The College is committed to your success and is equipped to assist you at every point of your new and exciting journey. With HCC students transferring to over 500 colleges and universities, and with more than 90 percent of the College’s technical program graduates securing jobs in their field, Heartland Community College is indeed an excellent choice.

By enrolling at Heartland, you have selected an affordable, welcoming institution that prides itself on smaller class sizes, a highly qualified faculty, and state-of-the-art technology. In addition, several College resources are available to support our students, including flexible scheduling, financial aid, scholarships, child care, tutoring and assistance for students with unique needs. All of these services are offered on a campus that adheres to principles of sustainability and design that help to preserve the environment.

A college education includes more than textbooks and classes. The Student Life staff at Heartland invites students to enrich their education by participating in clubs, organizations and other cultural and educational activities. Through HCC you can even study abroad—or simply make friends with the many international students and faculty on campus. Heartland’s value in the community remains clear. Recent high school graduates, adult students and community members alike know that the College exists solely to meet their needs—whether transferring to a four-year institution, updating current job skills, training for a new career, or pursuing a personal interest.

Finally, 2010 is a year of significant change for Heartland. Founding President Dr. Jonathan Astroth announced his retirement after two decades of dedicated and remarkable service. Heartland will be welcoming a new president and enjoying newly completed facilities. The College has partnered with the town of Normal and the Normal CornBelters baseball ownership group to develop a stadium on campus that will serve Heartland Athletics and a minor league franchise, as well as provide an additional arena for a variety of large-scale College and community events.

So on behalf of the Board of Trustees, and on behalf of Heartland’s faculty and staff—to our students, our community, and our next president: Welcome to the College, and welcome to your promising future.

¡Bienvenidos a Heartland Community College! Heartland se dedica a proveerle la información que necesita. Si tiene alguna pregunta o desea saber más de Heartland, puede hablar con Kathy McGrane al teléfono (309) 268-8025.

Sincerely,

Gregg Chadwick
Chair, Heartland Community College Board of Trustees
STUDENT ACADEMIC CALENDAR

FALL SEMESTER 2010

July 27 (T)  Tuition due for Fall 2010 courses
August 16 (M)  Classes begin for 16-week and 1st 8-week sessions
September 6 (M)  Labor Day (College closed)
October 8 (F)  Classes end for 1st 8-week session
               Final exams for 1st 8-week session are scheduled on last day of class
October 11 (M)  Classes begin for 2nd 8-week session
October 13 (W)  Final grade rosters due by midnight for 1st 8-week session
November 24 (W)  Thanksgiving break begins (No classes, College open)
November 25-26 (R-F)  Thanksgiving Break (College closed)
December 3 (F)  Classes end for 16-week and 2nd 8-week sessions
December 4-10 (S-F)  Final exam week for 16-week and 2nd 8-week sessions
December 13 (M)  Final grade rosters due by midnight for 16-week and 2nd 8-week sessions
Dec. 24-Jan. 2 (F-Sun)  College closed

SPRING SEMESTER 2011

December 7 (T)  Tuition due for Spring 2011 courses
January 10 (M)  Classes begin for 16-week and 1st 8-week sessions
January 17 (M)  Martin Luther King Jr. Day (College closed)
March 4 (F)  Classes end for 1st 8-week session
               Final exams for 1st 8-week session are scheduled on last day of class
March 7-12 (M-S)  Spring Break
March 14 (M)  Classes begin for 2nd 8-week session
               Final grade rosters due by midnight for 1st 8-week session
May 4 (W)  Classes end for 16-week and 2nd 8-week sessions
May 5 (R)  Optional review day – clinical course classes meet
May 6-12 (F-R)  Final exam week for 16-week and 2nd 8-week sessions
May 13 (F)  Commencement
May 16 (M)  Final grade rosters due by midnight for 16-week and 2nd 8-week sessions

SUMMER SEMESTER 2011

REGULAR 8-WEEK SESSION – 2011

May 24 (T)  Tuition due for Summer 2011 courses
June 6 (M)  Classes begin for 8-week session
July 4 (M)  Independence Day Holiday (College closed)
July 27 (W)  Classes End
July 28-29 (R-F)  Final Exams
August 2 (T)  Final grade rosters due by midnight
FALL SEMESTER 2011
August 2 (T) Tuition due for Fall 2011 courses
August 22 (M) Classes begin 16-week and 1st 8-week sessions
September 5 (M) Labor Day (College closed)
October 14 (F) Classes end for 1st 8-week session
October 17 (M) Classes begin for 2nd 8-week session
October 18 (T) Final grade rosters due by midnight for 1st 8-week session
November 23 (W) Thanksgiving Break begins (No classes, College open)
November 24-25 (R-F) Thanksgiving Break (College closed)
December 9 (F) Classes end for 16-week and 2nd 8-week sessions
December 10-16 (S-F) Final exam week for 16-week and 2nd 8-week sessions
December 19 Final grade rosters due by midnight for 16-week and
2nd 8-week sessions

SPRING SEMESTER 2012
December 6 (T) Tuition due for Spring 2012 courses
January 16 (M) Martin Luther King Jr. Day (College closed)
January 17 (T) Classes begin for 16-week and 1st 8-week sessions
February 6 (M) Classes begin for 12-week session
March 9 (F) Classes end for 1st 8-week session
March 12-16 (M-F) Spring Break
March 19 (M) Classes begin for 2nd 8-week session
May 9 (W) Classes end for 16-week, 12-week and 2nd 8-week sessions
May 10 (R) Optional review day – clinical course classes meet
May 11-17 (F-R) Final exam week for 16-week, 12-week and 2nd 8-week sessions
May 18 (F) Commencement
May 21 (M) Final grade rosters due by midnight for 16-week, 12-week and 2nd 8-week sessions

SUMMER SEMESTER 2012
REGULAR 8-WEEK SESSION – 2012
May 22 (T) Tuition due for Summer 2012 courses
June 4 (M) Classes begin for 8-week session
July 4 (W) Independence Day Holiday (College closed)
July 27 (F) Classes end
July 30-31 (M-T) Final exams
August 1 (W) Final grade rosters due by midnight
CONTENTS

Trustee’s Greeting/Welcome Letter .................................................. 1
Board of Trustees ........................................................................ 1
Academic Calendar ....................................................................... 2-3

THE COLLEGE
History and Facts ......................................................................... 8
Vision and Philosophy .................................................................. 8
Mission .......................................................................................... 8
Accreditation ................................................................................. 9
Campus .......................................................................................... 9
High Schools Within District 540 .................................................. 9

ADMISSION TO HCC
Admission Policy ........................................................................... 12
Admission/Enrollment Procedure .................................................. 12
New Full-time Students ................................................................. 13
New Part-time Students ................................................................. 13
Returning Students ....................................................................... 13
Transferring Credit ....................................................................... 13
Admission of International Students ............................................. 13
Acceptance of Military Credit ....................................................... 13
Acceptance of Transfer Credit ...................................................... 13
Advanced Placement Program ...................................................... 13
Assessments ................................................................................... 14
Basic Skills Assessment ................................................................ 14
After Assessments ....................................................................... 14
Course Placement ......................................................................... 14
Course Icons ................................................................------------- 15
Proficiency Credit ......................................................................... 15
Academic Advisement .................................................................. 15
Audit .............................................................................................. 15
Change of Address ....................................................................... 15
Credit/No Credit .......................................................................... 15
Enrollment ..................................................................................... 15
Maximum Course Load .................................................................. 15
Residency Requirements ............................................................... 16
Transcripts ..................................................................................... 16
Unit of Credit ................................................................................ 16

PROGRAMS OF STUDY
Associate Degrees and Certificates
Graduation Requirements ............................................................... 20-21
AA, AS, AAT, AES General Education Core Requirements .. 20
Other Graduation Requirements .................................................. 21
AA and AS Degree Requirements .................................................. 22
Transfer Programs ......................................................................... 22
Illinois Articulation Initiative ......................................................... 23-25
Student Learning Outcomes ......................................................... 26
Chargeback/Cooperative/CAREER Agreements ......................... 27
Academic Divisions ...................................................................... 27
Degree and Certificate Programs .................................................. 28-30

Programs by Academic Divisions
Health & Human Services Programs ............................................. 31-46
Humanities & Fine Arts Programs .................................................. 47-50
Math & Science Programs ............................................................. 51-58
Social & Business Sciences Programs .......................................... 59-76
Technology Programs .................................................................... 77-106

Course Selection Guide ................................................................. 108

Course Descriptions ..................................................................... 109-173

Continuing Education
Adult Education ............................................................................ 176
Community Education .................................................................. 177
The Green Institute & Pregracke Center ....................................... 177
The Challenger Learning Center .................................................... 178
Corporate Education ..................................................................... 178

STUDENT SERVICES AND POLICIES
Mission of Student Services ......................................................... 180
Academic Amnesty ........................................................................ 180
Academic Integrity ........................................................................ 181
Academic Probation ...................................................................... 181
Academic Dismissal ...................................................................... 181
Academic Support Center ............................................................. 182
Advising Partnership ..................................................................... 182
Alternative Learning ..................................................................... 182
Hybrid Courses
Online Courses
Campus Security .......................................................................... 182
Career Advising .......................................................................... 182
Class Cancellations ....................................................................... 182
Class Schedule Changes ................................................................ 182
Code of Conduct .......................................................................... 183
Commencement .......................................................................... 183
Dean’s List ................................................................................... 183
Disability Support Services .......................................................... 183
Disciplinary Procedures ................................................................. 184
Dual Enrollment/Credit ................................................................. 184
Employment Services ................................................................... 184
Essentials Programs/Short Term Vocational Training .................. 184
Final Exam Policy ......................................................................... 184
Philosophy of Grades ................................................................... 185
Letter Grade Rubrics ...................................................................... 185
Grade Point Average ..................................................................... 185
Graduation Application ................................................................. 186
HALO ........................................................................................... 186
Honor ............................................................................................ 186
Incomplete .................................................................................... 186
Internships .................................................................................... 187
Job Shadowing ............................................................................. 187
Library .......................................................................................... 187
New Student Orientation ............................................................... 187
Online Resources for Students .................................................... 187
myHeartland
Information Security Policies
IRIS
Heartland Email
Library Services
Network File Storage
College Announcements
Class Meeting Cancellations
Student Technical Support
Open Computing ........................................................................... 188
Perkins Services .......................................................................... 189
Personal Development/Counseling .............................................. 189

HEARTLAND COMMUNITY COLLEGE
<table>
<thead>
<tr>
<th>COLLEGE FUNDING INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition &amp; Fees .................. 196</td>
</tr>
<tr>
<td>Cashier/Business Office .......... 197</td>
</tr>
<tr>
<td>Payment Policy ........................ 197</td>
</tr>
<tr>
<td>Collection Policy .................. 197</td>
</tr>
<tr>
<td>Chargeback Policy ................. 197</td>
</tr>
<tr>
<td>Refund Policy ........................ 197</td>
</tr>
<tr>
<td>Refunds and the Heartland OneCard ...... 198-199</td>
</tr>
<tr>
<td>Tuition Waivers for Senior Citizens ...... 199</td>
</tr>
<tr>
<td>Financial Aid ........................ 200-202</td>
</tr>
<tr>
<td>Federal Pell Grant .................. 200</td>
</tr>
<tr>
<td>FSEOG .................................. 200</td>
</tr>
<tr>
<td>Academic Competitiveness Grant (ACG) ... 200</td>
</tr>
<tr>
<td>Federal Work Study (FWS) ............ 200</td>
</tr>
<tr>
<td>Stafford Direct Loans .............. 200</td>
</tr>
<tr>
<td>Parent PLUS Loans .................. 200</td>
</tr>
<tr>
<td>Loan Exceptions ..................... 200</td>
</tr>
<tr>
<td>Monetary Award Program (MAP) ........ 200</td>
</tr>
<tr>
<td>Silas Purnell IL Incentive for Access (IIA) Grant ... 200</td>
</tr>
<tr>
<td>IL Veteran Grant (IVG) ............... 200</td>
</tr>
<tr>
<td>Illinois National Guard Scholarship ... 200</td>
</tr>
<tr>
<td>Federal Financial Assistance for Veterans ... 200</td>
</tr>
<tr>
<td>Repayment of Financial Aid Funds ...... 200</td>
</tr>
<tr>
<td>Financial Aid Cooperative Agreement with IL State University ... 200</td>
</tr>
<tr>
<td>College Zone ........................ 200</td>
</tr>
<tr>
<td>Financial Aid Tuition Payment Extension ... 200</td>
</tr>
</tbody>
</table>

| Satisfactory Academic Progress Policy for Financial Aid .................. 202-203 |
| Evaluation of Satisfactory Academic Progress .................. 202 |
| Denial Status for Financial Aid ........................ 202 |
| Criteria for Financial Aid .................. 202 |
| Appeal and Reinstatement ............... 202 |
| Repeat Credit Hours ........................ 203 |
| Developmental Courses .................. 203 |
| HCC Scholarship Opportunities ............. 203 |
| Community Scholars Program ............... 203 |
| Universal Requirements for all Foundation Scholarships ........................ 203 |

<table>
<thead>
<tr>
<th>GENERAL INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alumni .................. 206</td>
</tr>
<tr>
<td>ATM ........................ 206</td>
</tr>
<tr>
<td>Attendance Policy ............. 206</td>
</tr>
<tr>
<td>Bookstore .................. 206</td>
</tr>
<tr>
<td>Bulletin Boards ................. 206</td>
</tr>
<tr>
<td>Bus Service .................. 206</td>
</tr>
<tr>
<td>Bus Pass ..................... 206</td>
</tr>
<tr>
<td>Campus Café ................. 206</td>
</tr>
<tr>
<td>Campus Demonstrations ......... 207</td>
</tr>
<tr>
<td>Child Care .................. 207</td>
</tr>
<tr>
<td>Chronic Communicable Diseases ...... 207</td>
</tr>
<tr>
<td>Closing &amp; Cancellation Announcements ...... 207</td>
</tr>
<tr>
<td>College Publications .......... 208</td>
</tr>
<tr>
<td>Copy Machines ................. 208</td>
</tr>
<tr>
<td>Drug Free Workplace Policy ...... 208</td>
</tr>
<tr>
<td>Emergency Procedures ............. 209</td>
</tr>
<tr>
<td>Equal Opportunity Statement ...... 209</td>
</tr>
<tr>
<td>First Aid ..................... 209</td>
</tr>
<tr>
<td>Foundation .................... 209</td>
</tr>
<tr>
<td>Harassment Policy ............... 209</td>
</tr>
<tr>
<td>Housing ....................... 209</td>
</tr>
<tr>
<td>Informed Consent Policy ........... 210</td>
</tr>
<tr>
<td>Lost/Found ..................... 210</td>
</tr>
<tr>
<td>Office Hours ..................... 210</td>
</tr>
<tr>
<td>Parking ....................... 210</td>
</tr>
<tr>
<td>Public Display Monitors .......... 210</td>
</tr>
<tr>
<td>Safety/Security .................. 211</td>
</tr>
<tr>
<td>Sales/Solicitations ............... 211</td>
</tr>
<tr>
<td>Scheduling Rooms ............... 211</td>
</tr>
<tr>
<td>School Colors ..................... 211</td>
</tr>
<tr>
<td>Smoke Free Environment .......... 211</td>
</tr>
<tr>
<td>Student Feedback ............... 211</td>
</tr>
<tr>
<td>Telephones ...................... 211</td>
</tr>
<tr>
<td>Textbooks ...................... 211</td>
</tr>
<tr>
<td>TDD .................................. 211</td>
</tr>
<tr>
<td>Vending Machines ............... 211</td>
</tr>
<tr>
<td>Voter Registration ............... 211</td>
</tr>
</tbody>
</table>

| Personnel .................. 214-223 |

<table>
<thead>
<tr>
<th>PLANNING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Future Planning .................. 232-233</td>
</tr>
<tr>
<td>Notes ..................... 234-239</td>
</tr>
<tr>
<td>Important Phone Numbers ........... 240</td>
</tr>
</tbody>
</table>
The College

- HCC History and Facts
- Vision and Philosophy
- Mission
- Accreditation
- The Campus
- High Schools within District 540
**HCC History and Facts**

Heartland Community College was founded in 1990 and began offering classes in fall of 1991. From Pontiac to Lincoln, Illinois, HCC serves a geographic corridor that includes parts of De Witt, Ford, Livingston, Logan, McLean and Tazewell counties. This area, known as District 540, includes a population of more than 230,000 residents.

HCC offers programs for transfer to a university and applied programs in a wide range of careers. The College offers Associate in Arts, Associate in Science, Associate in Engineering Science, Associate of Arts in Teaching and Associate in Applied Science degrees, as well as certificates.

Heartland is proud to offer high quality instruction by dedicated and knowledgeable instructors. HCC facilities provide an innovative and technologically progressive learning environment. In 2000, the permanent campus was opened in Normal, Illinois. In 2007, the Workforce Development Center was completed. During 2008-2010 construction of six additional buildings will significantly add to the main campus.

**Vision and Philosophy**

Heartland Community College responds to the lifelong learning needs of diverse students and is a vital, progressive community resource. The College is committed to student success as its fundamental measure of institutional success and believes that students who benefit from public education also accept a responsibility to society.

**Mission**

Access to higher education and excellence in teaching and learning.

Heartland fulfills this mission via the following institutional purposes and goals:

1. Prepare students to continue their education or succeed in the workforce through the following:
   a. The first two years of baccalaureate education
   b. Career/technical education
   c. Developmental instruction, including adult basic education

2. Enrich community life through the following:
   a. Non-credit community education programs
   b. Public service activities responsive to community needs
   c. Services to district employers to enhance the economic well-being of the community

3. Maximize the potential for student success with academic, financial and other support services.

4. Develop the general education competencies of students in critical thinking, communication and analysis from multiple perspectives.

5. Facilitate student access by offering instruction and services in convenient locations, times and formats and by maintaining a moderate tuition.

6. Foster excellence in teaching and learning by supporting professional development of faculty, recognizing outstanding teaching and encouraging use of emerging technology and innovative methods.

7. Continuously improve overall organizational performance through the professional development of all employees.

8. Promote appreciation of human diversity and commonality.
Accreditation

Heartland Community College is recognized by the Illinois Community College Board and is accredited by the Higher Learning Commission and is a member of the North Central Association, 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504, (800) 621-7440. The nursing program is accredited by the National League for Nursing Accrediting Commission (NLNAC), 3343 Peachtree Road NE, Suite 500, Atlanta, Georgia 30326, (404) 975-5000. The radiography program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 2825, Chicago, Illinois 60606-3128, (312) 704-5300.

The Campus

Heartland has sites in Pontiac and Lincoln in addition to its main campus in Normal, Illinois. The College’s permanent campus was completed in 2000. In 2007, the Workforce Development Center opened its doors to house Heartland’s technology programs, Community and Corporate Education and Workforce Services. A comprehensive College Development Plan – Beyond Buildings was initiated to address growing academic needs as well as provide additional community-focused and student life opportunities. Beyond Buildings facilities include the Child Development Lab, a Student Center, Instructional Commons North, the Jonathan M. Astroth Community Education Center, Fitness and Recreation Center and a new receiving and storage building. In addition to classrooms, labs, collaborative areas and offices for College instructors and staff, the campus includes the library, bookstore and dining facilities. Wi-Fi exists throughout campus.

In 2010, the Challenger Learning Center began launching its training and education missions from its permanent home on the Heartland campus. On the east side of Heartland’s 160-acre campus, the Corn Crib, an outdoor baseball and entertainment stadium is home to the Heartland Hawks athletic teams as well as the community’s professional baseball team, the CornBelters.
High Schools within District 540

Bloomington High School
Calvary Baptist Academy
Central Catholic High School
Cornerstone Christian Academy of McLean County
El Paso-Gridley High School**
Flanagan High School**
Hartsburg-Emden High School
Heyworth High School
Lexington High School
Lincoln Community High School
Normal Community High School
Normal Community West High School
Olympia High School
Pontiac Township High School
Prairie Central High School
Ridgeview High School
Tri-Valley High School
University High School

**In district by consortium agreement with Illinois Central College
Admission

- Admission Policy
- Admission/Enrollment Procedure
- Admission of International Students
- Acceptance of Military Credit
- Acceptance of Transfer Credit
- Advanced Placement Program
- Assessments
- After Assessment
- Proficiency Credit
- Academic Advisement
- Audit
- Change of Address
- Credit/No Credit
- Enrollment
- Maximum Course Load
- Residency Requirements
- Transcripts
- Unit of Credit
Admission Policy

HCC is an open-admission institution. The College admits any student who can benefit from our programs, including:
- High school graduates
- GED certificate holders
- All persons 18 years of age or older
- Transfer students from other colleges and universities
- Current high school students recommended by an appropriate high school official. (Dual Enrollment/Credit form with high school official signature required)

Admission to the College does not ensure admission to a particular course or program of study. The Illinois Board of Higher Education has established minimum high school course requirements for admission into any public universities and community college transfer (A.A./A.S./A.A.T./A.E.S. degree) programs. Admission to certain programs may be limited and subject to specific requirements. Students should check with an academic advisor to determine their status regarding these requirements. In limited enrollment programs, the College will give preference to residents of District 540.

Admission / Enrollment Procedure

New Full-time Student Enrollment Process
1. Submit an application for admission to Heartland Community College. There is no application fee.
2. Request official high school transcript or GED certificate and previous college transcripts be sent to Heartland Community College.
3. Secure funding.
4. Reserve seat in a SOAR (Student Orientation, Advisement & Registration) Session. SOAR includes:
   - New student orientation
   - Basic skills assessment
   - Academic advising
   - Schedule building
   - Enrollment into classes
5. Pay tuition and fees by the deadline.

New Part-time Student Enrollment Process
1. Submit an application for admission to Heartland Community College. There is no application fee.
2. Request official high school transcript or GED certificate and previous college transcripts be sent to Heartland Community College.
3. Secure funding.
4. Complete online SOAR (Student Orientation, Advisement & Registration) Session.
5. Complete basic skills assessment.
6. Meet with an academic advisor.
7. Build schedule and enroll for classes.
8. Pay tuition/fees by the deadline.

Returning Students
If you were enrolled in classes the previous term, you will receive notification through an announcement in myHeartland student portal (or letter) reminding you of priority and open enrollment dates.

If you are a returning student, but were not enrolled at HCC for the previous term, contact the admissions office at (309) 268-8010.

Transferring Credit to Heartland Community College
If you are planning to earn a degree or certificate from Heartland Community College and have earned credit from another college, contact the graduation evaluation office at (309) 268-8038 or email graduation.office@heartland.edu to request an official evaluation.
Admission Policies and Procedures

Admission of International Students

Heartland Community College welcomes international students. Prospective non-immigrant students may apply for admission in accordance with the following admission procedures for international students:
1. All required material in the International Student Application Packet is available online at www.heartland.edu/international for international students.
2. Original transcripts of schools attended (high school, college, university) accompanied by a certified translation into English, if not originally in English.
3. Official Test of English as a Foreign Language (TOEFL) score of at least 550 paper-based, 213 computer-based, 79 TOEFL iBT sent directly to HCC from the Educational Testing Service in New Jersey or English for International Opportunity (IELTS) score of 6.5
4. Affidavit of financial support.

Filing deadlines for international student applications are:
- June 15 for the fall semester
- November 15 for the spring semester
- April 15 for the summer session

Any exception to the admission requirements for international students must be approved in writing by the Dean of Student Affairs and Enrollment Services. All required admission materials must be received by the deadlines to be considered for admission. An I-20 form (certificate for eligibility for non-immigrant student status) will be issued upon acceptance for admission.

Acceptance of Military Credit

The College follows the recommendation of the American Council on Education in granting six (6) semester hours of military credit for DD214 and one (1) year of active duty.

Acceptance of Transfer Credit

Transfer credit may be accepted from another college or university accredited by one of the regional accrediting associations approved by the Council of Post-Secondary Accreditation. Transfer evaluations are based on the student’s program of study at HCC. An official transcript must be requested and directed to the Student Records Office at HCC.

Acceptance of Military Credit

Any exception to the admission requirements for international students must be approved in writing by the Dean of Student Affairs and Enrollment Services. All required admission materials must be received by the deadlines to be considered for admission. An I-20 form (certificate for eligibility for non-immigrant student status) will be issued upon acceptance for admission.

Advanced Placement Program

The Advanced Placement Program is sponsored by the College Board. The examinations are administered at designated high school testing centers. Students will be awarded credit as indicated below. Official advanced placement scores must be sent directly to HCC from the College Board.

<table>
<thead>
<tr>
<th>Examination</th>
<th>Score for Credit</th>
<th>Course for which Credit is Allowed</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Government</td>
<td>4 or 5</td>
<td>POS 101</td>
<td>3 hours</td>
</tr>
<tr>
<td>American History</td>
<td>3, 4 or 5</td>
<td>HIST 135, 136</td>
<td>6 hours</td>
</tr>
<tr>
<td>Art Studio- General</td>
<td>3, 4 or 5</td>
<td>ART 102</td>
<td>3 hours</td>
</tr>
<tr>
<td>Art Studio- Drawing</td>
<td>3, 4 or 5</td>
<td>ART 104</td>
<td>3 hours</td>
</tr>
<tr>
<td>Art 3D Design</td>
<td>3, 4 or 5</td>
<td>ART 103</td>
<td>3 hours</td>
</tr>
<tr>
<td>Art History</td>
<td>3, 4 or 5</td>
<td>ART 211, 212</td>
<td>6 hours</td>
</tr>
<tr>
<td>Biology</td>
<td>4 or 5</td>
<td>BIOL 161, 162</td>
<td>8 hours</td>
</tr>
<tr>
<td>Calculus Test AB</td>
<td>3, 4 or 5</td>
<td>MATH 161</td>
<td>4 hours</td>
</tr>
<tr>
<td>Calculus Test BC</td>
<td>3, 4 or 5</td>
<td>MATH 161 &amp; 162</td>
<td>8 hours</td>
</tr>
<tr>
<td>Chemistry</td>
<td>4 or 5</td>
<td>CHEM 161</td>
<td>5 hours</td>
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<td>Comparative Politics</td>
<td>4 or 5</td>
<td>CHEM 161 &amp; 162</td>
<td>10 hours</td>
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<tr>
<td>Computer Science Test A</td>
<td>4 or 5</td>
<td>CSCI 130</td>
<td>4 hours</td>
</tr>
<tr>
<td>Computer Science Test AB</td>
<td>4 or 5</td>
<td>CSCI 130, 131</td>
<td>8 hours</td>
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<td>European History</td>
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<td>Macro Economics</td>
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<tr>
<td>Spanish Language</td>
<td>4 or 5</td>
<td>SPAN 102, 201, 202</td>
<td>12 hours</td>
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<td>3</td>
<td>SPAN 201, 202</td>
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<td>Statistics</td>
<td>4 or 5</td>
<td>MATH 141</td>
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<tr>
<td>World History</td>
<td>3, 4 or 5</td>
<td>HIST 101, 102</td>
<td>6 hours</td>
</tr>
</tbody>
</table>
Assessments

Basic Skills Assessment
To increase the likelihood of student success, HCC uses the following guidelines in implementing a mandatory assessment of basic skills for degree-seeking students, transfer students and non-degree seeking students. Basic skills scores will be used to determine placement into HCC courses. There are no fees for the Basic Skills Assessment.

First-Time College Students
All first-time college students take the full assessment prior to enrollment. All students must assess in English, math and reading, however ACT subscores in English and reading may be used for placement if the ACT was taken within the last two years.

An ACT English subscore of 21-36 exempts students from the English placement test.

An ACT reading subscore of 21-36 exempts students from the reading placement test.

All students must assess in math.

ACT scores may be submitted to the College in one of the following three ways:
1) Bring a student copy of the ACT score sheet to HCC, or
2) Request that ACT send scores directly to HCC, or
3) Request that the high school send a transcript that includes the ACT scores.

Transfer Students
Assessment requirements will be determined after review of the student’s transcripts.

Students With Special Testing Needs
Students with special testing needs or other considerations regarding the Basic Skills Assessment process should contact the Associate Dean of Academic Support or the Director of Disability Support, Testing and Tutoring prior to taking the assessment.

Full-time students take the Basic Skills Assessment as part of the on-campus SOAR program for full-time students. Part-time students may assess on a walk-in basis after completing the SOAR for part-time students. The schedule of assessment times and dates is available in the current class credit schedule and on the HCC Web site.

Guidelines and sample questions are available at www.heartland.edu/services/assessment/index.html.

After Assessment

Course Placement
If assessment results indicate that developmental courses are necessary, students are required to take these courses upon initial enrollment and may not delay developmental course work. Refer to the course selection guide on page 108 for a table of credit-bearing courses for developmental reading and writing. Students should work with an academic advisor to select appropriate courses to help them achieve academic success.

Course Icons
Icons in the course description section of this catalog indicate which credit-bearing courses are open to students in developmental courses (those below the 100 level) in accordance with the course selection guide. To remain in the credit-bearing courses, developmental students must maintain concurrent enrollment in their developmental reading and writing courses.
Proficiency Credit

Up to 15 (25%) semester hours of proficiency credit may be accepted towards the completion of an Associate in Arts or Associate in Science degree by HCC. Proficiency credit can be earned by taking locally developed and/or national proficiency examinations (i.e. CLEP, Advance Placement) or military credit. Students interested in Associate in Applied Science degree programs should see specific program requirements for proficiency credit information.

Proficiency credit will be granted after a student has established a transcript by completing at least one undergraduate college class at Heartland.

For information on the availability of locally developed proficiency exams, contact the assessment office at (309) 268-8057. There is a $50 fee for each exam administered.

Academic Advisement

The professional assistance and guidance of academic advisors at Heartland are available to help full and part-time students identify and set career goals, plan a program of study and select courses to fulfill their objectives. Advisors are also able to assist students in exploring careers and educational programs and help them understand and apply courses and skills in relevant decisions. Students may meet with academic advisors at the main campus and the Lincoln and Pontiac Centers.

New students are required to meet with an academic advisor prior to enrollment. An appointment to meet with an advisor should be made well in advance of each enrollment period. Advisors should also be consulted before students change majors, transfer to another institution or withdraw from HCC, when experiencing academic difficulty and regarding changes to an approved schedule.

Office hours for academic advisement: Monday through Thursday, 8 AM to 7 PM, and Fridays 8 AM to 4:30 PM. Summer and holiday hours may vary and are available online at www.heartland.edu/advisement and in the published schedule of classes.

Audit

Students may register to audit a class one week prior to the end of open enrollment. Audit students pay full tuition and fees and are entitled to the same quality instruction and assistance given all students. Audit students are not required to take tests, write papers or complete other course assignments, but may do so if desired. No credit is granted for an audit. Students may not change from credit status to audit status or from audit to credit status.

Change of Address

It is the responsibility of the student to notify the College of any change in address. All official College information will be sent to the address on file. Failure to notify the College of changes of address will result in a restriction of future enrollments and the release of transcripts. Change of address forms may be completed in the student records office located in the Student Services Center at the main campus.

Credit/No Credit

The purpose of the credit/no credit option is to encourage students to explore learning in a range of academic areas without rigid concern for the letter grade assigned to learning efforts. The following requirements apply to the credit/no credit option:

- Students may take up to 25% of their course work on a credit/no credit basis.
- Credit/no credit status cannot be changed after the end of the full refund period (the first 10 days of a 16-week class and the first 5 days of an 8-week class or summer session).
- Students on academic probation may not register for the credit/no credit option.
- Students must earn the equivalent of a grade of C or better to earn a CR.
- Students should be aware that some courses are offered only on a credit/ no credit basis and should check with their academic advisor prior to enrolling.

Enrollment

Students may enroll at the main campus in Normal or at the Lincoln and Pontiac Centers. Dates, times and other details are published in the class schedule and are available online at www.heartland.edu/advisement. Access to IRIS (Internet Registration and Information Service) is available to currently enrolled students within myHeartland. Returning students who have been away from HCC for a year or more will need to submit a new application to HCC and have their electronic resource accounts reactivated.

Some restrictions for enrollment may occur due to academic probation/dismissal, assessment results, course prerequisites, a delinquent financial account, outstanding obligations such as library fines or other valid reasons.

Maximum Course Load

The recommended maximum number of semester hours for a student during an academic semester is: 18 hours for a 16-week term, 9 hours for a summer term.

Enrolling in more than the maximum load requires approval from the Dean of Student Affairs and Enrollment Services. Granting of this request will depend on the student’s academic record. Caution is advised for students concurrently enrolled at other institutions, to adhere to the maximum load policy.
Residency Requirements

Individuals are considered residents of Heartland District 540 if one of the following criteria is met for at least 30 days prior to the start of the academic term. (Documentation of residency must be provided at the time of enrollment.) *These requirements do not apply to non-immigrant international students. For information on international student requirements, please see page 13.

1. Residing with his/her parent or guardian within the District.
2. Emancipated minor, completely self-supporting and residing within the District.
3. Married and maintaining a family residence within the District.
4. Single and self-supporting as defined by the Federal Office of Education and maintains a residence within the District.
5. Resides outside the District, but working full-time within the District.
6. Resides outside the District, but is a dependent of a parent/guardian who commutes to work full-time within the District.
7. Resides outside the District, but pays property taxes on land within the District.

Valid documentation (issued within 30 days prior to the start of the academic term) which are acceptable for verification of residency include:

- Voter’s registration in District 540
- Tax, utility or rent receipts in District 540
- Driver’s license or vehicle registration showing in-district address
- Bank account in District 540

Transcripts

To request an official transcript, a request form must be submitted to the Student Services Center. The transcript request form is also available for download online at www.heartland.edu/transcripts. The written request may be mailed to:

Heartland Community College
Admission & Records
1500 W. Raab Rd.
Normal, IL 61761

or faxed to:

(309) 268-7992.

There is no fee to obtain a transcript; however, it will be withheld if a student has not met all financial obligations to the College. The College will not forward the original copy nor a copy of any transcript received by the College from another institution or agency to a third institution. Transcripts, test scores, etc., must be requested by the student directly from the originating institution or agency.

Tuition and Fees

Find details about tuition information on page 196.

Unit of Credit

A semester hour is the amount of credit usually earned by attending a non-laboratory class for one hour a week for 16 weeks. In laboratory courses, one semester hour of credit is granted for every two or three hours of laboratory work.
Programs of Study

- Associate Degrees and Certificates
- Course Descriptions
- Continuing Education
- Special Other Programs
Associate Degrees and Certificates

- Graduation Requirements
- Associate in Arts (AA) & Associate in Science (AS) Degree Requirements
- Illinois Articulation Initiative (IAI)
- General Education and Student Learning Outcomes
- Degree & Certificate Programs Offered at HCC
GRADUATION REQUIREMENTS

It is the student’s responsibility to know all graduation requirements and to apply to graduate by the published deadlines (October 1 for fall, March 1 for spring and summer). HCC is a participating Illinois Articulation Initiative (IAI) institution, and the general education core requirements are in compliance with this statewide initiative.

**Associate in Arts (AA)**

Designed to provide two academic years of college study for transfer to a four-year university or upper-division college toward a Bachelor of Arts degree.

**General Education Core Requirements**

| **Communication** | 9 Semester Hours |
| Social and Behavioral Sciences | 9 Semester Hours |
| Humanities and Fine Arts | 9 Semester Hours |
| Life and Physical Sciences | 7 Semester Hours |
| Mathematics | 3 Semester Hours |
| Electives/Emphasis/Concentration | 23 Semester Hours |
| **Total Semester Hours 60** |

**Associate in Science (AS)**

Designed to provide two academic years of college study for transfer to a four-year university or upper-division college toward a Bachelor of Science degree.

**General Education Core Requirements**

| **Communication** | 6 Semester Hours |
| Social and Behavioral Sciences | 3 Semester Hours |
| Humanities and Fine Arts | 3 Semester Hours |
| Life and Physical Sciences | 13 Semester Hours |
| Mathematics | 16 Semester Hours |
| Computer Science | 3 Semester Hours |
| Engineering | 12 Semester Hours |
| Specialty Courses | 6 Semester Hours |
| **Total Semester Hours 60** |

**Associate in Engineering Science (AES)**

**General Education Core Requirements**

| **Communication** | 9 Semester Hours |
| Social and Behavioral Sciences | 9 Semester Hours |
| Humanities and Fine Arts | 9 Semester Hours |
| Life and Physical Sciences | 8 Semester Hours |
| Mathematics | 6 Semester Hours |
| Electives/Emphasis/Concentration | 19 Semester Hours |
| **Total Semester Hours 60** |

See page 66 for a list of courses which apply to the AAT.

**Associate in Arts - Teaching (AAT)**

Designed to provide two academic years of college study for transfer to a four-year university or upper-division college toward a teacher education program.

**General Education Core Requirements**

| **Communication** | 9 Semester Hours |
| Social and Behavioral Sciences | 12 Semester Hours |
| Humanities and Fine Arts | 9 Semester Hours |
| Life and Physical Sciences | 7 Semester Hours |
| Mathematics | 4 Semester Hours |
| Electives/Emphasis/Concentration | 21 Semester Hours |
| **Total Semester Hours 62** |

See page 66 for a list of courses which apply to the AAT.

Emphasis courses and electives should be selected with the assistance and consent of an academic advisor to ensure completion of concentration and/or transferability toward the student’s major and minor fields of study.

**A grade of C or better is required for ENGL 101 and ENGL 102.**
Other Graduation Requirements

To be eligible for an Associate in Arts (AA), Associate in Science (AS), Associate in Engineering Science (AES) or Associate in Arts-Teaching (AAT) degree at Heartland Community College, a student must fulfill the following requirements.

1. Complete a minimum of 15 semester hours of college-level credit at HCC; this excludes Advanced Placement, CLEP, proficiency or military credit.
2. Complete no fewer than 60 semester hours for A.A. & A.S. and no fewer than 62 for A.E.S. and A.A.T., not to include courses numbered below 100. Up to 15 semester hours (25 percent) may be earned through proficiency credit and military credit.
3. Compile a cumulative grade point average of 2.0 for all work attempted at HCC.
4. Complete at least one three-hour course that meets the state-mandated requirement of completion of human relations training in the areas of race, ethnicity, gender and other areas related to the improvement of human relations. The following courses meet the state-mandated requirement of education in human relations and at least one course must be completed as part of the course requirement for either an A.A. or A.S. degree: COMM 101, COMM 120, COMM 125, ENGL 111, ENGL 254, ENGL 255, ENGL 231, ENGL 232, HUMA 101, PHIL 114.
5. Fulfill all financial obligations to the College.
6. File an Application to Graduate and pay the required graduation fee by the deadline stated in the class schedule.

Any exceptions to degree requirements must be approved in writing by the Vice President of Instruction.

To be eligible for an Associate in Applied Science (AAS) degree at Heartland Community College, a student must fulfill the following requirements:

1. Complete the number of hours prescribed in the specific program of study.
2. Complete a minimum of 15 semester hours of college-level work at HCC; this excludes CLEP, proficiency or military credit.
3. Earn a 2.0 cumulative grade point average in courses counted for the degree. Students enrolled in allied health curricula must complete required courses that are designated by the program with a minimum grade of C.
4. Fulfill all financial obligations to the College.
5. File an Application to Graduate and pay the required graduation fee by the deadline stated in the class schedule.

Any exceptions to degree requirements must be approved in writing by the Vice President of Instruction.

To be eligible for a Certificate, a student must fulfill the following requirements:

1. Complete the number of hours prescribed in the specific program of study.
2. Complete a minimum of 25 percent of course work applicable to the certificate at HCC.
3. Earn a 2.0 cumulative grade point in courses counted for the certificate.
4. Fulfill all financial obligations to the College.
5. File an Application to Graduate and pay the required graduation fee by the deadline stated in the class schedule.

Any exceptions to certificate requirements must be approved in writing by the Vice President of Instruction.

Although academic program requirements may change with each edition of the College catalog, students with continual enrollment may graduate under the current program requirements or any program requirements in effect since first enrollment. Students who intend to graduate must apply to graduate by October 1 for fall and March 1 for spring or summer.
Associate in Arts (AA) & Associate in Science (AS)
Degree Requirements

**Communication**  
Sem Hours: 9  
ENGL 101, 102 (C or better is required)  
COMM 101

**Humanities and Fine Arts**  
Sem Hours: 9  
Students must select at least one course from Humanities and at least one course from Fine Arts.  
*Selected HUMA courses may be counted as either Humanities or Fine Arts.*
  JAPN 202, PHIL 101, 105, 111, 114, 201, 202, RELI 150, 215, 230, 260, SPAN 202  
- Fine Arts: ART 150, 195, 211, 212, FILM 101, 211, HUMA 101*, 201*, 202*, 203* or 213*, MUSI 150, 260, THEA 101

**Social and Behavioral Sciences**  
Sem Hours: 9  
Students must select courses from at least two disciplines.  
- ANTH 101, ANTH 102  
- ECON 101, 102  
- GEOG 101, 110, HIST 101, 102, 135, 136, 150, 261, 262  
- POS 101, 124, 145, 151, 220, PSY 101, 207, 209, 210, 215, 216, or 217  
- SOC 101, 102, 135

**Life and Physical Sciences**  
Sem Hours: 7-8  
For the AA, one course must include a lab component; for the AS, both courses must include lab components. Students must select one from Life Science and one from Physical Science.  
- Life Science: BIOL 114, 116, 117, 121, 161, 181  
- Physical Science: ASTR 121, CHEM 120, 161, EASC 111, 121, 122, 151, 161, 162, PHYS 110, 161, 171

**Mathematics**  
Sem Hours: 3-6  
- CSCI 115  
- MATH 111, 131, 136, 141, 142, 151, 161, 162, 163

**Emphasis/Concentration**  
Sem Hours: 12  
Emphasis courses and electives are to be selected with the assistance and consent of an academic advisor to ensure completion of concentration and/or transferability toward the student's major and minor fields of study.

Students should check with their advisor and the school to which they plan to transfer regarding specific requirements.

**Electives**  
Sem Hours: 7-11

Check with an academic advisor, or online through the Graduation Preparation line at [http://www.heartland.edu/advisement](http://www.heartland.edu/advisement) for an updated list of Heartland courses approved to meet IAI requirements.

**TRANSFER PROGRAMS**

To pursue a program leading to transfer to a university (A.A., A.S., A.E.S. or A.A.T. degree), students must meet the 1993 Illinois Board of Higher Education Admission requirements by having taken the following high school preparation or its equivalent:

**English:**
- 4 units emphasizing written and oral communication and literature

**Math:**
- 3 units including introductory through advanced algebra, geometry, trigonometry and fundamentals of computer programming

**Science:**
- 2 units of laboratory science

**Social Science:**
- 2 units emphasizing history and government

**Electives:**
- 2 units of foreign language, music, art and/or vocational education

A year-long high school course is one “unit.” Students who have completed more than the required number of units in the categories of math, science, social science and electives may apply up to three such units to the requirements of other categories.

The College provides additional means, such as testing, for students to demonstrate adequate preparation for transfer programs.
Heartland Community College is a participant in the Illinois Articulation Initiative (IAI), a statewide agreement that allows transfer of the completed Illinois general education core curriculum between participating institutions. This agreement is in effect for students entering an associate or baccalaureate degree-granting institution as first-time freshmen in summer 1998 (and thereafter).

The following Heartland courses have been approved to meet IAI Communications requirements:

**COMM** 101  Introduction to Speech (IAI GECC C2 900)
**ENGL** 101  Composition I (IAI GECC C1 900R)
**ENGL** 102  Composition II (IAI GECC C1 901R)

The following Heartland courses have been approved to meet IAI Fine Arts requirements:

**ART** 150  Art Appreciation (IAI GECC F2 900)
**ART** 195  History of Photography (IAI GECC F2 904)
**ART** 211  History of Art I (IAI GECC F2 901)
**ART** 212  History of Art II (IAI GECC F2 902)
**FILM** 101  Introduction to Film Studies (IAI GECC F2 908)
**FILM** 211  History of Film (IAI GECC F2 909)
**HUMA** 101  Introduction to the Humanities (IAI GECC HF 900)
**HUMA** 201  Western Humanities I (IAI GECC HF 902)
**HUMA** 202  Western Humanities II (IAI GECC HF 903)
**HUMA** 203  Non-Western Humanities (IAI GECC HF 904N)
**HUMA** 213  Civilization & Culture of Latin America (IAI GECC HF 904N)
**MUSI** 150  Music Appreciation (IAI GECC F1 900)
**MUSI** 260  Jazz, Blues, and Rock & Roll (F1 905D)
**THEA** 101  Introduction to Theatre (IAI GECC F1 907)

The following Heartland courses have been approved to meet IAI Humanities requirements:

**CHIN** 202  Chinese IV (IAI GECC H1 900)
**ENGL** 111  Introduction to Literature (IAI GECC H3 900)
**ENGL** 112  Understanding Fiction (IAI GECC H3 901)
**ENGL** 113  Understanding Drama (IAI GECC H3 902)
**ENGL** 114  Understanding Poetry (IAI GECC H3 903)
**ENGL** 231  American Literature I (IAI GECC H3 914)
**ENGL** 232  American Literature II (IAI GECC H3 915)
**ENGL** 241  Survey of English Literature I (IAI GECC H3 912)
**ENGL** 242  Survey of English Literature II (IAI GECC H3 913)
**ENGL** 254  African American Literature (IAI GECC H3 910D)
**ENGL** 255  Women in Literature (IAI GECC H3 911D)
**ENGL** 270  African Literature (IAI GECC H3 908N)
**ENGL** 271  Asian Literature (IAI GECC H3 908N)
**ENGL** 272  Latin American & Caribbean Literature (IAI GECC H3 908N)
**FREN** 202  French IV (IAI GECC H1 900)
**HUMA** 101  Introduction to the Humanities (IAI GECC HF 900)
**HUMA** 201  Western Humanities I (IAI GECC HF 902)
**HUMA** 202  Western Humanities II (IAI GECC HF 903)
**HUMA** 203  Non-Western Humanities (IAI GECC HF 904N)
**HUMA** 213  Civilization & Culture of Latin America (IAI GECC HF 904N)
**HUMA** 250  Classical Mythology (IAI GECC H9 901)
**JAPN** 202  Japanese IV (IAI GECC H1 900)
**PHIL** 101  Introduction to Philosophy (IAI GECC H4 900)
**PHIL** 105  Introduction to Non-Western Philosophy (IAI GECC H4 903N)
**PHIL** 111  Logic (IAI GECC H4 906)
**PHIL** 114  Ethics (IAI GECC H4 904)
**PHIL** 201  History of Philosophy I (IAI GECC H4 901)
**PHIL** 202  History of Philosophy II (IAI GECC H4 902)
**RELI** 150  Understanding Religion (IAI GECC H5 900)
**RELI** 215  Major World Religions (IAI GECC H5 904N)
**RELI** 230  Religion in American Society (IAI GECC H5 905)
**RELI** 260  Literature of the Bible (IAI GECC H5 901)
**SPAN** 202  Spanish IV (IAI GECC H1 900)

Check with an advisor for an updated list of Heartland courses approved to meet IAI requirements. Information may also be obtained on the IAI Web page: www.iTransfer.org
The following Heartland courses have been approved to meet **IAI Social and Behavioral Sciences** requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>GECC Code</th>
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</thead>
<tbody>
<tr>
<td>ANTH 101</td>
<td>Introduction to Cultural Anthropology</td>
<td>(IAI GECC S1 901N)</td>
</tr>
<tr>
<td>ANTH 102</td>
<td>Introduction to General Anthropology</td>
<td>(IAI GECC S1 900N)</td>
</tr>
<tr>
<td>ECON 101</td>
<td>Principles of Microeconomics</td>
<td>(IAI GECC S3 902)</td>
</tr>
<tr>
<td>ECON 102</td>
<td>Principles of Macroeconomics</td>
<td>(IAI GECC S3 901)</td>
</tr>
<tr>
<td>GEOG 101</td>
<td>World Geography</td>
<td>(IAI GECC S4 900N)</td>
</tr>
<tr>
<td>GEOG 110</td>
<td>Economic Geography</td>
<td>(IAI GECC S4 903N)</td>
</tr>
<tr>
<td>HIST 101</td>
<td>Western Civilization 1500</td>
<td>(IAI GECC S2 902)</td>
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<tr>
<td>HIST 102</td>
<td>Modern Western Civilization</td>
<td>(IAI GECC S2 903)</td>
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<tr>
<td>HIST 135</td>
<td>History of the US to 1865</td>
<td>(IAI GECC S2 900)</td>
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<tr>
<td>HIST 136</td>
<td>History of the US since 1865</td>
<td>(IAI GECC S2 901)</td>
</tr>
<tr>
<td>HIST 150</td>
<td>Latin American History</td>
<td>(IAI GECC S2 910N)</td>
</tr>
<tr>
<td>HIST 261</td>
<td>Non-Western Civilization I</td>
<td>(IAI GECC S2 904N)</td>
</tr>
<tr>
<td>HIST 262</td>
<td>Non-Western Civilization II</td>
<td>(IAI GECC S2 905N)</td>
</tr>
<tr>
<td>POS 101</td>
<td>American Government &amp; Politics</td>
<td>(IAI GECC S5 900)</td>
</tr>
<tr>
<td>POS 124</td>
<td>State &amp; Local Government</td>
<td>(IAI GECC S5 902)</td>
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<tr>
<td>POS 145</td>
<td>Politics of the Middle East, Central &amp; South</td>
<td>(IAI GECC S5 906N)</td>
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<tr>
<td>POS 151</td>
<td>Introduction to International Relations</td>
<td>(IAI GECC S5 904N)</td>
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<td>POS 220</td>
<td>Comparative Governments</td>
<td>(IAI GECC S5 905)</td>
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<tr>
<td>PSY 101</td>
<td>Introduction to Psychology</td>
<td>(IAI GECC S6 900)</td>
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<tr>
<td>PSY 207</td>
<td>Introduction to Child Psychology</td>
<td>(IAI GECC S6 903)</td>
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<tr>
<td>PSY 209</td>
<td>Human Growth &amp; Development</td>
<td>(IAI GECC S6 902)</td>
</tr>
<tr>
<td>PSY 210</td>
<td>Social Psychology</td>
<td>(IAI GECC S8 900)</td>
</tr>
<tr>
<td>PSY 215</td>
<td>Introduction to Child &amp; Adolescent Psychology</td>
<td>(IAI GECC S6 904)</td>
</tr>
<tr>
<td>PSY 216</td>
<td>Adolescent Psychology</td>
<td>(IAI GECC S6 904)</td>
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<tr>
<td>PSY 217</td>
<td>Adult Development and Aging</td>
<td>(IAI GECC S6 905)</td>
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<tr>
<td>SOC 101</td>
<td>Sociology</td>
<td>(IAI GECC S7 900)</td>
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<tr>
<td>SOC 102</td>
<td>Social Problems</td>
<td>(IAI GECC S7 901)</td>
</tr>
<tr>
<td>SOC 135</td>
<td>Sociology of Marriage &amp; Family</td>
<td>(IAI GECC S7 902)</td>
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The following Heartland courses have been approved to meet **IAI Life and Physical Sciences** requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>GECC Code</th>
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<tr>
<td>ASTR 121</td>
<td>Introduction to Astronomy</td>
<td>(IAI GECC P1 906L)</td>
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<tr>
<td>BIOL 114</td>
<td>Contemporary Biology</td>
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<td>BIOL 116</td>
<td>Genes: Foundation of Life</td>
<td>(IAI GECC L1 906)</td>
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<tr>
<td>BIOL 117</td>
<td>Genes: Foundation of Life Lab</td>
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<td>Essentials of Anatomy &amp; Physiology</td>
<td>(IAI GECC L1 904L)</td>
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<td>Principles of Biology I</td>
<td>(IAI GECC L1 900L)</td>
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<td>BIOL 181</td>
<td>Anatomy &amp; Physiology I</td>
<td>(IAI GECC L1 904L)</td>
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<td>Fundamentals of Chemistry</td>
<td>(IAI GECC P1 902L)</td>
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<td>General Chemistry I</td>
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<td>Physics in Everyday Life</td>
<td>(IAI GECC P1 901)</td>
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<td>Physics I</td>
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The following Heartland courses have been approved to meet **IAI Mathematics** requirements:

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<td>CSCI 115</td>
<td>Discrete Structures</td>
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<td>(IAI GECC M1 906)</td>
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<td>MATH 131</td>
<td>Explorations in Mathematics</td>
<td>(IAI GECC M1 904)</td>
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<td>MATH 136</td>
<td>Mathematics for Elementary Teachers II</td>
<td>(IAI GECC M1 903)</td>
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<td>MATH 141</td>
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<td>Calculus for Business &amp; Social Science</td>
<td>(IAI GECC M1 900-B)</td>
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<td>Calculus I</td>
<td>(IAI GECC M1 900-1)</td>
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<td>(IAI GECC M1 900-2)</td>
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<td>MATH 163</td>
<td>Calculus III</td>
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Electives

The following list includes HCC courses that will apply toward the Associate in Arts or Associate in Science degrees as emphasis/concentration/electives. Electives may be chosen from any course listed on this page or from courses listed on pages 23-24.

ACCT  200, 201
ACSM  101, 120
ART   100 or 140, 102 or 171, 103 or 271, 104, 105, 106, 130, 145, 154, 180, 187, 190, 204, 205, 206, 213, 214, 230, 231, 280, 283, 290, 291, 294, 295, 296
BIOL  162, 182, 191, 297
BUSN  110, 115, 210, 220, 225, 230, 240, 250
CHEM  162, 241, 242, 297
CHIN  101, 102, 201
CHLD  101, 102, 201, 202, 209, 211 (Inactive), 220, 221, 296
COMM 109, 120, 121, 125, 130, 132, 135, 136, 160, 210, 220, 296
CRJ   101, 200, 201, 202, 204, 206, 208, 215, 222, 224, 296, 299
CSCI  100, 101, 102 (Inactive), 110, 120 (Inactive), 130, 131, 135, 136, 137 (Inactive), 138, 151, 153, 171, 220, 221, 222 (Inactive), 223 (Inactive), 224, 230, 231, 232, 233, 234, 240, 251, 252, 253, 260, 296
DMED  296
DSGN  110, 111
EASC  297
ECON  220
EDUC  101, 102, 105, 120/220, 163, 200, 205, 210, 215, 296
ENGL  118, 119, 121, 206, 207, 209, 210, 233, 296 (211)
ENGR  110, 271, 272
FACS  201 (Inactive)
FILM  216/296
FREN  101, 102, 201
GENS  100, 101, 102, 103, 104, 105
GEOG  120
GERM  101, 102, 201, 202
HEBR  101
HIST  107, 108, 210, 240, 255, 259, 288, 296
HLTH  100, 105, 111, 116, 118, 120, 125 (Inactive), 131, 140, 141, 142, 143, 201 (Inactive), 296
HONR  101, 201
HUMA  100, 221, 242, 276 (Inactive), 290
INDP  297
ITAL  101, 102, 201, 202
JAPN  101, 102, 201
LAT   101, 102
MATH  106, 109, 128, 135, 271, 272, 296, 297
MSC   101, 102, 111, 112
MUSI  104, 105, 106, 110, 111,120, 145, 155, 160, 170, 171,196, 197, 198, 199, 200, 201, 202, 203, 210, 211, 296
PHIL  211/296, 214
PHYS  162, 172, 173, 174, 297
POS   296
PSY   203, 218, 220, 223, 225
READ  101
RELI  220, 296
SCI   296
SOC   110, 200, 220, 222, 225, 263, 296
SPAN  101, 102, 201, 296
SSI   299
SWK   170
TESL  101, 102, 103, 104, 105
THEA  104, 108, 204
VOL   101, 299
WST   201, 296

Vocational Electives: (Only 6 credit hours can be used toward an AA or AS degree)

BUSN 130   CAD 254   HLTH 110   MFTG 120, 220   MTT 101
General Education and Student Learning Outcomes

Do students have the required skills to live and learn in contemporary society? Typically, the first two years of a four-year degree are devoted to the general education curriculum. At Heartland Community College the general education program is designed to ensure that students have experiences which help develop the abilities to communicate, problem solve, think critically and value the diversity which abounds in the world.

General education is the foundation of learning which enables students to further their education, advance in their careers and make decisions in life. In addition to mastering the content of college courses, students need to develop the ability to apply what they learn. The responsibility for living and making decisions requires thinking & evaluation skills, which the general education courses seek to develop in each student.

Learning Outcomes Statements
Heartland Community College faculty have created 20 student learning outcome statements to help measure student learning in general education courses. These statements are embedded in all course syllabi for general education courses. For example, one outcome from the diversity and global awareness area encourages students to be “receptive to beliefs and values that differ from their own.” This statement is coded as DI1, and it appears on numerous course syllabi at Heartland. Since academic disciplines vary, faculty members may rephrase the general statement to fit a specific course.

What does all this mean to Heartland students? The general education program is designed to help students make connections between academic courses and real life, between prior knowledge and new knowledge, and between prior experiences and different ways of knowing. To help students make these connections, Heartland faculty have designed the course-embedded learning outcomes. The current 20 general education outcomes statements are listed here. The HCC faculty strive to foster deeper and more connected learning that allows students to demonstrate their abilities in multiple ways and settings. Students with questions about their learning are encouraged to ask instructors.

<table>
<thead>
<tr>
<th>Code</th>
<th>Statement</th>
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<tbody>
<tr>
<td>CO1</td>
<td>Students compose a message and provide ideas and information suitable to the topic, purpose and audience.</td>
</tr>
<tr>
<td>CO2</td>
<td>Students effectively deliver a message via various channels/modalities.</td>
</tr>
<tr>
<td>CO3</td>
<td>Students listen in order to comprehend information, critique and evaluate a message, show empathy for the feelings expressed by others and/or appreciate a performance.</td>
</tr>
<tr>
<td>CO4</td>
<td>Students are self-reflective of the communication process.</td>
</tr>
<tr>
<td>CO5</td>
<td>Students communicate ethically through monitoring their behavior and interactions with others.</td>
</tr>
<tr>
<td>CO6</td>
<td>Students can recognize and negotiate differences.</td>
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</table>

Note: The term “message” in each of the first three outcomes implies any form of communication—whether in written (essay, email, etc.), oral or non-verbal modes.

<table>
<thead>
<tr>
<th>Code</th>
<th>Statement</th>
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</thead>
<tbody>
<tr>
<td>DI1</td>
<td>Students are receptive to beliefs and values that differ from their own.</td>
</tr>
<tr>
<td>DI2</td>
<td>Students consider the views of others in light of those persons’ experiences and particular understandings.</td>
</tr>
<tr>
<td>DI3</td>
<td>Students reflect upon the formation of their own perspectives, beliefs, opinions, attitudes, ideals and values.</td>
</tr>
<tr>
<td>DI4</td>
<td>Students explain the contributions of diverse perspectives to the development of various fields of inquiry and to society as a whole, and re-examine their own values and beliefs in light of the insights they have gained from their study of other cultures.</td>
</tr>
<tr>
<td>DI5</td>
<td>Students consistently and characteristically approach diversity issues in a manner that exemplifies respect for, and appreciation of, difference.</td>
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<thead>
<tr>
<th>Code</th>
<th>Statement</th>
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<tr>
<td>PS1</td>
<td>Students solve problems based on examples and frameworks provided by instructor.</td>
</tr>
<tr>
<td>PS2</td>
<td>Students identify the type of problem and use a framework to solve the problem.</td>
</tr>
<tr>
<td>PS3</td>
<td>Students identify the type of problem and, from multiple problem-solving methods, choose the best method and solve the problem.</td>
</tr>
<tr>
<td>PS4</td>
<td>Students analyze the situation, explore different outcomes from multiple frameworks, apply the appropriate solution, analyze the results, and refine the solution.</td>
</tr>
<tr>
<td>PS5</td>
<td>Students define, interpret, and solve problems through collaboration with others.</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Statement</th>
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</thead>
<tbody>
<tr>
<td>CT1</td>
<td>Students gather knowledge, apply it to a new situation, and draw reasonable conclusions in ways that demonstrate comprehension.</td>
</tr>
<tr>
<td>CT2</td>
<td>Students determine the value of multiple sources or strategies and select those most appropriate in a given context.</td>
</tr>
<tr>
<td>CT3</td>
<td>Students generate an answer, approach, or solution through an effective synthesis of diverse sources and arguments and provide a rationale.</td>
</tr>
<tr>
<td>CT4</td>
<td>Students actively reflect on an answer, approach or solution and act upon those reflections to improve the final result.</td>
</tr>
</tbody>
</table>

The learning outcome statements are arranged from lower- to higher-ordered skills. Thus, CT2 reflects a higher level of critical thinking than CT1.
Chargeback/Cooperative/"CAREER" Agreements

Students interested in pursuing a program at another Illinois community college which is not offered at Heartland Community College may qualify for chargeback/cooperative agreement benefits. A complete listing of individual cooperative agreements which Heartland has with other Illinois community colleges is available from Student Services. Heartland Community College also participates in the Comprehensive Agreement Regarding the Expansion of Education Resources (CAREER).

In addition to Heartland Community College, other colleges participating in the CAREER Agreement are Danville Area Community College, Illinois Valley Community College, Joliet Junior College, Kankakee Community College, Kishwaukee College, McHenry County College, Moraine Valley Community College, Morton College, Prairie State College, Richland Community College, South Suburban College and Waubonsee Community College.

Students wishing to take advantage of these cooperative agreements must complete a Chargeback/Cooperative Agreement Application at least 30 days prior to the start of the term they will begin their studies. Applications are available in the Student Services Center and at the Pontiac and Lincoln Centers.

ACADEMIC DIVISIONS

Academic Support:
Reading, General Studies

Health & Human Services:
Associate Degree Nursing, Criminal Justice, Early Childhood Care and Education, Emergency Medical Services, Health, Nursing Assistant, Practical Nursing, Radiography

Humanities & Fine Arts:
Art, Communication, English, Film, Foreign Languages, Humanities, Music, Philosophy, Religion, Theatre, Women’s Studies

Mathematics & Science:
Agriculture, Astronomy, Biology, Chemistry, Earth Science, Associate in Engineering Science, Mathematics, Military Science, Physical Science, Physics

Social & Business Sciences:

Technology:
Degree & Certificate Programs Offered at HCC

**Associate in Arts and Associate in Science Degrees**

The Associate in Arts (A.A.) and Associate in Science (A.S.) degrees represent the first two years of study for a bachelor's degree. The A.A. represents the first two years of study for students who plan to pursue a bachelor's degree in liberal arts. The A.S. program represents the first two years of study for students who plan to pursue a bachelor's degree in science. The third and fourth years of study are completed at a four-year college or university to which the student transfers after completion of the A.A. or A.S. at HCC.

The first two years of most four-year programs can be completed at Heartland through appropriate course selection. Students wishing to take the first two years of a transfer program not specifically listed should consult with an academic advisor to plan a program that will meet individual student needs. Because four-year institutions vary in their requirements, A.A. and A.S. students are strongly encouraged to meet with an academic advisor as soon as possible after admission to Heartland to determine the sequence of courses which will most successfully transfer to the four-year institution of their choice.

**Associate of Arts in Teaching – Secondary Mathematics**

The Associate of Arts in Teaching (AAT) - Secondary Mathematics degree provides the necessary initial preparation for transfer at the junior level into a teacher education program at a number of four-year public universities in Illinois. The components of this degree include: 62 credit hours in general education, professional education, and mathematics courses, a minimum of 15 classroom observation hours at the different P-12 levels of schools and a passing score on the Illinois Basic Skills Test. Students in this degree program will also create and maintain an electronic portfolio which will contain artifacts that demonstrate successful aptitude with the standards necessary for transfer into a teacher education program.

**Associate in Engineering Science**

The Associate in Engineering Science is a two-year program that prepares students for transfer into a baccalaureate engineering program. The A.E.S. program at Heartland Community College is composed of 62 credit hours and represents the first two years of a typical four-year program in engineering. During the two years of the A.E.S. program, students complete core courses in math, physics, chemistry and engineering mechanics that are required in most engineering curricula.

After a student completes the A.E.S. program, the student is prepared to fulfill the remaining requirements for a baccalaureate degree; these typically consist of electives specific to the selected engineering discipline.

Various transfer institutions may have different entrance requirements or may recommend slightly different course selections from those indicated in this catalog. Therefore, students should consult representatives of the college or university to which they intend to transfer before completing the A.E.S. program at HCC.

**Associate in Applied Science Degree**

Associate in Applied Science (A.A.S.) degrees are intended to prepare a student for immediate employment rather than for transfer. However, selected A.A.S. programs may be accepted for transfer by some universities. A.A.S. programs are offered in a broad range of career/technical fields. Courses within an A.A.S. degree are typically strongly sequential. Accordingly, students should work closely with an academic advisor in planning their studies.

**Career/Technical Certificates**

Certificates are typically composed of a series of technical courses and are issued upon submitting an application to graduate and completion of those courses.
Programs offered at HCC

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<th>Program</th>
<th>AA/AS</th>
<th>AES</th>
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# Degree & Certificate Programs Offered at HCC

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</table>

*HCC offers the first 2 years of most baccalaureate majors in addition to the ones listed here.*
Health & Human Services
Degree/Certificate Programs

- Criminal Justice
- Early Childhood Care & Education
- Emergency Medical Services
- Medical Transcription
- Nursing
- Radiography
Associate in Arts Degree or Associate in Science Degree

Transfer Preparation for Criminal Justice

This 60 credit hour program is designed for students planning to complete the first two years of study leading to a baccalaureate degree and major in Criminal Justice Studies at a four-year college or university in Illinois. A typical associate in arts or associate in science is a minimum of 60 credit hours however a transfer preparation may require different coursework depending on the receiving school.

A multi-disciplinary approach exposes aspiring criminal justice practitioners to various occupations and scholars within the criminal justice field. This approach prepares students for written and oral testing required to obtain employment in various criminal justice fields.

Required Core
3 Semester Hours
CRJ 101 Introduction to Criminal Justice

Recommended and Other Electives (0-4 courses)
12 Semester Hours
CRJ 200 American Systems of Corrections
CRJ 201 Understanding Criminology
CRJ 204 Criminal Law
CRJ 215 The Juvenile Justice System

These courses will be accepted in transfer by baccalaureate schools, but they may or may not substitute for professional coursework required for the major. The courses will be accepted as general electives if not accepted as core or elective courses in the major.

General Education Core
37-41 Semester Hours

General education core requirements can be found on page 22. The minimum number of 60 semester hours of credit are required to earn the A.A. or A.S. degree.

Courses are to be selected with the assistance and consent of an academic advisor to ensure completion of concentration and/or transferability towards the student’s major and minor fields of study.

*This is a suggested list of courses. Students should check with their advisor and the school they plan to transfer to regarding specific requirements.

Career Potential:
With additional education and/or work experience, graduates may find employment as:
Law Enforcement Officers
Private Security Officers
Investigators
Correctional Officers
Juvenile Detention Workers
Detectives
Sergeants
Lieutenants
Captains
Chiefs
Probation and Parole Officers
### Associate in Applied Science Degree

#### Criminal Justice Studies

**60-64 Semester Hours**

The Associate in Applied Science degree in criminal justice studies is designed to prepare students for entry-level positions in law enforcement, probation or parole, correctional institutions and private investigations. For those currently employed in the criminal justice field, the program affords the opportunity for professional growth and career advancement. The A.A.S. degree includes a significant portion of general education courses. The general education courses are Illinois Articulation Initiative (IAI) approved courses that transfer to participating four-year Illinois institutions.

#### General Education Requirements

<table>
<thead>
<tr>
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<td>ENGL 101</td>
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<td>ENGL 102</td>
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#### Core Requirements

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<td>CRJ 200</td>
<td>American System of Corrections</td>
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<td>CRJ 201</td>
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<td>CRJ 206</td>
<td>Criminal Investigations</td>
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<td>CRJ 215</td>
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#### Elective Listing

(Select 3-4 courses for 9 to 11 hours total)

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<td>CRJ 222</td>
<td>Police Community Relations</td>
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<td>CRJ 224</td>
<td>Probation/Parole</td>
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<td>CRJ 226</td>
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<td>CRJ 296</td>
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<td>CRJ 299</td>
<td>Internship in Criminal Justice</td>
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### Certificate

#### Criminal Justice: Corrections

**21 Semester Hours**

The Criminal Justice Certificate is a one-year program designed to prepare graduates for entry-level employment opportunities or for current field practitioners to enhance their knowledge and skills. Students choosing to continue their education after the Criminal Justice Certificate may continue into either the applied science degree program or transfer preparation program for criminal justice studies.

#### General Education Requirements

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<td>PSY 101</td>
<td>Introduction to Psychology</td>
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#### Criminal Justice Requirements

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<td>CRJ 224</td>
<td>Probation/Parole</td>
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</table>
Associate in Arts Degree or Associate in Science Degree

Transfer Preparation for Early Childhood Education

This 60-64 credit hour program is designed for students planning to complete the first two years of study leading to a baccalaureate degree and major in Early Childhood Education at a four-year college or university in Illinois. A typical associate in arts or associate in science is a minimum of 60 credit hours; however, a transfer preparation may require additional coursework depending on the receiving school. Students should consult an advisor to determine the range of electives most appropriate for the transfer institution they plan to attend.

To teach young children (birth to age eight), teachers must be certified by the State of Illinois. To transfer to an approved baccalaureate program in early childhood education as a junior, students must complete a minimum of 60 semester hours (up to a maximum of 64 semester hours). Since admission is competitive, completion of the recommended courses does not guarantee admission.

Area of Concentration Recommended Electives
Students may take 0-9 semester credits in one academic discipline at the sophomore level or above, selected in consultation with an academic advisor. Acceptable disciplines are mathematics; biology, chemistry or physics; economics, history, political science, psychology or sociology; or art, music, English, a single foreign language, philosophy or theatre.

Professional Early Childhood Education Required Core
21 Semester Credits

A grade of C or better is required in each of the following courses. It may be in the student’s best interest to repeat a course taken more than five years before transfer, since some schools may not accept these courses.

CHLD 101 Introduction to Early Childhood Education
CHLD 102 Growth and Development of the Young Child
CHLD 105 Curriculum for Early Childhood Programs
CHLD 109 Observation and Assessment of Young Children
CHLD 201 Child Development Practicum I
CHLD 202 Health, Safety, & Nutrition for the Young Child
CHLD 209 Child, Family, and Community

While these credits will be accepted in transfer by baccalaureate schools, they may or may not substitute for upper-division professional coursework required for certification.

General Education Required Core Courses
37-41 Semester Hours

General education core requirements can be found on page 22. The minimum number of 60 semester hours of credit is required to earn the A.A. or A.S. degree.

Courses are to be selected with the assistance and consent of an academic advisor to ensure completion of concentration and/or transferability towards the student’s major and minor fields of study.

*This is a suggested list of courses. Students should check with their advisor and the school they plan to transfer to regarding specific requirements.
**Associate in Applied Science Degree**

**Early Childhood Education**

**65 Semester Hours**

The Associate in Applied Science Degree in Early Childhood Care and Education offers many professional development options. Each option prepares students for a wide range of career opportunities within the field, including: teaching at a child care center, Head Start, or preschool program; owning and operating a family child care; working as a nanny; directing an early childhood program; or working within early intervention, pre-k at risk, or special education programs. The goals for professional development include supporting student acquisition of the knowledge, skills, and dispositions needed for success in the field. Professional success, in turn, makes a difference in the lives of young children, their families, and the larger society.

Courses within the curriculum are based on NAEYC standards for associate degree programs, the Illinois professional teaching standards, and the early childhood special education standards. As a “blended” associate degree program, the courses integrate knowledge and effective practices from the fields of early childhood education and early childhood special education, which prepares students to recognize, support, and enhance the vast diversity of child and family development and learning needs.

**General Education Core Requirements**

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<td>PSY 101</td>
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**Total 24-25**

**Required Core**

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<td>CHLD 103</td>
<td>Environmental Design to Support Children’s Play</td>
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<td>Curriculum for Early Childhood Programs</td>
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<td>CHLD 108</td>
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<td>Health, Safety &amp; Nutrition for the Young Child</td>
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<td>Exceptional Child</td>
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<td>CHLD 209</td>
<td>Child, Family, and Community</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 33**

**Electives**

(8-12 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHLD 204</td>
<td>Infant and Toddler Care</td>
<td>3</td>
</tr>
<tr>
<td>CHLD 205</td>
<td>Family Child Care Management*</td>
<td>2</td>
</tr>
<tr>
<td>CHLD 208</td>
<td>Early Childhood Administration</td>
<td>3</td>
</tr>
<tr>
<td>CHLD 210</td>
<td>School Age Programming*</td>
<td>2</td>
</tr>
<tr>
<td>CHLD 215</td>
<td>Child Advocacy</td>
<td>2</td>
</tr>
<tr>
<td>CHLD 220</td>
<td>Individual &amp; Family Development</td>
<td>3</td>
</tr>
<tr>
<td>CHLD 221</td>
<td>Foundations of Inclusion</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 8-12**

All CHLD electives allow concurrent enrollment in READ 091.

*Allow concurrent enrollment in READ 091 and ENGL 095.

**Career Potential:**

- Child Care Teachers
- Child Care Assistant Teachers
- Family Care Providers
- Infant or Toddler Caregivers
- In-Home Providers/Nannies
- Early Childhood Special Needs/Educational Assistants
- Social Service Specialist
- Directors/Administrators

With additional education and/or work experience, graduates may find employment as:

- Elementary School Teacher
Associate in Applied Science Degree

**Early Childhood Paraprofessional**

*63-64 Semester Hours*

The Associate in Applied Science Degree Early Childhood Paraprofessional Degree offers professionals the option to work as teaching assistants in public schools serving children between the ages of birth and 8. The goals for professional development include supporting student acquisition of the knowledge, skills, and dispositions needed to support the development and learning of all children, including those who are culturally, linguistically, and ability diverse. Professional success, in turn, makes a difference in the lives of young children, their families, and larger society.

Courses within the curriculum are based on NAEYC standards for associate degree programs, the Illinois professional teaching standards, and the early childhood special education standards. As a “blended” associate degree program, the courses integrate knowledge and effective practices from the fields of early childhood education and early childhood special education, which prepares students to recognize, support, and enhance the vast diversity of child and family development and learning needs.

**General Education Core Requirements**

**BIOL 114**  Contemporary Biology ..........................................................4

**or**

**Math 131**  Explorations in Mathematics................................................3

**COMM 101**  Introduction to Oral Communication.................................3

**ENGL 101**  Composition I........................................................................3

**ENGL 102**  Composition 2.........................................................................3

**ENGL 118**  Children’s Literature..............................................................3

**HIST 135**  History of the U.S. to 1865....................................................3

**or**

**HIST 136**  History of the U.S. Since 1865..............................................3

**HUMA 203**  Non-Western Humanities....................................................3

**PSY 101**  Introduction to Psychology.....................................................3

**Total 24-25**

**Required Core**

**CHLD 101**  Introduction to Early Childhood Education..........................3

**CHLD 102**  Growth & Development of the Young Child.........................3

**CHLD 105**  Curriculum for Early Childhood Programs..........................3

**CHLD 109**  Observation and Assessment of the Young Child.................3

**CHLD 201**  Child Development Practicum I............................................3

**CHLD 202**  Health, Safety & Nutrition for the Young Child..................3

**CHLD 209**  Child, Family, and Community............................................3

**Total 21**

**Elective Listing**

(Select 6 courses for 18 hours total)

**ANTH 101**  Introduction to Cultural Anthropology.............................3

**ART 211**  History of Art 1.........................................................................3

**CHEM 120**  Fundamentals of Chemistry................................................4

**CHLD 220**  Individual & Family Development......................................3

**CHLD 221**  Foundations of Inclusion.....................................................3

**EASC 121**  Introduction to Earth Science..............................................3

**EDUC 101**  Introduction to Education....................................................3

**EDUC 105**  Students with Disabilities....................................................3

**or**

**CHLD 207**  Exceptional Child.................................................................3

**EDUC 220**  Educational Psychology......................................................3

**EDUC 208**  Using Technology in Education............................................3

**ENGL 111**  Introduction to Literature....................................................3

**HLTH 120**  Nutrition................................................................................3

**MUSI 150**  Music Appreciation..............................................................3

**Total 18**

**Career Potential:**

**Teacher Assistant**

*With additional education and/or work experience, graduates may find employment as:*

**P-3 Teacher**
Certificate

**Early Childhood Education**

**Level II Credential**

**15 Semester Hours**

The Illinois Gateways Level Two Credential is designed to support movement through the state of Illinois Career Lattice. The Level Two Credential expands on foundational professional knowledge, and supports progression to the Level Three Credential or direct exit into the field.

**Required Core**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHLD 102</td>
<td>Growth and Development of the Young Child</td>
<td>3</td>
</tr>
<tr>
<td>CHLD 202</td>
<td>Health, Safety &amp; Nutrition for the Young Child</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose 3 of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHLD 101</td>
<td>Introduction to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>CHLD 105</td>
<td>Curriculum for Early Childhood Programs</td>
<td>3</td>
</tr>
<tr>
<td>CHLD 109</td>
<td>Observation &amp; Assessment of Young Children</td>
<td>3</td>
</tr>
<tr>
<td>CHLD 201</td>
<td>Child Development Practicum I</td>
<td>3</td>
</tr>
<tr>
<td>CHLD 209</td>
<td>Child, Family &amp; Community</td>
<td>3</td>
</tr>
</tbody>
</table>

**Certificate**

**Early Childhood Education**

**Level III Credential**

**30-31 Semester Hours**

The Illinois Gateways Level Three Credential is designed to support movement through the state of Illinois Career Lattice. The Level Three Credential expands on foundational professional knowledge, and supports progression to the Level Three Credential or direct exit into the field.

**General Education Core Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH Elective (MATH 131 or 141)</td>
<td></td>
<td>3-4</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 9-10**

**Required Core**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHLD 101</td>
<td>Introduction to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>CHLD 102</td>
<td>Growth &amp; Development of the Young Child</td>
<td>3</td>
</tr>
<tr>
<td>CHLD 105</td>
<td>Curriculum for Early Childhood Programs</td>
<td>3</td>
</tr>
<tr>
<td>CHLD 109</td>
<td>Observation &amp; Assessment of Young Children</td>
<td>3</td>
</tr>
<tr>
<td>CHLD 201</td>
<td>Child Development Practicum I</td>
<td>3</td>
</tr>
<tr>
<td>CHLD 202</td>
<td>Health, Safety &amp; Nutrition for the Young Child</td>
<td>3</td>
</tr>
<tr>
<td>CHLD 209</td>
<td>Child, Family &amp; Community</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 21**

**Certificate**

**Early Childhood Education**

**Level IV Credential**

**21 Semester Hours**

The Illinois Gateways Level Four Credential is designed to support movement through the state of Illinois Career Lattice. Level Four Credentials specifically support transfer to four-year programs and attainment of the Level Five Credential, as well as direct entry into the field.*

**Program Prerequisite**

Completion of associates degree (AA, AS, or AAS in Early Childhood Education)

**Required Core**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHLD 101</td>
<td>Introduction to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>CHLD 102</td>
<td>Growth &amp; Development of the Young Child</td>
<td>3</td>
</tr>
<tr>
<td>CHLD 105</td>
<td>Curriculum for Early Childhood Programs</td>
<td>3</td>
</tr>
<tr>
<td>CHLD 109</td>
<td>Observation &amp; Assessment of Young Children</td>
<td>3</td>
</tr>
<tr>
<td>CHLD 201</td>
<td>Child Development Practicum I</td>
<td>3</td>
</tr>
<tr>
<td>CHLD 202</td>
<td>Health, Safety &amp; Nutrition for the Young Child</td>
<td>3</td>
</tr>
<tr>
<td>CHLD 209</td>
<td>Child, Family &amp; Community</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total**

*Please note: At the time the catalog went to press, the Gateways Credentials were still undergoing approval at the state level. Please check with your advisor regarding specific credential requirements.
Certificate

**Early Childhood Education**

**Infant-Toddler Level II Credential**

18 Semester Hours

The Illinois Gateways Infant-Toddler Level Two Credential is designed to support movement through the state of Illinois Career Lattice. The Level Two Credential expands on foundational professional knowledge, and supports progression to the Level Three Credential or direct exit into the field.

**Required Core**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHLD 102</td>
<td>Growth and Development of the Young Child</td>
<td>3</td>
</tr>
<tr>
<td>CHLD 202</td>
<td>Health, Safety &amp; Nutrition for the Young Child</td>
<td>3</td>
</tr>
<tr>
<td>CHLD 204</td>
<td>Infant-Toddler Care</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose 3 of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHLD 101</td>
<td>Introduction to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>CHLD 105</td>
<td>Curriculum for Early Childhood Programs</td>
<td>3</td>
</tr>
<tr>
<td>CHLD 109</td>
<td>Observation &amp; Assessment of Young Children</td>
<td>3</td>
</tr>
<tr>
<td>CHLD 201</td>
<td>Child Development Practicum I</td>
<td>3</td>
</tr>
<tr>
<td>CHLD 209</td>
<td>Child, Family &amp; Community</td>
<td>3</td>
</tr>
</tbody>
</table>

Certificate

**Early Childhood Education**

**Infant-Toddler Level III Credential**

33-34 Semester Hours

The Illinois Gateways Infant-Toddler Level Three Credential is designed to support movement through the state of Illinois Career Lattice. The Level Three Credential expands on foundational professional knowledge, and supports progression to the Level Four Credential or direct exit into the field.

**General Education Core Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH Elective (MATH 131 or 141)</td>
<td></td>
<td>3-4</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 9-10**

**Required Core**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHLD 101</td>
<td>Introduction to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>CHLD 102</td>
<td>Growth &amp; Development of the Young Child</td>
<td>3</td>
</tr>
<tr>
<td>CHLD 105</td>
<td>Curriculum for Early Childhood Programs</td>
<td>3</td>
</tr>
<tr>
<td>CHLD 109</td>
<td>Observation &amp; Assessment of Young Children</td>
<td>3</td>
</tr>
<tr>
<td>CHLD 201</td>
<td>Child Development Practicum I</td>
<td>3</td>
</tr>
<tr>
<td>CHLD 202</td>
<td>Health, Safety &amp; Nutrition for the Young Child</td>
<td>3</td>
</tr>
<tr>
<td>CHLD 204</td>
<td>Infant-Toddler Care</td>
<td>3</td>
</tr>
<tr>
<td>CHLD 209</td>
<td>Child, Family &amp; Community</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 24**

Certificate

**Early Childhood Education**

**Infant-Toddler Level IV Credential**

27 Semester Hours

The Illinois Gateways Infant-Toddler Level Four Credential is designed to support movement through the state of Illinois Career Lattice. Level Four Credentials specifically support transfer to four-year programs and attainment of the Level Five Credential, as well as direct entry into the field.*

**Program Prerequisite**

Completion of associates degree (AA, AS, or AAS in Early Childhood Education)

**Required Core**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHLD 101</td>
<td>Introduction to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>CHLD 102</td>
<td>Growth &amp; Development of the Young Child</td>
<td>3</td>
</tr>
<tr>
<td>CHLD 105</td>
<td>Curriculum for Early Childhood Programs</td>
<td>3</td>
</tr>
<tr>
<td>CHLD 109</td>
<td>Observation &amp; Assessment of Young Children</td>
<td>3</td>
</tr>
<tr>
<td>CHLD 201</td>
<td>Child Development Practicum I</td>
<td>3</td>
</tr>
<tr>
<td>CHLD 202</td>
<td>Health, Safety &amp; Nutrition for the Young Child</td>
<td>3</td>
</tr>
<tr>
<td>CHLD 204</td>
<td>Infant Toddler Care</td>
<td>3</td>
</tr>
<tr>
<td>CHLD 206</td>
<td>Child Development Practicum II</td>
<td>3</td>
</tr>
<tr>
<td>CHLD 209</td>
<td>Child, Family &amp; Community</td>
<td>3</td>
</tr>
</tbody>
</table>

* Please note: At the time the catalog went to press, the Gateways Credentials were still undergoing approval at the state level. Please check with your advisor regarding specific credential requirements.
HEALTH & HUMAN SERVICES DEGREE/CERTIFICATE PROGRAMS

EMERGENCY MEDICAL SERVICES

Certificate

Emergency Medical Services
63 Semester Hours

These certificate programs address current practices and concepts of pre-hospital emergency care. Emergency Medical Technicians (EMTs) provide treatment to patients for illness and injury in emergency situations. The Emergency Medical Technician certificate programs offer a comprehensive study of prehospital emergency care training.

Students must be 18 years old and have a high school diploma or GED on file in Student Services. Prospective students need to have a current CPR card or be registered for a CPR class.

Students interested in the intermediate or paramedic certificate are required to meet with the Heartland Community College Program Assistant to Emergency Medical Services prior to registration to complete the "Advanced EMT Certificate Prerequisite Checklist".

Completion of the emergency medical services certificates does not guarantee licensure. All decisions with licensure rest with the Illinois Department of Public Health.

Emergency Medical Technician—Basic
(8 credit hours)
Certificate of Completion
EMT 101  EMT-Basic.................................................................8

Total 8

Clinical Requirements
Criminal background checks are required by all field experience providers. Students will be required to complete a criminal background history at their own expense through a college selected provider prior to any field experience.

Additional supplies, uniforms, and equipment such as stethoscope, scissors, etc., must be purchased by the student prior to the field experience at a cost of approximately $100.

Emergency Medical Technician—Intermediate
(22 credit hours)
Certificate of Completion
EMT 220  EMT-Intermediate I.......................................................11
EMT 221  EMT-Intermediate II.......................................................11
Total 22

Emergency Medical Technician—Paramedic
(33 credit hours)
Certificate of Completion
EMT 230  EMT-Paramedic I..............................................................11
EMT 231  EMT-Paramedic II..............................................................11
EMT 232  EMT-Paramedic III............................................................11
Total 33

Career Potential:

EMT-B
EMT-I
Paramedic
Medical Assistant

With additional education and/or work experience, graduates may find employment as:
EKG Technician
Firefighter
Medical Laboratory Technician
Home Health Aide
HEALTH

Associate in Arts Degree or Associate in Science Degree

Transfer Preparation for Health

This program is designed for students planning to complete their first two years of study leading to a baccalaureate degree and major in Health at a four-year college or university in Illinois.

The following courses are recommended if you choose to begin your college career at one Illinois school and transfer to another and you want to make sure that the courses that you take will count towards a degree at the new school. Remember to consult with your academic advisor early and often in your academic career.

General Education Core Requirements (strongly recommended courses)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 181</td>
<td>Anatomy and Physiology I, with Lab</td>
</tr>
<tr>
<td>CHEM 120</td>
<td>Foundations of Chemistry</td>
</tr>
<tr>
<td>Or</td>
<td></td>
</tr>
<tr>
<td>PHYS 110</td>
<td>Physics in Everyday Life</td>
</tr>
<tr>
<td>COMM 101</td>
<td>Introduction to Oral Communications</td>
</tr>
<tr>
<td>ECON 101</td>
<td>Principles of Microeconomics</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>Composition I</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>Composition II</td>
</tr>
<tr>
<td>MATH 141</td>
<td>Introduction to Statistics</td>
</tr>
<tr>
<td>HUMA 203</td>
<td>Non Western Humanities</td>
</tr>
<tr>
<td>Or</td>
<td></td>
</tr>
<tr>
<td>RELI 215</td>
<td>Major World Religions</td>
</tr>
<tr>
<td>PHIL 114</td>
<td>Ethics</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology</td>
</tr>
<tr>
<td>PSY 209</td>
<td>Human Growth &amp; Development</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td></td>
</tr>
</tbody>
</table>

Required Health Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH 110</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td>HLTH 118</td>
<td>Personal Health and Wellness</td>
</tr>
<tr>
<td>HLTH 120</td>
<td>Nutrition</td>
</tr>
<tr>
<td>And one of the following:</td>
<td></td>
</tr>
<tr>
<td>HLTH 111</td>
<td>Diseases of the Human Body</td>
</tr>
<tr>
<td>HLTH 116</td>
<td>Health Effects of Recreational Drugs</td>
</tr>
<tr>
<td>HLTH 131</td>
<td>Principles of Weight Management</td>
</tr>
<tr>
<td>HLTH 296</td>
<td>Special Topics in Health</td>
</tr>
</tbody>
</table>

Recommended and Other Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 182</td>
<td>Anatomy and Physiology II, with Lab</td>
</tr>
<tr>
<td>CHEM 161</td>
<td>General Chemistry with Lab</td>
</tr>
<tr>
<td>ECON 101</td>
<td>Principles of Microeconomics</td>
</tr>
<tr>
<td>ECON 102</td>
<td>Principles of Macroeconomics</td>
</tr>
<tr>
<td>EDUC 220</td>
<td>Educational Psychology</td>
</tr>
<tr>
<td>GENS 104</td>
<td>Library Research Skills</td>
</tr>
<tr>
<td>HLTH 100</td>
<td>Career Explorations in Health Care</td>
</tr>
<tr>
<td>MATH 131</td>
<td>Explorations in Math</td>
</tr>
<tr>
<td>PHYS 161</td>
<td>College Physics, with Lab</td>
</tr>
<tr>
<td>PSY 223</td>
<td>Human Sexuality</td>
</tr>
</tbody>
</table>

These recommendations are specifically for transfers to Illinois State University Health Information Management and Health Education programs. Students transferring to other Health programs or institutions need to plan their course of study with an academic advisor.

For students transferring to Illinois State University: Health Information Management program requires grades of C or higher in each course; the Health Education program at Illinois State University requires a 2.5 GPA

*This is a suggested list of courses. Students should check with their advisor and the school they plan to transfer to regarding specific requirements.

Career Potential:

With additional education and/or work experience, graduates may find employment as:

Health Information Manager
Physical Education or Health Teacher/Professor
Nurse
Certified Athletic Trainer
Personal Trainer
Wellness Educator/Community Educator
Food Safety Specialist
MEDICAL TRANSCRIPTION

Certificate

**Medical Transcription**

**40 Semester Hours**

The Medical Transcription program is a one-year certificate designed to prepare individuals to use transcribing machines to listen to taped and digitalized recordings of physicians and other health care providers to dictate a variety of medical reports including, but not limited to: patient assessments, diagnostic reports, therapeutic procedure reports, treatment and clinical notes, emergency department visits, operating room reports, chart reviews, history and physicals, discharge summaries and patient instructions.

**Program Prerequisite**

OTEC 101 (or proficiency) Keyboarding .........................1
OTEC 102 (or proficiency) Document Formatting ...............1

**General Education Core Requirements**

BIOL 121 Essentials of Anatomy and Physiology ............4
ENGL 101 Composition I ........................................3

Total 7

**Required Core**

ACSM 155 *Word Processing – MS Word .....................3
HLTH 110 Medical Terminology ..........................3
HLTH 111 Diseases of the Human Body ......................3
HLTH 135 Pharmacology for Health Professionals ........3
HLTH 202 Professional Issues in Health Care ..............3
HLTH 209 Advanced Medical Terminology .................3
HLTH 293 Medical Transcription Practicum ............3
OTEC 112 Records Management ..........................3
OTEC 118 Machine Transcription/Proofreading .........3
OTEC 120 Medical Transcription ..........................3
OTEC 121 Advanced Medical Transcription ............3

Total 33

*ACSM 155 requires prerequisite coursework in the use of microcomputer applications. These prerequisites can be satisfied by taking courses or by passing ACSM placement tests.

**Career Potential:**

*Medical Transcriptionist*

• hospitals
• clinics
• physician’s offices
• long-term care centers
Admission Procedures
The nursing program is a selective admissions program. Applications to the nursing program are processed during the specified application period. Please refer to the nursing program Web site, www.heartland.edu/hhs for specific information about the admission criteria or obtain nursing program admission information from the Student Services Center.

Re-admission Procedures
Any student wishing to re-enroll in the nursing program must follow the procedure outlined in the Nursing Handbook. The nursing faculty will consider each student's application for re-admission, and the decision to re-admit will be based on additional data, prior performance in the nursing program and space availability. Students may be re-admitted to the nursing program only once. All re-admissions are at the discretion of nursing faculty.

Transfer of Nursing Credit
Students seeking to transfer credit received from nursing courses at other institutions will be considered on an individual basis by the nursing faculty. The student may be asked to provide course descriptions, course syllabi, standardized achievement scores and selected data from the course instructor in order to determine placement in the nursing program, subject to availability of space. Since there frequently are differences among nursing programs, students wishing to transfer should be aware that there might be an interruption in program progression.

Career Potential:

Clinic Nurse (Ambulatory Care)
Critical Care Nurse
Emergency Room Nurse
Home Health Nurse
Hospital Staff Nurse
Industrial Nurse
Long Term Care Nurse
Office Nurse
Public Health Nurse
School Nurse

With additional education, graduates may find employment as:
Administrator
Nurse Researcher
Nurse Anesthetist
Nurse Practitioner
Nursing Educator

NURSING

Associate in Applied Science Degree

Associate Degree in Nursing (ADN)
68 Semester Hours

The Associate Degree Nursing program prepares individuals to take the NCLEX-RN exam for licensure as a registered nurse (RN). Registered nurses provide health care to people of all ages and in a variety of health care settings such as hospitals, long-term care facilities, physicians’ offices, home care agencies and community settings. The program is designed for individuals aspiring to a career in nursing, and for nursing assistants and LPNs seeking career advancement in nursing.

(See page 9 for accreditation information.)

The decision to allow an individual to take the NCLEX-RN for licensure or be granted a license after passing the examination rests with the Illinois Department of Financial and Professional Regulation Committee on Nursing. Please see the nursing admission criteria & procedures packet for further information about licensure.

First Semester
NURS 112 Introduction to Nursing ........................................1
NURS 113 Medication Principles for Nurses .................................1
NURS 117 Fundamentals of Nursing ...........................................8
BIOL 181 Anatomy & Physiology I ...........................................4
PSY 101 Introduction to Psychology ...........................................3

Total 17

Second Semester
NURS 122 Community-Based Nursing ....................................1
NURS 134 Nursing Individuals with Chronic Illness ....................5
NURS 135 Nursing Childbearing/Rearing Families .......................5
BIOL 182 Anatomy & Physiology II .........................................4
ENGL 101 Composition I .......................................................3

Total 18

Third Semester
NURS 232 Leadership & Mgmt in Nursing ................................1
NURS 240 Mental Health Nursing ..............................................4
NURS 241 Nursing Care of Individuals with
Acute Health Problems I .....................................................4
BIOL 191 Introductory Microbiology ........................................4
ENGL 102 Composition II .......................................................3

Total 16

Fourth Semester
NURS 242 Contemporary Nursing ..........................................1
NURS 245 Nursing Care of Individuals with
Acute Health Problems II ....................................................5
NURS 246 Nursing Care of Individuals with
Complex Health Problems ...................................................5
SOC 101 Sociology ...............................................................3
COMM 101 Introduction to Oral Communication .........................3

Total 17
Certificate

**Practical Nursing**

**41 Semester Hours**

The Practical Nursing certificate is an extension of the first year of the associate degree program as an exit option. This one-year certificate is designed to prepare individuals to function under the direction of a registered nurse, licensed physician or licensed dentist or podiatrist. As members of the health team, practical nurses provide care to people of all ages and in a variety of health care settings, such as hospitals, long-term care facilities, physicians’ offices and home environments. Individuals completing the practical nursing curriculum meet the educational requirements for taking the NCLEX-PN exam to become a licensed practical nurse (LPN).

This certificate program is a selective admission program. Please review the nursing admission criteria. Students interested in the practical nursing certificate must meet the admission criteria of the associate degree program and complete the requirements of the practical nursing curriculum.

The decision to allow an individual to take the NCLEX-PN for licensure or be granted a license after passing the examination rests with the Illinois Department of Financial and Professional Regulation Committee on Nursing. Please see the nursing admission criteria & procedures packet for further information about licensure.

**First Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>NURS 112</td>
<td>Introduction to Nursing</td>
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<tr>
<td>NURS 113</td>
<td>Medication Principles for Nurses</td>
<td>1</td>
</tr>
<tr>
<td>NURS 117</td>
<td>Fundamentals of Nursing</td>
<td>8</td>
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<tr>
<td>BIOL 181</td>
<td>Anatomy &amp; Physiology I</td>
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<tr>
<td>PSY 101</td>
<td>Introduction to Psychology</td>
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**Second Semester**

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<td>NURS 122</td>
<td>Community-Based Nursing</td>
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<tr>
<td>NURS 134</td>
<td>Nursing Individuals with Chronic Illness</td>
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<tr>
<td>NURS 135</td>
<td>Nursing Childbearing/Rearing Families</td>
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<tr>
<td>BIOL 182</td>
<td>Anatomy &amp; Physiology II</td>
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<td>ENGL 101</td>
<td>Composition I</td>
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**Summer Term**

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<td>NURS 136</td>
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**Admission Procedures**
The nursing program is a selective admissions program. Applications to the nursing program are processed during the specified application period. Please refer to the nursing program Web site, www.heartland.edu/hhs for specific information about the admission criteria or obtain nursing program admission information from the Student Services Center.

**Re-admission Procedures**
Any student wishing to re-enroll in the nursing program must follow the procedure outlined in the Nursing Handbook. The nursing faculty will consider each student’s application for re-admission and the decision to re-admit will be based on additional data, prior performance in the nursing program and space availability. Students may be re-admitted to the nursing program only once. All re-admissions are at the discretion of nursing faculty.

**Transfer of Nursing Credit**
Students seeking to transfer credit received from nursing courses at other institutions will be considered on an individual basis by the nursing faculty. The student may be asked to provide course descriptions, course syllabi, standardized achievement scores and selected data from the course instructor in order to determine placement in the nursing program, subject to availability of space. Since there frequently are differences among nursing programs, students wishing to transfer should be aware that there might be an interruption in program progression.

**Career Potential:**

- Hospital Staff Nurse
- Long Term Care Nurse
- Office Nurse

With additional education, graduates may find employment as:
- Registered Nurse
Certificate

Nursing Assistant
8 Semester Hours

This certificate prepares nursing assistants who provide basic care for patients in hospitals, long-term care centers and in-home health care. The certified nursing assistant is responsible for making basic observations about patients that may involve all body systems and the patient responses to treatment. Documentation and verbal reporting to the nurse are important aspects of the CNA’s work. Thus, good communication skills are a vital part of the CNA course curriculum. The CNA works under the direction and supervision of the nurse, therefore they must be able to receive orders, accept suggestions and follow through with assignments. Compassion, honesty, caring and trustworthiness are all required to work in healthcare.

All students enrolling in NURS 110 must submit to a criminal background check (CBC), which shall include fingerprinting, in accordance with the Illinois Department of Public Health (IDPH) regulations. The CBC paperwork will be completed under the direction of the instructor. A positive CBC will prevent the student from participating in the clinical component of the course, unless an IDPH waiver has been granted.

Requirement
NURS 110 Nursing Assistant

Career Potential:
Certified Nursing Assistant
With additional education, graduates may find employment as: Licensed Practical Nurse Registered Nurse
RADIOGRAPHY

Associate in Applied Science Degree

Radiography
71-72 Semester Hours

The Radiography program is a two year degree program that prepares students for an occupation in the professional field of medical radiography (x-ray technology). Radiography is the medical profession that uses x-rays to make images of the structures of the body. Related imaging modalities include computed tomography, angiography, magnetic resonance imaging, and mammography. Radiography is a specialty within the field of radiologic technology, along with diagnostic medical sonography, nuclear medicine and radiation therapy.

(See page 9 for accreditation information.)

Program Prerequisite
A college level medical terminology course

General Education Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 181</td>
<td>Anatomy &amp; Physiology I</td>
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<tr>
<td>BIOL 182</td>
<td>Anatomy &amp; Physiology II</td>
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Required Core

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<th>Hours</th>
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<tr>
<td>BUSN 130</td>
<td>Computer Apps &amp; Bus Systems Concepts</td>
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<td>RAD 111</td>
<td>Fundamentals of Radiologic Sciences I</td>
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<td>RAD 112</td>
<td>Radiographic Procedures I</td>
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<tr>
<td>RAD 113</td>
<td>Radiography Clinical I</td>
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<tr>
<td>RAD 121</td>
<td>Fundamentals of Radiologic Sciences II</td>
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<tr>
<td>RAD 122</td>
<td>Radiographic Procedures II</td>
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<td>RAD 123</td>
<td>Radiography Clinical II</td>
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<td>RAD 132</td>
<td>Radiographic Procedures III</td>
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<td>RAD 133</td>
<td>Radiography Clinical III</td>
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<tr>
<td>RAD 134</td>
<td>Radiographic Imaging I</td>
<td>3</td>
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<td>RAD 211</td>
<td>Fundamentals of Radiologic Sciences III</td>
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<td>RAD 213</td>
<td>Radiography Clinical IV</td>
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<td>RAD 214</td>
<td>Radiographic Imaging II</td>
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<td>RAD 215</td>
<td>Cross Sectional Anatomy</td>
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<td>RAD 223</td>
<td>Radiography Clinical V</td>
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<td>RAD 233</td>
<td>Radiography Clinical VI</td>
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<td>RAD 234</td>
<td>Radiation Biology &amp; Protection</td>
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<td>RAD 235</td>
<td>Radiographic Pathology</td>
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<td>RAD 236</td>
<td>Radiography Seminar</td>
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</table>

Career Potential:

- Equipment Sales Representative
- Radiation Therapy Technologist

With additional education and/or work experience, graduates may find employment as:
- Bone Densitomitrst
- CT Technologist
- MRI Technologist
- Mammographer
- Special Procedures Technologist
- Nuclear Medicine Technologist
- Ultrasound (Sonographer)
- Radiographic Educator
LOOK CLOSER

Humanities & Fine Arts

- Art
- English
Associate in Arts Degree or Associate in Science Degree

Transfer Preparation for Art

This program is designed for students planning to complete the first two years of study leading to a baccalaureate degree and major in art. Illinois colleges and universities offer two different bachelor's degrees in art: the professional Bachelor of Fine Arts (B.F.A.) degree and the Bachelor of Arts (B.A.) degree with a major in art. At some schools, a B.A. degree requires competency in a foreign language, while the B.F.A. degree does not.

Most four-year institutions require a portfolio review for admission to a Bachelor of Fine Arts program, for registration in a second studio course in a medium and/or for scholarship consideration. The following courses should be selected in consultation with your academic advisor to ensure transferability to another Illinois school. Remember to consult with your academic advisor early and often in your academic career!

Art Core Courses
18 Semester Hours

ART 211 History of Art I
ART 212 History of Art II
ART 214 History of Modern Art
All art history should be completed at the same school.
ART 102 Two-Dimensional Design
ART 103 Three-Dimensional Design
ART 104 Basic Drawing
ART 154 Intermediate Drawing

Completion of the art core courses is recommended before enrolling in these media-specific studio courses. A portfolio review is usually required for transfer.

Media-specific Studio Art Courses
0-6 Semester Hours

ART 204 Life Drawing
ART 180 Beginning Photography
ART 231 Graphic Design I
ART 106 Painting I
ART 105 Ceramics I
ART 145 Sculpture I
ART Printmaking I
ART Jewelry & Metalworking I
ART Fibers I

Select studio art courses in consultation with an academic advisor.

General Education Core
37-41 Semester Hours

General education core requirements can be found on page 22. The minimum number of 60 semester hours of credit are required to earn the A.A. or A.S. degree.

*This is a suggested list of courses. Students should check with their advisor and the school they plan to transfer to regarding specific requirements.

Career Potential:
With additional education and/or work experience, graduates may find employment as:
Advertising Manager
Architect
Art Therapist
Curator
Cartoonist
Designer - fashion, floral, graphic, interior
Teacher/Professor
Associate in Arts Degree or Associate in Science Degree

Transfer Preparation for Art Education

The following courses are recommended if you choose to begin your college career at one Illinois school and later transfer to another and you want to make sure that the courses you take will count towards a degree at the new school. Remember to consult with your academic advisor early and often in your academic career!

Art Core Courses
12 Semester Credits

ART 102 Two Dimensional Design
ART 103 Three Dimensional Design
ART 104 Basic Drawing
ART 154 Intermediate Drawing

Select at least one media-specific studio course from the following in consultation with an advisor. If more than one course is selected, they should be from different media.

Media-specific Studio Courses
3-9 Semester Credits

ART 204 Life Drawing
ART 106 Painting I
ART 105 Ceramics I
ART 145 Sculpture I
ART  Printmaking I
ART  Jewelry and Metalworking I
ART  Fibers
ART 180 Beginning Photography
ART 231 Graphic Design I

Optional
ART  Art Education Observation

General Education Core
37-41 Semester Hours

General education core requirements can be found on page 22. The minimum number of 60 semester hours of credit is required to earn the A.A. or A.S. degree.

*This is a suggested list of courses. Students should check with their advisor and the school they plan to transfer to regarding specific requirements.

Career Potential:

With additional education and/or work experience, graduates may find employment as:
K-12 Art Teacher
Associate in Arts Degree or Associate in Science Degree

Transfer Preparation for English

Bachelor's degree programs in English generally emphasize the study of literature and literary criticism. Some universities also offer specialization in creative or technical writing and/or programs to prepare students for certification as a high school English teacher. Students should consult the current major requirements of the colleges or universities to which they plan to transfer. If a program does not offer a particular course from the list, or does not offer it at the lower-division level, the transfer student will receive credit towards graduation for the course, but may not receive major credit. Remember to consult your academic advisor early and often!

Competency in a Foreign Language
12-16 Semester Credits

Competency in a single foreign language through the third or fourth college semester is required.

English Major Courses
3-9 Semester Credits

ENGL 231 American Literature I
ENGL 232 American Literature II
ENGL 241 Survey of British Literature I
ENGL 242 Survey of British Literature II

In addition to the above courses, or in place of one of them, select one course from the following genre courses:

ENGL 114 Understanding Poetry
ENGL 113 Understanding Drama
ENGL 112 Understanding Fiction

A few universities require a multicultural or human diversity course within the English major. Consult with your academic advisor as to the transferability of the following course:

ENGL 254 African-American Literature

A few universities offer a specialization in creative writing. Consult your academic advisor about this requirement.

General Education Core Courses
37-41 Semester Hours

General education core requirements can be found on page 22. The minimum number of 60 semester hours of credit are required to earn the A.A. or A.S. degree.

*This is a suggested list of courses. Students should check with their advisor and the school they plan to transfer to regarding specific requirements.
Math & Science Degree/Certificate Programs

- Agriculture
- Biology
- Chemistry
- Mathematics
- Engineering
Associate in Arts Degree or Associate in Science Degree

Transfer Preparation for Agriculture

This program is designed for students planning to complete the first two years of study leading to a baccalaureate degree and major in agribusiness, animal sciences, crop and soil science, horticulture, agricultural mechanization or agriculture education at a four-year college or university. HCC has entered into a cooperative agreement with Illinois State University to provide AGRI instruction.

Students must see an academic advisor in the Student Services Center for admission, residency and registration in AGRI courses. Advisors can assist in selecting courses specific to the specialty within the major.

Suggested Agriculture Core Courses
12-16 Semester Hours

- AGRI 110 Introductory Agricultural Economics (AG 901)
- AGRI 120 Introductory Horticulture
- AGRI 130 Introduction to Agricultural Engineering Technology (AG 906)
- AGRI 150 Principles of Agronomy (AG 903)
- AGRI 157 Soil Science (AG 904)
- AGRI 170 Introduction to Animal Science (AG 902)

Other Agriculture Articulated Courses
AGRI 190 Introduction to Agricultural Education (AG 911)

These courses will be accepted in transfer by baccalaureate schools, but they may or may not substitute for professional coursework required for the major. The courses will be accepted as general electives if not accepted as core or elective courses in the major.

General Education Core Courses
37-41 Semester Hours

General education core requirements can be found on page 22. The minimum number of 60 semester hours of credit are required to earn the A.A. or A.S. degree.

*This is a suggested list of courses. Students should check with their advisor and the school they plan to transfer to regarding specific requirements.

Career Potential:

With additional education and/or work experience, graduates may find employment as:
Accountant
Agronomist
Animal Nutritionist
Commodity Trader
Dealer Sales Manager
Dealership Manager
Dealership Owner/Operator
Environmental Planning
Equipment Designer
Farm Manager
Food Scientist
Greenskeeper
Horticulturist
International Trader
Landscape Designer
Market Advisor
Policy Analyst
Sales/Marketing
Teacher/Professor
Veterinary Medicine
BIOLOGY

Associate in Arts Degree or Associate in Science Degree

Transfer Preparation for Biological Sciences

Baccalaureate biological science programs are diverse. Some programs emphasize cell and molecular biology, whereas others emphasize organismal, ecological and evolutionary biology. Research universities offer specific programs of study, optional tracks or specializations within biology. Remember to consult your academic advisor early and often!

Biological Sciences Core Courses
8 Semester credits

BIOL 161 Principles of Biology I (BIOL 910)
and
BIOL 162 Principles of Biology II (BIOL 910)

These also fulfill the Illinois transferable general education core curriculum life sciences requirement. Biological sciences core courses may be taken in reverse order since some schools offer the cellular and molecular emphasis in the first biology course for the major and organismal biology in the second. To guarantee credit, students must complete the entire course sequence at the same school before transfer.

Supporting Science Courses
16 semester credits

CHEM 161 General Chemistry I (CHEM 911)
CHEM 162 General Chemistry II (CHEM 912)
PHYS 161 College Physics I
PHYS 162 College Physics II

Biological Sciences or Other Elective Courses
3-10 semester credits

Students selecting further coursework in biology should consult an advisor. Field courses in biology/botany and comparative vertebrate anatomy are biology electives that offer reasonable probability of transfer in the major, depending upon the student’s choice of biology specialization and the baccalaureate school. Courses such as microbiology and human anatomy and physiology sometimes will transfer for credit in allied health majors, but most often do not transfer as biology major credit.

General Education Core Courses
37-41 Semester Hours

General education core requirements can be found on page 22. The minimum number of 60 semester hours of credit are required to earn the A.A. or A.S. degree.

*This is a suggested list of courses. Students should check with their advisor and the school they plan to transfer to regarding specific requirements.

Career Potential:

With additional education and/or work experience, graduates may find employment as:
- Aquatic Biologist
- Biologist
- Biotechnology Lab Technician
- Ecologist
- Environmental Engineer
- Forensic Pathologist
- Geneticist
- Hydrologist
- Microbiologist
- Nuclear Medical Technician
- Physical Therapist
- Sanitarian
- Teacher/Professor
Associate in Arts Degree or Associate in Science Degree

Transfer Preparation for Chemistry

Bachelor's degree programs in chemistry are built on an in-depth foundation of sequential coursework in science and math, while upper-division courses provide the preparation necessary for graduate studies and/or work in industry.

The following courses are recommended if you choose to begin your college career at one Illinois school and later transfer to another and you want to make sure that the courses you take will count towards a degree at the new school. Remember to consult with your academic advisor early and often in your academic career!

Supporting Courses
MATH 162 Calculus II (MTH 902)
PHYS 162 College Physics II

Chemistry Core Courses
CHEM 161 General Chemistry I (CHM 911)
CHEM 162 General Chemistry II (CHM 912)
CHEM 241 Organic Chemistry I
CHEM 242 Organic Chemistry II

Other Prerequisite Courses
MATH 163 Calculus III (MTH 903)

Some schools require completion of Calculus III and Physics III before students can begin physical chemistry, a third-year course.

General Education Core Courses
37-41 Semester Hours

General education core requirements can be found on page 22. The minimum number of 60 semester hours of credit are required to earn the A.A. or A.S. degree.

*This is a suggested list of courses. Students should check with their advisor and the school they plan to transfer to regarding specific requirements.

Career Potential:

With additional education and/or work experience, graduates may find employment as:
Analytical Chemist
Biochemist
Biotechnologist
Chemistry Teacher
Dentist
Environmental Technician
Forensic Specialist
Industrial Health Engineer
Pharmacist
Research Chemist
Sanitarian
Teacher/Professor
Veterinarian
Associate in Arts Degree or Associate in Science Degree

Transfer Preparation for Clinical Laboratory Science

Clinical laboratory scientists play an important role in detection, diagnosis and treatment of many diseases. To be a certified clinical laboratory scientist, you need either a bachelor’s degree from an accredited clinical laboratory science program or a bachelor’s degree in biology or chemistry with extensive work experience. You must pass a nationally recognized certification examination in CLS. Baccalaureate programs in the field are called clinical laboratory science or medical laboratory science or medical technology and prepare students to perform complex analyses and manage the laboratory.

Prerequisite Courses
24 Semester Hours

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<td>BIOL 191</td>
<td>Introduction to Microbiology</td>
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<tr>
<td>CHEM 162</td>
<td>General Chemistry II (CHM 912)</td>
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Select 2

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<tr>
<td>BIOL 181</td>
<td>Anatomy &amp; Physiology I</td>
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<td>BIOL 182</td>
<td>Anatomy &amp; Physiology II</td>
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<td>BIOL 161</td>
<td>Principles of Biology I (BIO 910)</td>
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<td>BIOL 162</td>
<td>Principles of Biology II (BIO 910)</td>
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<td>CHEM 242</td>
<td>Organic Chemistry II</td>
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<td>Biochemistry</td>
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General Education Core Courses
37-41 Semester Hours

General education core requirements can be found on page 22. The minimum number of 60 semester hours of credit are required to earn the A.A. or A.S. degree.

*This is a suggested list of courses. Students should check with their advisor and the school they plan to transfer to regarding specific requirements.

Career Potential:

With additional education and/or work experience, graduates may find employment as:
- Medical Technologist
- Medical Microbiologist
- Laboratory Computer Sales or Training Specialist
- Laboratory Sales/Product Representative
- Instrument Service Technician
- Quality Control Officer
- Biomedical Instrument Specialist
- Clinical Research Associate
- Safety Officer
- Laboratory Science Instructor/Trainer
Transfer Preparation for Mathematics

Bachelor's degree programs in mathematics prepare students with diverse career goals by developing rigorous, logical thinking, an appreciation and familiarity with complex structures and algorithms and the ability to learn technical material and abstract concepts.

The following courses are recommended if you choose to begin college at one Illinois school and later transfer to another and if you want to make sure your courses count towards a degree at your new school. Remember to consult your academic advisor early and often!

Mathematics Major Core Courses
11-14 Semester Credits

- MATH 161 Calculus I (MTH 901)
- MATH 162 Calculus II (MTH 902)
- MATH 163 Calculus III (MTH 903)

One additional mathematics course from below (with linear algebra preferred):

- MATH 271 Linear Algebra (MTH 911)
- MATH 272 Differentiated Equations (MTH 912)

Additional Recommended Courses
3-4 Semester Credits

- CSCI 171 Computing for Engineering and Science
- PHYS 171 Mechanics

These courses will transfer to bachelor's degree granting colleges and universities, although students are advised to check with an advisor to determine whether it will transfer as coursework in the major or as general elective coursework.

General Education Core Courses
37-41 Semester Hours

General education core requirements can be found on page 22. The minimum number of 60 semester hours of credit are required to earn the A.A. or A.S. degree.

*This is a suggested list of courses. Students should check with their advisor and the school they plan to transfer to regarding specific requirements.
ENGINEERING

Associate in Engineering Science

Engineering Science (A.E.S.)
62 Semester Hours

The Associate in Engineering Science is a two-year program designed to prepare students to transfer as a junior in a baccalaureate-engineering program. The A.E.S. represents the first two years of a typical four-year program. During the two years of the A.E.S. program, students will complete the core courses for most engineering programs including math, physics, chemistry and engineering mechanics. After completing the A.E.S. program, remaining requirements to earn a baccalaureate degree typically include program/department-specific electives.

Upon completion of this program, students will be able to transfer as a junior in a baccalaureate engineering program, having met core requirements common to most engineering programs.

General Education Requirements
ENGL 101 Composition I .................................................. 3
ENGL 102 Composition II .................................................. 3
Social Science Electives ...................................................... 3
Humanities Electives ........................................................ 3

Total 12

Required Prerequisite Courses
CHEM 161 General Chemistry I ........................................ 5 (CHEM 911)
CSCI 171 Computing for Engineering and Science ................. 3
MATH 161 Calculus I ......................................................... 4 (MTH 901)
MATH 162 Calculus II ....................................................... 4 (MTH 902)
MATH 163 Calculus III ..................................................... 4 (MTH 903)
MATH 272 Differential Equations ....................................... 4 (MTH 912)
PHYS 171 Mechanics .......................................................... 4
PHYS 172 Electricity & Magnetism ...................................... 4

Total 32

Engineering Course Requirements
CHEM 162 General Chemistry II .......................................... 5 (CHM 912)
ENGR 110 Engineering Graphics ....................................... 3 (EGR 941)
PHYS 173 Fluids & Thermal Physics .................................... 2 (EGR 913)
PHYS 174 Quantum Physics .............................................. 2

Total 12

Specialty Course Requirements
(complete ONE set listed below)
*Set I
CHEM 241 Organic Chemistry I ........................................... 5
CHEM 242 Organic Chemistry II .......................................... 5

*Set II
ENGR 271 Engineering Mechanics: Statics ......................... 3 (EGR 942)
ENGR 272 Engineering Mechanics: Dynamics ...................... 3 (EGR 943)

*Set III
Electrical Circuits ............................................................ 4
Digital Circuits ............................................................. 4

Total 6 Min Needed

*Specialty courses may be completed at the institution to which a student intends to transfer. (Credit must be transferred back to HCC to meet A.E.S. program requirements.)

Career Potential:
With additional education and/or work experience, graduates may find employment as:
Aerospace Engineer
Agricultural and Biological Engineer
Bioengineer
Biomolecular Engineer
Chemical Engineer
Civil Engineer
Computer Engineer
Computer Programmer
Electrical Engineer
Engineering Manager
Environmental Engineer
Industrial Engineer
Materials Science and Engineer
Mechanical Engineer
Nuclear Engineer
Radiological Engineer
Physicist
Patent Attorney
Technical Sales/Marketing Representative
Social & Business Sciences
Degree/Certificate Programs

- Business
- Education
- History
- Life & Health Insurance
- Political Science
- Psychology
- Social Work
- Sociology
Associate in Arts Degree or Associate in Science Degree

Transfer Preparation for Business

This program is designed for students planning to complete the first two years of study leading to a baccalaureate degree and major in areas such as accounting, business administration, business information systems, business teacher education, entrepreneurship, finance, human resource management, insurance, international business, marketing and management.

A typical associate in arts or associate in science degree includes a minimum of 60 credit hours. However, business transfer preparation often requires additional coursework depending on the receiving school. Students should consult an academic advisor to determine the specific requirements of the transfer institution they plan to attend.

Business Core Courses
31 Semester Hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 200</td>
<td>Financial Accounting (BUS 903)</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 201</td>
<td>Managerial Accounting (BUS 904)</td>
<td>4</td>
</tr>
<tr>
<td>BUSN 110</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 130</td>
<td>Computer Application &amp; Business Systems</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Concepts</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 210</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>ECON 101*</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 102*</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 142*</td>
<td>Business Statistics (BUS 901)</td>
<td>4</td>
</tr>
<tr>
<td>MATH 151*</td>
<td>Calculus for Business &amp; Social Science</td>
<td>4</td>
</tr>
</tbody>
</table>

General Education Core
37-41 Semester Hours

General education core requirements can be found on page 22. A minimum of 60 semester hours of credit are required to earn the A.A. or A.S. degree.

*Students planning on a major in business need to complete ECON 101 and 102 as part of their social and behavioral science general education requirements and MATH 142 and MATH 151 for the mathematics general education requirements. Courses are to be selected with the assistance and consent of an academic advisor to ensure completion of concentration and/or transferability towards the student’s major and minor fields of study.

This is a suggested list of courses. Students should check with their advisor and the school they plan to transfer to regarding specific requirements.

Career Potential:

With additional education and/or work experience, graduates may find employment as:
- Account Executive
- Advertising Manager
- Business Manager
- Customer Service Manager
- Financial Planner/Analyst
- Human Resource Manager
- Loan Officer
- Personnel Manager
- Personnel Recruiter
- Sales Manager
- Trust Officer
Certificate

**Accounting Foundations**

**18-19 Semester Hours**

Students completing this certificate will be prepared to meet the challenges of a growing technical area in many large companies. This certificate prepares the student for entry level positions in accounting, bookkeeping and auditing.

**Certificate Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 130</td>
<td>Computerized Accounting Applications</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 200</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 201</td>
<td>Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUSN 130</td>
<td>Computer Applications &amp; Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 145</td>
<td>Workforce Preparation</td>
<td>1</td>
</tr>
<tr>
<td>BUSN 150</td>
<td>Customer Relations</td>
<td>1</td>
</tr>
<tr>
<td>Selected Electives*</td>
<td></td>
<td>2-3</td>
</tr>
</tbody>
</table>

*Elective hours should be chosen from any accounting (ACCT), business technology (ACSM), business (BUSN), or office technology (OTEC) course(s).

**Career Potential:**

Accounting Specialist  
Bookkeeper  
Payroll Assistant

With additional education and/or work experience, graduates may find employment as:  
Accountant  
Auditor
Certificate

**Business Essentials**
**16 Semester Hours**

Students with this occupational certificate will be prepared to meet initial challenges of many available jobs. Participants who complete the program will be prepared to enter the workforce in office and other business environments.

**Certificate Requirements:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACSM 101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 110</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 115</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 145</td>
<td>Workforce Preparation</td>
<td>1</td>
</tr>
<tr>
<td>BUSN 150</td>
<td>Customer Relations</td>
<td>1</td>
</tr>
<tr>
<td>OTEC 101</td>
<td>Keyboarding</td>
<td>1</td>
</tr>
<tr>
<td>OTEC 102</td>
<td>Document Formatting</td>
<td>1</td>
</tr>
<tr>
<td>Selected Electives*</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

*Elective hours should be chosen from the following list:

- ACSM 135  Spreadsheets - Microsoft Excel................. 3
- ACSM 155  Word Processing - Microsoft Word................ 3

(Or select course(s) related to chosen work area)

---

**Career Potential:**

- Secretary
- Program Assistant
- Data Entry
- Word Processor
- Office Clerk
- Office Assistant
- Receptionist
- Staff Assistant
- Customer Service
## Associate in Applied Science Degree

### Business Technology

**62-67 Semester Hours**

This Associate in Applied Science degree prepares students to specialize in business technology. The student receives extensive hands-on experience in application packages. Employment positions for graduates include administrative assistants, office managers, and jobs requiring technological proficiency and critical thinking such as actuarial and financial assistants.

### General Education Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 101</td>
<td>Introduction to Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>Math Elective</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Science Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 16**

### Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 120</td>
<td>Small Business Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 130</td>
<td>Computerized Accounting Applications</td>
<td>3</td>
</tr>
<tr>
<td>ACSM 101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ACSM 120</td>
<td>Microcomputers in Office Management</td>
<td>3</td>
</tr>
<tr>
<td>ACSM 125</td>
<td>Presentation Graphics - MS PowerPoint</td>
<td>1</td>
</tr>
<tr>
<td>ACSM 135</td>
<td>Spreadsheets - Excel for Windows</td>
<td>3</td>
</tr>
<tr>
<td>ACSM 145</td>
<td>Database Applications - Microsoft Access</td>
<td>3</td>
</tr>
<tr>
<td>ACSM 155</td>
<td>Word Processing - MS Word</td>
<td>3</td>
</tr>
<tr>
<td>ACSM 167</td>
<td>Desktop publishing – Adobe InDesign</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 110</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 115</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 145</td>
<td>Workforce Preparation</td>
<td>1</td>
</tr>
<tr>
<td>BUSN 150</td>
<td>Customer Relations</td>
<td>1</td>
</tr>
<tr>
<td>OTEC 101</td>
<td>Keyboarding</td>
<td>1</td>
</tr>
<tr>
<td>OTEC 102</td>
<td>Document Formatting</td>
<td>1</td>
</tr>
<tr>
<td>OTEC 104</td>
<td>Office Simulation</td>
<td>1</td>
</tr>
<tr>
<td>OTEC 112</td>
<td>Records Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 39**

### Electives*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 104</td>
<td>Basic Drawing**</td>
<td>3</td>
</tr>
<tr>
<td>ART 231</td>
<td>Graphic Design I**</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 210</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 220</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 223</td>
<td>Human Resources Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 230</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 250</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 299</td>
<td>Internship in Business &amp; ACSM</td>
<td>1-6</td>
</tr>
<tr>
<td>COMM 130</td>
<td>News and Feature Writing**</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 110</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>DMED 101</td>
<td>Introduction to Digital Media</td>
<td>3</td>
</tr>
<tr>
<td>DMED 110</td>
<td>Web Page Development</td>
<td>3</td>
</tr>
<tr>
<td>DMED 120</td>
<td>Computer Imaging and Design</td>
<td>3</td>
</tr>
<tr>
<td>NETW 151</td>
<td>PC Hardware Maintenance &amp; Repair</td>
<td>3</td>
</tr>
<tr>
<td>OTEC 118</td>
<td>Machine Transcription and Proofreading</td>
<td>3</td>
</tr>
<tr>
<td>OTEC 140</td>
<td>Office Procedures</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 7-12**

*Additional electives may be available with departmental approval.

**Students wishing to specialize in desktop publishing must choose among these courses as electives.

### Career Potential:

- Administrative Assistant
- Executive Secretary
- Office Manager
- Actuarial Technician
Certificate

**Business Technology**

*34-36 Semester Hours*

The certificate in business technology prepares students to specialize in jobs requiring the use of computers and other business technologies including, but not limited to, the following: receptionist, office clerk, office manager and administrative assistant. The student receives extensive hands-on experience in application packages. The courses included in completion of the certificate are accepted toward the completion of the Associate in Applied Science degree in business technology.

### Core Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 120</td>
<td>Small Business Accounting Applications</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 130</td>
<td>Computerized Accounting Applications</td>
<td>3</td>
</tr>
<tr>
<td>ACM 101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ACM 120</td>
<td>Microcomputers in Office Management</td>
<td>3</td>
</tr>
<tr>
<td>ACM 125</td>
<td>Presentation Graphics - MS PowerPoint</td>
<td>1</td>
</tr>
<tr>
<td>ACM 135</td>
<td>Spreadsheets - Excel for Windows</td>
<td>3</td>
</tr>
<tr>
<td>ACM 155</td>
<td>Word Processing - MS Word</td>
<td>3</td>
</tr>
<tr>
<td>ACM 167</td>
<td>Desktop Publishing – Adobe InDesign</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 110</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 115</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 145</td>
<td>Workforce Preparation</td>
<td>1</td>
</tr>
<tr>
<td>BUSN 150</td>
<td>Customer Relations</td>
<td>1</td>
</tr>
<tr>
<td>OTEC 101</td>
<td>Keyboarding</td>
<td>1</td>
</tr>
<tr>
<td>OTEC 102</td>
<td>Document Formatting</td>
<td>1</td>
</tr>
<tr>
<td>OTEC 104</td>
<td>Office Simulation</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>33</strong></td>
</tr>
</tbody>
</table>

### Electives*

Choose from the following list of recommended electives:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACM 145</td>
<td>Database Applications - Microsoft Access</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 210</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 220</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 223</td>
<td>Human Resources Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 230</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 250</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 299</td>
<td>Internship in Business &amp; ACSM</td>
<td>1-6</td>
</tr>
<tr>
<td>HTH 110</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>DMED 101</td>
<td>Introduction to Digital Media</td>
<td>3</td>
</tr>
<tr>
<td>DMED 110</td>
<td>Web Page Development</td>
<td>3</td>
</tr>
<tr>
<td>DMED 120</td>
<td>Computer Imaging and Design</td>
<td>3</td>
</tr>
<tr>
<td>NETW 150</td>
<td>Workstation Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>NETW 151</td>
<td>PC Hardware Maintenance &amp; Repair</td>
<td>3</td>
</tr>
<tr>
<td>NETW 160</td>
<td>Introduction to Networking</td>
<td>3</td>
</tr>
<tr>
<td>OTEC 118</td>
<td>Machine Transcription and Proofreading</td>
<td>3</td>
</tr>
<tr>
<td>OTEC 140</td>
<td>Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>1-3</strong></td>
</tr>
</tbody>
</table>

*Additional electives may be available with departmental approval.

---

**Career Potential:**

- Administrative Assistant
- Data Entry Information Clerk
- Financial Clerk
- Office Clerical Staff
- Processing Worker
- Receptionist
- Secretary
Certificate

**Office Basics**

**20 Semester Hours**

The Office Basics certificate program prepares students to effectively work in office administration and support positions. Students enrolled in the program will learn technical, administrative, interpersonal, organizational, and communication skills. Students will receive training in computers and other office machines, keyboarding, accounting, communications, customer relations, and records management. This certificate equips students for immediate entry-level employment or job advancement.

**Core Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 120</td>
<td>Small Business Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACSM 101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ACSM 120</td>
<td>Microcomputers in Office Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 115</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 145</td>
<td>Workforce Preparation</td>
<td>1</td>
</tr>
<tr>
<td>BUSN 150</td>
<td>Customer Relations</td>
<td>1</td>
</tr>
<tr>
<td>OTEC 101</td>
<td>Keyboarding</td>
<td>1</td>
</tr>
<tr>
<td>OTEC 102</td>
<td>Document Formatting</td>
<td>1</td>
</tr>
<tr>
<td>OTEC 104</td>
<td>Office Simulation</td>
<td>1</td>
</tr>
<tr>
<td>OTEC 112</td>
<td>Records Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**Career Potential:**

- Secretary
- Program Assistant
- Data Entry
- Word Processor
- Office Clerk
- Office Assistant
- Receptionist
- Staff Assistant
- Customer Service
- Legal Office Assistant/Administrator
- Medical Office Assistant/Administrator
- Personal Assistant
- Bookkeeper/Accounting Clerk

*With additional education and/or work experience, graduates may find employment as:*
Certificate

**Small Business Management**

32 Semester Hours

The certificate in small business management is designed to improve and enhance the general business skills of small business managers and entrepreneurs. The curriculum includes classes in business communications, accounting, computer skills, taxes, customer relations, human resource management, marketing, financial planning and small business management. The program is designed to serve managers and small business owners in a variety of occupations such as residential contracting, restaurants and catering, real estate, personal service industries, retailing, automobile repair, landscaping and other occupations. This program is intended for individuals employed as managers or owners of small businesses who could benefit from additional education to enhance their business skills, for those interested in obtaining business skills prior to the opening of their own business, and for students interested in seeking office management positions within small businesses.

**Core Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 120</td>
<td>Small Business Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 140</td>
<td>Small Business Taxes</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 110</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 115</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 220</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 230</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 240</td>
<td>Financial Planning and Budgeting</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 250</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**Selected Electives* **

*Elective hours should be chosen from the following list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 130</td>
<td>Computerized Accounting Applications</td>
<td>3</td>
</tr>
<tr>
<td>ACSM 120</td>
<td>Microcomputers in Office Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 130</td>
<td>Computer Apps &amp; Business Systems</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 145</td>
<td>Workforce Preparation</td>
<td>1</td>
</tr>
<tr>
<td>BUSN 150</td>
<td>Customer Relations</td>
<td>1</td>
</tr>
<tr>
<td>BUSN 170</td>
<td>Supervision</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 180</td>
<td>Principles of Selling</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 210</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 223</td>
<td>Human Resources Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 299</td>
<td>Internship in Business and ACSM</td>
<td>1-6</td>
</tr>
</tbody>
</table>

**Career Potential:**

- Business Owner/Entrepreneur
- Business Consultant
- Department Manager
- Manager of Small Business
- Merchandising Manager
- Personnel Manager
- Sales Representative/Associate
Associate in Applied Science Degree

Paraprofessional Educator
63-68 Semester Hours

The paraprofessional educator degree prepares students for positions as teacher assistants and teacher aides. The degree will help current as well as future paraprofessionals meet the No Child Left Behind requirements for success in working with children in special education and regular classrooms.

General Education Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 114</td>
<td>Contemporary Biology</td>
<td>4</td>
</tr>
<tr>
<td>or MATH 131</td>
<td>Explorations in Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>COMM 101</td>
<td>Introduction to Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>or ENGL 102</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>HIST 135</td>
<td>U.S. History to 1865</td>
<td>3</td>
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<tr>
<td>or HIST 136</td>
<td>History of the U.S. Since 1865</td>
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<tr>
<td>HUMA 203</td>
<td>Non-Western Humanities</td>
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<tr>
<td>PSY 101</td>
<td>Introduction to Psychology</td>
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Total 21-22

Professional Education Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>EDUC 101</td>
<td>Introduction to Education</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 105</td>
<td>Students with Disabilities</td>
<td>3</td>
</tr>
<tr>
<td>or CHLD 207</td>
<td>Exceptional Child</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 220</td>
<td>Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>and/or PSY 209</td>
<td>Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 208</td>
<td>Principles of Reading</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 209</td>
<td>Language Arts in Elementary School</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 200</td>
<td>Using Technology in Education</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 118</td>
<td>Children’s Literature</td>
<td>3</td>
</tr>
<tr>
<td>MATH 135</td>
<td>Mathematics for Elementary Teachers I</td>
<td>3</td>
</tr>
<tr>
<td>or MATH 136</td>
<td>Mathematics for Elementary Teachers II</td>
<td>3</td>
</tr>
<tr>
<td>or MATH 141</td>
<td>Introduction to Statistics</td>
<td>4</td>
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</tbody>
</table>

Total 24-28

Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 101</td>
<td>Introduction to Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ART 211</td>
<td>History of Art I</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 120</td>
<td>Fundamentals of Chemistry</td>
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</tr>
<tr>
<td>CHLD 101</td>
<td>Introduction to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>CHLD 202</td>
<td>Health, Safety, and Nutrition for the Young Child</td>
<td>3</td>
</tr>
<tr>
<td>CHLD 209</td>
<td>Child, Family and Community</td>
<td>3</td>
</tr>
<tr>
<td>EASC 121</td>
<td>Introduction to Earth Science</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 135</td>
<td>The Multicultural Classroom</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 111</td>
<td>Introduction to Literature</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 120</td>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>MUSI 150</td>
<td>Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 110</td>
<td>Physics in Everyday Life</td>
<td>3</td>
</tr>
<tr>
<td>PSY 203</td>
<td>Abnormal Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 135</td>
<td>Sociology of Marriage and Family</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 101</td>
<td>Spanish I</td>
<td>4</td>
</tr>
</tbody>
</table>

Total 18

Career Potential:

Teacher Assistant

With additional education, graduates may find employment as:
P-12 Teacher
The Associate of Arts in Teaching - Secondary Mathematics degree provides the necessary initial preparation for transfer at the junior level into a teacher education program at a four-year college or university in Illinois. The components of this degree include: 62-64 credit hours in general education, professional education and mathematics courses, a minimum of 15 classroom observation hours at the different P-12 levels of schools, and guidance for successfully passing the Illinois Basic Skills Test. Students in this degree program will also create and maintain an electronic portfolio that will contain artifacts that demonstrate completion of the standards at the level appropriate for transfer into a teacher education program.

* Students who plan to become certified to teach must pass the Illinois Basic Skills Test prior to transferring to a 4-year college or university.

**General Education Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>Composition II</td>
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</tr>
<tr>
<td>COMM 101</td>
<td>Introduction to Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>MATH 141</td>
<td>Introduction to Statistics</td>
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<tr>
<td>BIOL 114</td>
<td>Contemporary Biology</td>
<td>4</td>
</tr>
<tr>
<td>EASC 121</td>
<td>Introduction to Earth Science</td>
<td>3</td>
</tr>
<tr>
<td>HUMA 101</td>
<td>Introduction to Humanities</td>
<td>3</td>
</tr>
<tr>
<td>MUSI 150</td>
<td>Music Appreciation</td>
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<tr>
<td>ART 150</td>
<td>Art Appreciation</td>
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<tr>
<td>POS 101</td>
<td>American Government and Politics</td>
<td>3</td>
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<tr>
<td>HIST 136</td>
<td>History of the U.S. Since 1865</td>
<td>3</td>
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<td>PSY 101</td>
<td>Introduction to Psychology</td>
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<tr>
<td>SOC 101</td>
<td>Sociology</td>
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**Total 41**

**Professional Education Core Requirements**

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>EDUC 101</td>
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<tr>
<td>MATH 161</td>
<td>Calculus I</td>
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</tr>
<tr>
<td>MATH 162</td>
<td>Calculus II</td>
<td>4</td>
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<tr>
<td>MATH 163</td>
<td>Calculus III</td>
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**Total 15**

**Recommended Electives**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EDUC 135</td>
<td>The Multicultural Classroom</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 200</td>
<td>Using Technology in Education</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 105</td>
<td>Students with Disabilities</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 220</td>
<td>Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 209</td>
<td>Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>MATH 271</td>
<td>Linear Algebra*</td>
<td>4</td>
</tr>
<tr>
<td>MATH 272</td>
<td>Differential Equations*</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total 6-8**

*Students who initially place into Calculus II may take one of these courses.

**Career Potential:**

**Teacher Assistant**

With additional education and/or work experience, graduates may find employment as:

**Secondary Mathematics Teacher**
HISTORY

Associate in Arts Degree or Associate in Science Degree

Transfer Preparation for History

Students wanting to major in history may have a choice of earning a B.A. or a B.S. degree, depending on the university they attend. A history major may also pursue a program leading to state certification as a high school (6-12) history teacher.

The courses below are recommended for students planning to transfer into a baccalaureate history program, including into a program leading to state certification as a high school history teacher. Since admission may be competitive, completing the recommended courses does not guarantee admission.

History Core Courses
12 Semester Hours
HIST 135 History of the US to 1865
HIST 136 History of the US since 1865
HIST 101 History of Western Civilization to 1500
HIST 102 Western Civilization Since 1500

Since schools divide historical periods differently across courses, students should complete course sequences at the same school.

Other History Courses
Additional history courses (such as third-world or non-Western civilization) may transfer either for history major credit or as general education credit, depending on the school.

Related Courses
Students who have decided upon a minor field are encouraged to complete one or more courses in the minor. Students planning to seek high school (6-12) teacher certification are encouraged to complete one or more professional education courses.

A Single Foreign Language
Up to 12 Semester Hours
Competency through the second, third, or fourth semester of a single foreign language is required for the B.A. degree in history in some schools and for all majors in the College of Arts and Sciences at other schools. Ask about the foreign language requirement of the schools you are considering and complete the required foreign language courses before transfer.

General Education Core
37-41 Semester Hours
General education core requirements can be found on page 22. A minimum of 60 semester hours of credit are required to earn the A.A. or A.S. degree.

This is a suggested list of courses. Students should check with their advisor and the school they plan to transfer to regarding specific requirements.

Career Potential:

With additional education and/or work experience, graduates may find employment as:
- Anthropologist
- Archivist
- Correspondent
- News Editor
- Historian
- Lawyer
- Librarian
- Teacher

www.heartland.edu
Associate in Applied Science Degree

Life and Health Insurance
60-62 Semester Hours

Life and health insurance courses are intended to provide individuals with the knowledge and skills necessary to succeed in the life and health insurance and financial services industries. These courses will serve persons seeking employment, individuals currently employed and professionals continuing their education to meet the requirements of state licensing or professional societies. Students in the program will develop a foundation of knowledge of life/health insurance principals. Courses in the latter part of the program will cover topics including insurance administration, information systems, economics and investment, accounting, finance and management. Specific knowledge about each of these topics will provide students with a detailed understanding of the life/health insurance industry. The A.A.S. degree includes a portion of general education courses. The general education courses are Illinois Articulation Initiative (IAI) approved courses that transfer to any participating four-year Illinois institution. The life and health insurance courses correspond to Life Office Management Association (LOMA) courses. The Associate in Applied Science prepares students for 10 LOMA examinations which, collectively, lead to the professional designation of Fellow, Life Management Institute (FLMI) granted by LOMA.

Core Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSR 115</td>
<td>Life and Health Insurance I</td>
<td>3</td>
</tr>
<tr>
<td>INSR 116</td>
<td>Life and Health Insurance II</td>
<td>3</td>
</tr>
<tr>
<td>INSR 140</td>
<td>Legal Aspects of Life and Health Insurance</td>
<td>3</td>
</tr>
<tr>
<td>INSR 150</td>
<td>Marketing Life and Health Insurance</td>
<td>3</td>
</tr>
<tr>
<td>INSR 160</td>
<td>Information Management in Insurance</td>
<td>3</td>
</tr>
<tr>
<td>INSR 170</td>
<td>Economics and Investments</td>
<td>3</td>
</tr>
<tr>
<td>INSR 180</td>
<td>Accounting for Life and Health Insurance</td>
<td>3</td>
</tr>
<tr>
<td>INSR 190</td>
<td>Insurance Administration</td>
<td>3</td>
</tr>
<tr>
<td>INSR 200</td>
<td>Finance in Life and Health Insurance</td>
<td>3</td>
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<tr>
<td>ACSM 101</td>
<td>Introduction to Microcomputers</td>
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<td>ACSM 120</td>
<td>Microcomputers in Office Management</td>
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<tr>
<td>BUSN 115</td>
<td>Business Communications</td>
<td>3</td>
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<tr>
<td>BUSN 220</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>COMM 101</td>
<td>Introduction to Oral Communication</td>
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<td>ENGL 101</td>
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General Education Requirements

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<tr>
<td>Humanities Elective</td>
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Electives

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<td>INSR or BUSN Elective</td>
<td>6-7</td>
</tr>
<tr>
<td>Total</td>
<td>6-7</td>
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</tbody>
</table>
Life and Health Insurance Basics
20 Semester Hours

Life and health insurance courses are intended to provide individuals with the knowledge and skills necessary to succeed in the life and health insurance and financial services industries. These courses will serve persons seeking employment, individuals currently employed, and professionals continuing their education to meet the requirements of state licensing or professional societies. Students in the program will learn about insurance principles and products, insurance company operations, legal aspects of life and health insurance, marketing life and health insurance and customer service concepts and strategies. The life and health insurance courses correspond to Life Office Management Association (LOMA) courses. The basics certificate program prepares students for five LOMA examinations which, collectively, lead to the professional designation of Associate, Customer Service (ACS) granted by LOMA.

Certificate Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSR 115</td>
<td>Life and Health Insurance I</td>
<td>3</td>
</tr>
<tr>
<td>INSR 116</td>
<td>Life and Health Insurance II</td>
<td>3</td>
</tr>
<tr>
<td>INSR 130</td>
<td>Customer Relations In Insurance</td>
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<tr>
<td>INSR 140</td>
<td>Legal Aspects of Life and Health Insurance</td>
<td>3</td>
</tr>
<tr>
<td>INSR 150</td>
<td>Marketing Life and Health Insurance</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 115</td>
<td>Business Communications</td>
<td>3</td>
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<tr>
<td>COMM 101</td>
<td>Introduction to Oral Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

Certificate

Life and Health Insurance Expanded
36 Semester Hours

Life and health insurance courses are intended to provide individuals with the knowledge and skills necessary to succeed in the life and health insurance and financial services industries. These courses will serve persons seeking employment, individuals currently employed and professionals continuing their education to meet the requirements of state licensing or professional societies. Students in the program will develop a foundation of knowledge of life/health insurance administration, information systems, economics and investment, accounting, finance and management. Specific knowledge about each of these topics will provide students with a detailed understanding of the life/health insurance industry. The life and health insurance courses correspond to Life Office Management Association (LOMA) courses. The expanded certificate program prepares students for 10 LOMA examinations which, collectively, lead to the professional designation of Fellow, Life Management Institute (FLMI) granted by LOMA.

Certificate Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSR 115</td>
<td>Life and Health Insurance I</td>
<td>3</td>
</tr>
<tr>
<td>INSR 116</td>
<td>Life and Health Insurance II</td>
<td>3</td>
</tr>
<tr>
<td>INSR 140</td>
<td>Legal Aspects of Life and Health Insurance</td>
<td>3</td>
</tr>
<tr>
<td>INSR 150</td>
<td>Marketing Life and Health Insurance</td>
<td>3</td>
</tr>
<tr>
<td>INSR 160</td>
<td>Information Management and Insurance</td>
<td>3</td>
</tr>
<tr>
<td>INSR 170</td>
<td>Economics and Investments</td>
<td>3</td>
</tr>
<tr>
<td>INSR 180</td>
<td>Accounting for Life and Health Insurance</td>
<td>3</td>
</tr>
<tr>
<td>INSR 190</td>
<td>Insurance Administration</td>
<td>3</td>
</tr>
<tr>
<td>INSR 200</td>
<td>Finance in Life and Health Insurance</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 115</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 220</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>COMM 101</td>
<td>Introduction to Oral Communication</td>
<td>3</td>
</tr>
</tbody>
</table>
Transfer Preparation for Political Science

Political science is the study of the theory and practice of government and politics. Students of politics describe and analyze political systems and behavior. Baccalaureate programs offer courses in areas such as public administration, public law, international relations, comparative politics, political behavior, political philosophy and U.S. government.

Political Science Core Courses
3 Semester Hours
POS 101 American Government and Politics*

Can also be used to fulfill the Illinois transferable general education core curriculum requirements in the social and behavioral sciences.

Other Political Science Courses
Up to 9 Semester Hours
POS 124 State and Local Government*
POS 145 Politics of Mid East, Central/South America, Asia*
POS 151 International Relations*
POS 220 Comparative Governments*

General Education Core
37-41 Semester Hours

General education core requirements can be found on page 22. A minimum of 60 semester hours of credit are required to earn the A.A. or A.S. degree. Students pursing a baccalaureate program in elementary education should work closely with their academic advisor to meet program admission requirements at the college or university to which they plan to transfer.

* Up to two political science courses can be used to fulfill the Illinois transferable general education core curriculum requirements in the social and behavioral sciences. Courses marked with a * may also be used for this requirement.

This is a suggested list of courses. Students should check with their advisor and the school they plan to transfer to regarding specific requirements.
PSYCHOLOGY

Associate in Arts Degree or Associate in Science Degree

Transfer Preparation for Psychology

Psychology is the scientific study of human and animal behavior and the biological and mental processes that underlie behavior. This program is designed for students planning to complete the first two years of study leading to a baccalaureate degree and major in psychology at a four-year college or university in Illinois.

Psychology Core Courses
3 Semester Hours
PSY 101 Introduction to Psychology* (S6 900)

Can also be used to fulfill the Illinois transferable general education core curriculum requirements in the social and behavioral sciences.

Other Psychology Courses
Up to 9 Semester Hours

At least one developmental psychology course selected from:
PSY 207 Introduction to Child Psychology*
PSY 209 Human Growth & Development* (S6 902)
PSY 216 Adolescent Psychology*

At least one other psychology course selected from:
PSY 203 Abnormal Psychology (PSY 905)
PSY 210 Social Psychology*
PSY 220 Personality Theory (PSY 907)
PSY 223 Human Sexuality
PSY 225 Psychology of Relationships

General Education Core
37-41 Semester Hours

General education core requirements can be found on page 22. A minimum of 60 semester hours of credit are required to earn the A.A. or A.S. degree.

*Up to two psychology courses can be used to fulfill the Illinois transferable General Education core curriculum requirements in the social and behavioral sciences. Courses marked with * may also be used for this requirement.

This is a suggested list of courses. Students should check with their advisor and the school they plan to transfer to regarding specific requirements.

Career Potential:

With additional education and/or work experience, graduates may find employment as:
Case Worker
Child Psychologist
Clergy
Crisis Intervention Counselor
Employee Assistance Director
Hospice Coordinator
Personnel Manager
Psychiatrist
Psychologist
Physical Therapist
Associate in Arts Degree or Associate in Science Degree

Transfer Preparation for Social Work

The following courses are recommended if you choose to begin college at one Illinois school and later transfer to another, and if you want to make sure your courses count towards a degree at your new school. Remember to consult your academic advisor early and often!

Social Work Core Courses
6 Semester Hours

SWK 170 Introduction to Social Work
PSY 223 Human Sexuality

Other Recommended Electives
PSY 203 Abnormal Psychology (PSY 905)
PSY 209 Human Growth and Development (S6 902)
PSY 210 Social Psychology (S8 900)
SOC 102 Social Problems (S7 901)

General Education Core
37-41 Semester Hours

General education core requirements can be found on page 22. A minimum of 60 semester hours of credit are required to earn the A.A. or A.S. degree.

Courses are to be selected with the assistance and consent of an academic advisor to ensure completion of concentration and/or transferability towards the student’s major and minor fields of study.

This is a suggested list of courses. Students should check with their advisor and the school they plan to transfer to regarding specific requirements.

Career Potential:

With additional education and/or work experience, graduates may find employment as:
Social Worker
Child Welfare Worker
SOCIOLGY

Associate in Arts Degree or Associate in Science Degree

Transfer Preparation for Sociology

The following courses are recommended if you choose to begin college at one Illinois school and later transfer to another, and if you want to make sure your courses count toward a degree at your new school. Remember to consult your academic advisor early and often!

Sociology Core Courses
3 Semester Hours
SOC 101 Sociology (S7 900)*

Can also be used to fulfill the Illinois transferable general education core curriculum requirements in the social and behavioral sciences.

Other Sociology Courses
Up to 9 Semester Hours
SOC 102 Social Problems* (S7 901)
SOC 110 Sociology of Gender*
SOC 135 Marriage and the Family*
SOC 200 Population and Society
SOC 220 Social Stratification
SOC 222 Sociology of Death and Dying
SOC 225 Organizations and Occupations
SOC 283 Sociology of Deviant Behavior

General Education Core
37-41 Semester Hours

General education core requirements can be found on page 22. A minimum of 60 semester hours of credit are required to earn the A.A. or A.S. degree.

* Up to two sociology courses can be used to fulfill the Illinois transferable General Education core curriculum requirements in the social and behavioral sciences. Courses marked with a * may also be used for this requirement.

This is a suggested list of courses. Students should check with their advisor and the school they plan to transfer to regarding specific requirements.

Career Potential:

With additional education and/or work experience, graduates may find employment as:
Census Bureau Employee
Clergy
College Professor
Criminologist
FBI/CIA Agent
Gerontologist
Government Employee
High School Teacher
Researcher
Technology Degree/Certificate Programs

- Computer Aided Design (CAD)
- Computer Networking
- Digital Media Communication
- Drafting
- Electrician Apprentice Program
- Electronics
- Information Technology
- Laborer Apprentice
- Maintenance Technology
- Manufacturing Technology
- Renewable Energy
- Welding
COMPUTER AIDED DESIGN (CAD)

Associate in Applied Science Degree

**Computer Aided Design (CAD) Technology**

**61-63 Semester Hours**

The computer-aided design curriculum introduces students to a broad realm of technical and architectural modeling and imaging, visualization techniques, projection principles and concepts that typify engineering and architectural drawings as well as Geographic Information Systems and Construction. The program also develops the ability to use CAD systems to create drawings and models that reflect a thorough understanding of the standard practices used in the chosen field. Students are guided through problem-solving activities and design projects that promote team effort and foster creativity. The program requires the student to select an area of specialty from either GIS, construction, or drafting. Upon completion of the program, students will be able to seek entry-level employment as CAD technicians, CAD operators, engineering-architectural assistants, site and survey layout technicians, and construction project managers’ assistants.

**General Education Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 101</td>
<td>Introduction to Oral Communication</td>
<td>3</td>
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<tr>
<td>ENGL 101</td>
<td>Composition I</td>
<td>3</td>
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<tr>
<td>MATH 109</td>
<td>College Algebra</td>
<td>4</td>
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<tr>
<td>or</td>
<td></td>
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<tr>
<td>MATH 141</td>
<td>Introduction to Statistics</td>
<td>4</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>TMAT 103</td>
<td>Technical Mathematics I</td>
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</tr>
<tr>
<td>MATH 128</td>
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**Total 17-18**

**Technical Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CSCI 101</td>
<td>Introduction to Computer Information Science</td>
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<tr>
<td>CAD 101</td>
<td>Introduction to AutoCAD</td>
<td>3</td>
</tr>
<tr>
<td>CAD 110</td>
<td>CAD Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>MAIN 101</td>
<td>Industrial Electricity &amp; Systems</td>
<td>3</td>
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<tr>
<td>TECH 114</td>
<td>Introduction to Technical Graphics</td>
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**Total 16**

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**Drafting Option**

<table>
<thead>
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<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CAD 215</td>
<td>CAD Design with Parametric Modeling</td>
<td>3</td>
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<tr>
<td>CAD 233</td>
<td>Residential Architecture</td>
<td>3</td>
</tr>
<tr>
<td>CAD 234</td>
<td>Commercial Architecture</td>
<td>3</td>
</tr>
<tr>
<td>CAD 240</td>
<td>3D Rendering &amp; Animation</td>
<td>3</td>
</tr>
<tr>
<td>CNST 101</td>
<td>Construction Materials and Methods</td>
<td>3</td>
</tr>
<tr>
<td>CNST 113</td>
<td>Construction Documents &amp; Quantity Takeoff</td>
<td>3</td>
</tr>
<tr>
<td>DMED 120</td>
<td>Computer Imaging and Design</td>
<td>3</td>
</tr>
<tr>
<td>MFTG 110</td>
<td>Manufacturing Processes</td>
<td>3</td>
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<tr>
<td>REEC 110</td>
<td>Green Building Technology</td>
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**Total 29**

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**Construction Management Option**

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<tr>
<td>CAD 233</td>
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<td>CNST 101</td>
<td>Construction Materials and Methods</td>
<td>3</td>
</tr>
<tr>
<td>CNST 103</td>
<td>Building Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>CNST 113</td>
<td>Construction Documents &amp; Quantity Takeoff</td>
<td>3</td>
</tr>
<tr>
<td>CNST 152</td>
<td>Surveying and Site Planning</td>
<td>3</td>
</tr>
<tr>
<td>CNST 224</td>
<td>Construction Estimating &amp; Scheduling</td>
<td>3</td>
</tr>
<tr>
<td>GIS 101</td>
<td>Fundamentals of GIS</td>
<td>3</td>
</tr>
<tr>
<td>REEC 110</td>
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**Technical Electives**

**Total 28**

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**Geospatial Technology Option**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNST 152</td>
<td>Surveying and Site Planning</td>
<td>3</td>
</tr>
<tr>
<td>CSCI 110</td>
<td>Introduction to Database Management Systems</td>
<td>3</td>
</tr>
<tr>
<td>DMED 120</td>
<td>Computer Imaging and Design</td>
<td>3</td>
</tr>
<tr>
<td>EASC 161</td>
<td>Physical Geology</td>
<td>4</td>
</tr>
<tr>
<td>GEOG 101</td>
<td>World Geography</td>
<td>3</td>
</tr>
<tr>
<td>GIS 101</td>
<td>Fundamentals of GIS</td>
<td>3</td>
</tr>
<tr>
<td>GIS 171</td>
<td>Remote Sensing</td>
<td>3</td>
</tr>
<tr>
<td>GIS 201</td>
<td>Applications of GIS</td>
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</tbody>
</table>

**Technical Electives**

**Total 28**

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HEARTLAND COMMUNITY COLLEGE
Certificate

Computer Aided Design (CAD)

32-34 Semester Hours

The computer aided design curriculum introduces students to a broad realm of technical and architectural drawings as well as Geographic Information Systems and Construction. The program also develops the ability to use CAD systems to create drawings and models that reflect a thorough understanding of the standard practices used in the chosen field. Students are guided through problem-solving activities and design projects that promote team effort and foster creativity. The certificate program requires the student to select an area of specialty from either GIS, construction, or drafting. Upon completion of the program, students will be able to seek entry-level employment as CAD technicians, CAD operators, engineering-architectural assistants, site and survey layout technicians and construction project managers’ assistants. All courses included in the CAD technology certificate are applicable to the Associate in Applied Science degree in CAD technology.

General Education Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 101</td>
<td>Introduction to Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>MATH 109</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>or</td>
<td>MATH 141 Introduction to Statistics</td>
<td>4</td>
</tr>
<tr>
<td>or</td>
<td>TMAT 103 Technical Math I</td>
<td>4</td>
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Total 7

Technical Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>CAD 101</td>
<td>Introduction to AutoCAD</td>
<td>3</td>
</tr>
<tr>
<td>CSCI 101</td>
<td>Introduction to Computer Information Science</td>
<td>4</td>
</tr>
<tr>
<td>TECH 114</td>
<td>Introduction to Technical Graphics</td>
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Total 10

Drafting Option

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>CAD 110</td>
<td>Introduction to AutoCAD</td>
<td>3</td>
</tr>
<tr>
<td>CAD 215</td>
<td>CAD Design with Parametric Modeling</td>
<td>4</td>
</tr>
<tr>
<td>CAD 233</td>
<td>Residential Architecture</td>
<td>4</td>
</tr>
<tr>
<td>CNST 101</td>
<td>Construction Materials and Methods</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>MFTG 110 Manufacturing Processes</td>
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</tr>
<tr>
<td>MAIN 101</td>
<td>Industrial Electricity &amp; Systems</td>
<td>3</td>
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Total 17

Construction Management Option

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>CAD 233</td>
<td>Residential Architecture</td>
<td>4</td>
</tr>
<tr>
<td>CNST 101</td>
<td>Construction Materials and Methods</td>
<td>3</td>
</tr>
<tr>
<td>CNST 103</td>
<td>Building Mechanics</td>
<td>3</td>
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<tr>
<td>CNST 113</td>
<td>Construction Documents &amp; Quantity Takeoff</td>
<td>3</td>
</tr>
<tr>
<td>MAIN 101</td>
<td>Industrial Electricity &amp; Systems</td>
<td>3</td>
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</tbody>
</table>

Total 16

Geospatial Technology Option

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNST 152</td>
<td>Surveying and Site Planning</td>
<td>3</td>
</tr>
<tr>
<td>CSCI 110</td>
<td>Introduction to Database Management Systems</td>
<td>3</td>
</tr>
<tr>
<td>EASC 161</td>
<td>Physical Geology</td>
<td>4</td>
</tr>
<tr>
<td>or</td>
<td>GEOG 101 World Geography</td>
<td>3</td>
</tr>
<tr>
<td>GIS 101</td>
<td>Fundamentals of GIS</td>
<td>3</td>
</tr>
<tr>
<td>GIS 171</td>
<td>Remote Sensing</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 15-16

Certificate

Drafting Skills

17 Semester Hours

The Drafting Skills certificate of completion prepares individuals for entry-level positions as drafters, CAD technicians, detailers and related occupations. This certificate may be applied towards further study in CAD or manufacturing technology.

Certificate Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI 101</td>
<td>Intro to Computer Information Science</td>
<td>4</td>
</tr>
<tr>
<td>CAD 101</td>
<td>Introduction to AutoCAD</td>
<td>3</td>
</tr>
<tr>
<td>CAD 110</td>
<td>CAD Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>TECH 114</td>
<td>Introduction to Technical Graphics</td>
<td>3</td>
</tr>
<tr>
<td>TMAT 103</td>
<td>Technical Mathematics</td>
<td>4</td>
</tr>
</tbody>
</table>

Career Potential:

- CAD Technician
- Drafter
- Engineering Technician
- Assistant Engineer
- Tool Designer
- Building Estimator
- Project Coordinator

With additional education and/or work experience, graduates may find employment as:
- Designer
- Engineering Technologist
- CAD Systems Manager
Certificate

**Computer Network Cisco Academy**

**30 Semester Hours**

This certificate prepares students for entry-level positions in the field of computer networking. Successful completion of this certificate results in a basic understanding of networking, routers and switches, as well as fundamental knowledge of local and wide area networking operation. The concepts covered in this certificate enable the student to develop experience in cabling, routing, IP addressing, routing protocols and network troubleshooting. Cisco Networking Academy courses NETW 121, NETW 122, NETW 123 and NETW 124 prepare students to take the Cisco Certified Network Associate exam. In addition to the CCNA certification exam objectives, this certificate covers topics to enhance your overall understanding of the networking industry. Hands-on experience is emphasized throughout the entire program.

**General Education Requirements:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>Composition I</td>
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<tr>
<td>Math Elective</td>
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<tr>
<td>Total</td>
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</table>

**Core Requirements:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI 101</td>
<td>Introduction to Computer Information Science</td>
<td>4</td>
</tr>
<tr>
<td>NETW 150</td>
<td>Workstation Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>NETW 151</td>
<td>PC Hardware Maintenance &amp; Repair</td>
<td>3</td>
</tr>
<tr>
<td>NETW 121</td>
<td>Networking Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>NETW 122</td>
<td>Routing Protocols and Concepts</td>
<td>3</td>
</tr>
<tr>
<td>NETW 123</td>
<td>Local Area Networks</td>
<td>3</td>
</tr>
<tr>
<td>NETW 124</td>
<td>Wide Area Networks</td>
<td>3</td>
</tr>
<tr>
<td>TECH 299</td>
<td>Internship in Technology</td>
<td>1-4</td>
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<tr>
<td>or</td>
<td>NETW 172 Wireless Networking with Security</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>23-27</td>
</tr>
</tbody>
</table>

**Career Potential:**

*Network Control Operator*
*Network Support Technician*
*Network Technician*
*Network Specialist*
*Network Professional*
*Networking Services*
*Assistant LAN Manager*
*Assistant LAN Administrator*
*Assistant Network Administrator*

With additional education and/or work experience, graduates may find employment as:
*LAN Manager*
*LAN Administrator*
*Network Support Services Manager*
*Network Engineer*
*Network Administrator*
*Web Designer*
*Networking Manager*
*Manager of Voice/Data Networks*
*Data Communications Analyst*
*Director of Networks*
Advanced Certificate

Computer Network
Advanced Cisco Academy
12 Semester Hours

This certificate prepares students for advanced-level positions in the field of computer networking. Successful completion of this certificate results in an in-depth understanding of networking, routers and switches as well as knowledge of local and wide area networking operation. The concepts covered in this certificate enable the student to develop experience in remote access, advanced switching, routing, IP addressing, advanced routing protocols and network troubleshooting. Cisco Networking Academy courses NETW 221, NETW 222, NETW 223 and NETW 224 prepare students to take the Cisco Certified Networking Professional exam. In addition to the CCNP certification exam objectives, this certificate covers topics to enhance an overall understanding of the use of virtual private networks.

Prerequisite for this certificate is a current CCNA certification or successful completion of NETW 124.

NETW 221 Advanced Routing ..........................................................3
NETW 222 Cisco Networking Academy VI ......................................3
NETW 223 Advanced Switching ......................................................3
NETW 224 Cisco Networking Academy VIII .................................3

Advanced Certificate

Computer Network Security Specialist
18 Semester Hours

This certificate prepares students for entry-level positions in the field of computer networking security. Successful completion of this certificate results in an in-depth understanding of networking, router and switch security, as well as knowledge of local and wide area networking operation and security. The concepts covered in this certificate enable the student to develop security experience in remote access, advanced switching, routing, IP addressing and network troubleshooting. Wireless and securing wireless networks will also be covered. Cisco Networking Academy courses NETW 170, NETW 172, NETW 271 and NETW 272 prepare students to take several Cisco Certified Networking exams as well as the CompTIA Security+ exam.

Prerequisite is the successful completion of the following three basic certificates: Computer Networking: Linux, Computer Networking: Windows and Computer Network Cisco Academy.

NETW 170 Network Security Fundamentals .................................3
NETW 172 Wireless Networking with Security ..........................3
NETW 263 Windows Security ......................................................3
NETW 271 Cisco Router Security ..................................................3
NETW 272 Configuring Cisco PIX Boxes ........................................3
NETW 296 Special Topics in Networking ......................................3
Associate in Applied Science Degree

**Computer Network Technology**

**65 Semester Hours**

The Associate in Applied Science degree in computer networking technology prepares the student for a variety of entry-level positions. Examples include network administrator, PC/network technician, help desk technician and computer operator. Students receive hands-on PC and network experience in a variety of popular network components, including Linux and Microsoft Windows network operating systems, as well as network hardware installation and configuration, such as Cisco Networking equipment.

**General Education Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 101</td>
<td>Introduction to Oral Communication</td>
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<td>ENGL 101</td>
<td>Composition I</td>
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<tr>
<td>MATH Elective</td>
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<tr>
<td>Science Elective with Lab</td>
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**Total 17**

**NETW Core Requirements**

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<th>Course Title</th>
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<td>CSCI 130</td>
<td>Computer Science I</td>
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<tr>
<td>NETW 121</td>
<td>Networking Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>NETW 122</td>
<td>Routing Protocols and Concepts</td>
<td>3</td>
</tr>
<tr>
<td>NETW 150</td>
<td>Workstation Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>NETW 151</td>
<td>PC Hardware Maintenance &amp; Repair</td>
<td>3</td>
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<tr>
<td>NETW 162</td>
<td>Networking Technologies</td>
<td>4</td>
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<tr>
<td>NETW 166</td>
<td>Windows Workstation Administration</td>
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<tr>
<td>NETW 167</td>
<td>Windows Server Administration</td>
<td>3</td>
</tr>
<tr>
<td>NETW 170</td>
<td>Network Security Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>NETW 182</td>
<td>Linux Administration</td>
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</table>

**Total 36**

**Technical Elective/Specialization**

**Technical Elective Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
</table>

*Technical electives as approved by advisor or technology division. Students may select electives from the following courses in Cisco, Windows, or other electives as approved.

**Cisco**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>NETW 123</td>
<td>Local Area Networks</td>
<td>3</td>
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<tr>
<td>NETW 124</td>
<td>Wide Area Networks</td>
<td>3</td>
</tr>
<tr>
<td>NETW 172</td>
<td>Wireless Networking with Security</td>
<td>3</td>
</tr>
<tr>
<td>NETW 221</td>
<td>Advanced Routing</td>
<td>3</td>
</tr>
<tr>
<td>NETW 223</td>
<td>Advanced Switching</td>
<td>3</td>
</tr>
<tr>
<td>NETW 271</td>
<td>Cisco Router Security</td>
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</tr>
<tr>
<td>NETW 272</td>
<td>Configuring Cisco PIX Boxes</td>
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<td>NETW 283</td>
<td>Introduction to Voice Over IP</td>
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**Windows**

<table>
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<th>Course Title</th>
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<tbody>
<tr>
<td>NETW 261</td>
<td>Windows Network Infrastructure</td>
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<td>NETW 262</td>
<td>Windows Directory Services</td>
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**Other**

<table>
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<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>NETW 160</td>
<td>Introduction to Networking</td>
<td>3</td>
</tr>
<tr>
<td>NETW 183</td>
<td>Linux Security</td>
<td>3</td>
</tr>
<tr>
<td>NETW 208</td>
<td>Data &amp; Cabling Systems</td>
<td>3</td>
</tr>
<tr>
<td>NETW 296</td>
<td>Special Topics in Networking</td>
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</tr>
<tr>
<td>TECH 299</td>
<td>Internship in Technology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Career Potential:**

- Convergence Technician
- LAN Manager
- LAN Administrator
- Networking Services
- Network Professional
- Network Specialist
- Network Support Technician
- Network Administrator
- Network Technician
- Network Analysis
- Wireless Technician

With additional education and/or work experience, graduates may find employment as:

- Network Administrator
- Network Engineer
Certificate

**Computer Networking: Windows**

30 Semester Hours

This certificate prepares students for an entry-level position as a network administrator using Windows. The first half of the program introduces students to basic computer concepts and networking. During the second half of the program, students intensively study Windows operating systems and utilities including network client/server capabilities. NETW 150 and NETW 151 courses in this program prepare students to take the A+ certification exams as computer technicians. NETW 160 prepares students to take the Network+ certification exam. NETW 166 and NETW 167 prepare students to take Microsoft Certified Professional exam. Hands-on experience is emphasized throughout the entire program.

**General Education Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>Math Elective</td>
<td></td>
<td>4</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>7</strong></td>
<td></td>
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</tbody>
</table>

**Core Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI 101</td>
<td>Introduction to Computer Information Science</td>
<td>4</td>
</tr>
<tr>
<td>NETW 150</td>
<td>Workstation Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>NETW 151</td>
<td>PC Hardware Maintenance &amp; Repair</td>
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<td>NETW 160</td>
<td>Introduction to Networks</td>
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</tr>
<tr>
<td>NETW 162</td>
<td>Networking Technologies</td>
<td>4</td>
</tr>
<tr>
<td>NETW 166</td>
<td>Windows Workstation Administration</td>
<td>3</td>
</tr>
<tr>
<td>NETW 167</td>
<td>Windows Server Administration</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>23</strong></td>
<td></td>
</tr>
</tbody>
</table>
Advanced Certificate

**Computer Networking: Advanced Windows**

**15 Semester Hours**

Students intensively study the Windows platform and Microsoft Windows server system software in this certificate program. Topics follow the objectives for Security+, Microsoft Certified Systems Administrator and Microsoft Certified Systems Engineer track exams. Hands-on experience is emphasized throughout the entire program. Prerequisite is successful completion of the Computer Networking Windows certificate.

- NETW 168 Managing a Windows Network ................................................. 3
- NETW 170 Network Security Fundamentals ............................................. 3
- NETW 261 Windows Network Infrastructure ............................................ 3
- NETW 262 Windows Directory Services ................................................... 3
- NETW 263 Windows Security ................................................................. 3

Certificate

**Computer Networking: Linux**

**30 Semester Hours**

This certificate prepares students for an entry-level position as network administrator using Linux. The first half of the program introduces students to basic computer concepts and networking. During the second half of the program, students intensively study the Linux operating system and its utilities including networking capabilities and security issues. NETW 150 and NETW 151 courses in this program prepare students to take the A+ certification exams as computer technicians. NETW 160 prepares students to take the Network+ certification exam. NETW 182 prepares students to take Linux+ certification exam. Hands-on experience is emphasized throughout the entire program.

**General Education Requirements**

- ENGL 101 Composition I .......................................................................... 3
- Math Elective .............................................................................................. 4

**Total 7**

**Core Requirements**

- CSCI 101 Introduction to Computer Information Science ......................... 4
- NETW 150 Workstation Operating Systems ............................................ 3
- NETW 151 PC Hardware Maintenance & Repair ..................................... 3
- NETW 160 Introduction to Networks ....................................................... 3
- NETW 162 Networking Technologies ...................................................... 4
- NETW 182 Linux Administration ............................................................ 3
- NETW 183 Linux Security ......................................................................... 3

**Total 23**
Certificate

Communication Graphics
36 Semester Hours

This certificate program is designed to prepare students for entry-level careers as commercial graphic designers. The comprehensive program provides students with skills in computer and art fundamentals, creating effective designs with an audience in mind, and troubleshooting technical problems. Students will be able to seek a variety of positions related to graphic design.

General Education Requirements
ENGL 101 Composition I .................................................. 3
COMM 101 Introduction to Oral Communication ................. 3

Core Requirements
DMED 101 Introduction to Digital Media .................................. 3
DMED 120 Computer Imaging and Design ................................ 3
DMED 145 Video Production ............................................ 3
DMED 250 Preparing Print Publications ............................... 3
ART 104 Basic Drawing ..................................................... 3
ART 190 Digital Photography & Imaging I ............................ 3
ART 231 Graphic Design ................................................... 3
BUSN 230 Principles of Marketing ....................................... 3

Electives
6 Hours
Any DMED, ART or COMM course ..................................... 3

Total 6

Total 30

Career Potential:

Computer Animation
Computer Graphics
Graphic Design and Layout Illustrator
Package Designer
Promotion Assistant
Publication Designer
Production Print

With additional education and/or work experience, graduates may find employment as:
Art Direction/Editing
Graphic Designer

Certificate

Digital Imaging
36 Semester Hours

This certificate program is designed to prepare students for entry-level careers as photographers or video producers and motion graphic designers. The comprehensive program provides students with skills in computer and art fundamentals, creating effective designs with an audience in mind, and troubleshooting technical problems. Students will be able to seek a variety of positions related to digital imaging.

General Education Requirements
ENGL 101 Composition I .................................................. 3
COMM 101 Introduction to Oral Communication ................. 3

Core Requirements
ART 104 Basic Drawing ..................................................... 3
ART 130 Introduction to Visual Culture ............................... 3
ART 190 Digital Photography and Imaging I ....................... 3
ART 291 Digital Photography and Imaging II ....................... 3
ART 294 Digital Publishing ............................................... 3
DMED 101 Introduction to Digital Media ................................ 3
DMED 120 Computer Imaging and Design .......................... 3
DMED 145 Video Production ............................................ 3
DMED 245 Advanced Video Production .............................. 3
DMED 292 Capstone Experience ........................................ 3

Total 6

Total 30
Digital Media Communication (DMED)
63 Semester Hours

Students obtaining the Digital Media Communications Applied Science degree will have a number of opportunities in various fields. Currently, companies are expanding their Web presence, and graduates of this program will be well prepared to help in that effort. The skills and concepts covered in this program are valued by any business with a Web presence as well as the traditional creators and broadcasters of media.

The target population for this program will be students who are interested in a career writing, producing and distributing digital content across a computer network. Students who want to create print materials (such as brochures, magazines, or newspapers), video programs, Web sites or Web applications will find a home in this program.

This program will offer opportunities that are not covered by other programs at Heartland Community College. Students will learn not only the concepts of effective media communication, but they will have access to the tools to create all forms of digital media: Web sites, video programs, electronic print materials and Web-based applications.

General Education Requirements
ENGL 101 Composition I .............................................. 3
COMM 101 Introduction to Oral Communication ............ 3
Math Elective ................................................................. 3-4
Science Elective ............................................................. 3
Social Science/Humanities Elective ................................. 3
Total 16-16

Core Requirements
DMED 101 Introduction to Digital Media ...................... 3
DMED 110 Web Page Development .............................. 3
DMED 120 Computer Imaging and Design .................. 3
CSCI 101 Introduction to Computer Information Science .... 4
BUSN 230 Principles of Marketing .............................. 3
ART 104 Basic Drawing ............................................... 3
Total 19

Web Media Designer Option
DMED 145 Video Production ....................................... 3
DMED 150 Interactive Digital Media ............................ 3
DMED 160 Web Server Administration ......................... 3
DMED 170 Dynamic Web Technologies ....................... 3
DMED 210 Advanced Web Page Design ....................... 3
DMED 245 Advanced Video Production ....................... 3
DMED 260 Computer Animation .................................. 3
DMED 290 Advanced Media Production ...................... 3
Electives ................................................................. 4-5
Total 28-29

Communication Graphics Option
COMM 160 Mass Communication .................................. 3
ART 190 Digital Photography & Imaging I ................. 3
ART 231 Graphic Design I ........................................... 3
DMED 145 Video Production ....................................... 3
DMED 150 Interactive Digital Media ............................ 3
DMED 210 Advanced Web Page Design ....................... 3
DMED 245 Advanced Video Production ....................... 3
DMED 250 Preparing Print Publications ...................... 3
Electives ................................................................. 4-5
Total 28-29

Digital Imaging Option
ART 130 Introduction to Visual Culture ...................... 3
ART 190 Digital Photography & Imaging I ................. 3
ART 231 Graphic Design I ........................................... 3
ART 291 Digital Photography & Imaging II .................. 3
ART 294 Digital Publishing .......................................... 3
DMED 145 Video Production ....................................... 3
DMED 245 Advanced Video Production ....................... 3
DMED 260 Computer Animation .................................. 3
DMED 292 Capstone Experience .................................. 3
Electives ................................................................. 1-2
Total 28-29

Career Potential:
Web Designer
Graphic Designer
With additional education and/or work experience, graduates may find employment as:
Web Master
Web Analyst
Web Server Technician
Certificate

**Web Media Designer**

**36 Semester Hours**

This certificate program is designed to prepare students for entry-level careers as World Wide Web site designers. The comprehensive program provides students with skills in computer and Internet fundamentals, designing effective interfaces, coding HTML, creating graphics, and troubleshooting technical problems. Students will be able to seek a variety of positions related to Web site design.

**General Education Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
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<tr>
<td>COMM 101</td>
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**Total 6**

**Core Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tr>
<td>DMED 101</td>
<td>Introduction to Digital Media</td>
<td>3</td>
</tr>
<tr>
<td>DMED 110</td>
<td>Web Page Development</td>
<td>3</td>
</tr>
<tr>
<td>DMED 120</td>
<td>Computer Imaging and Design</td>
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</tr>
<tr>
<td>DMED 145</td>
<td>Video Production</td>
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<tr>
<td>DMED 150</td>
<td>Interactive Digital Media</td>
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<td>DMED 160</td>
<td>Web Server Administration</td>
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<tr>
<td>DMED 170</td>
<td>Dynamic Web Technologies</td>
<td>3</td>
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<tr>
<td>DMED 210</td>
<td>Advanced Web Page Design</td>
<td>3</td>
</tr>
<tr>
<td>DMED 260</td>
<td>Computer Animation</td>
<td>3</td>
</tr>
<tr>
<td>DMED 290</td>
<td>Advanced Media Production</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 30**

**Career Potential:**

- Web Page Designer
- Web Illustrator
- Computer Animator
- Computer Graphic Designer
- Web Project Management
- Interactive Design
ELECTRICIAN APPRENTICE PROGRAM

Associate in Applied Science Degree

Electrician Apprentice Program
66 Semester Hours

This degree program is available only to students who have been admitted to the Bloomington-Normal Joint Apprenticeship Training Committee Program. For additional information concerning the electrician apprenticeship program, students should contact the IBEW JATC office at (309) 829-9819.

The electrician Associate in Applied Science degree program was established for the purpose of providing increased educational opportunities for electrician apprentices working towards their journeyman certification. The Associate of Applied Science degree program will add additional coursework in general education to help expand his/her journeyperson education and training and the education component of the degree. He or she will also earn the Associate of Applied Science degree from Heartland Community College.

General Education Requirements
COMM 101 Introduction to Oral Communication .................3
ENGL 101 Composition I ...........................................3
MATH or TMAT Elective ............................................4
Social Science Elective .............................................3
Humanities Elective ..................................................3

Total 16

Residential Electrician Apprentice Program
ELAP 111 Electrician Apprentice I ..................................4
ELAP 127 Electrician Apprentice-Residential III ..................4
ELAP 128 Electrician Apprentice-Residential IV .................4
ELAP 137 Electrician Apprentice-Residential V .................4
ELAP 138 Electrician Apprentice-Residential VI ...............4
ELAP 211 Electrician Internship-Semester 1......................1
ELAP 212 Electrician Internship-Semester 2......................1
ELAP 221 Electrician Internship-Semester 3......................1
ELAP 222 Electrician Internship-Semester 4......................1
ELAP 231 Electrician Internship-Semester 5......................1
ELAP 232 Electrician Internship-Semester 6......................1
Electives* .............................................................20

Total 50

Commercial Electrician Apprenticeship Option
ELAP 111 Electrician Apprentice I ..................................4
ELAP 12 Electrician Apprentice II ..................................4
ELAP 121 Electrician Apprentice III ...............................4
ELAP 122 Electrician Apprentice IV ................................4
ELAP 131 Electrician Apprentice V ................................4
ELAP 132 Electrician Apprentice VI ................................4
ELAP 141 Electrician Apprentice VII ...............................4
ELAP 142 Electrician Apprentice VIII .............................4
ELAP 151 Electrician Apprentice IX ...............................4
ELAP 152 Electrician Apprentice X ................................4
ELAP 211 Electrician Internship-Semester 1 ......................1
ELAP 212 Electrician Internship-Semester 2 ......................1
ELAP 221 Electrician Internship-Semester 3 ......................1
ELAP 222 Electrician Internship-Semester 4 ......................1
ELAP 231 Electrician Internship-Semester 5 ......................1
ELAP 232 Electrician Internship-Semester 6 ......................1

Total 50

Teledata Electrician Apprenticeship Option
ELAP 111 Electrician Apprentice I ..................................4
ELAP 125 Electrician Apprentice-Teledata III ....................4
ELAP 126 Electrician Apprentice-Teledata IV ....................4
ELAP 135 Electrician Apprentice-Teledata V .....................4
ELAP 136 Electrician Apprentice-Teledata VI ....................4
ELAP 211 Electrician Internship-Semester 1 ......................1
ELAP 212 Electrician Internship-Semester 2 ......................1
ELAP 221 Electrician Internship-Semester 3 ......................1
ELAP 222 Electrician Internship-Semester 4 ......................1
ELAP 231 Electrician Internship-Semester 5 ......................1
ELAP 232 Electrician Internship-Semester 6 ......................1

Total 50

*Electives as approved by advisor or Technology Division

Career Potential:

Electrician

With additional education and/or work experience, graduates may find employment as:
Journeyman Electrician

HEARTLAND COMMUNITY COLLEGE 88
Associate in Applied Science Degree

**Electronic Systems Technology**
66-67 Semester Hours

Electronic Systems Technology is a growing field with employment opportunities expected to continue their rapid increase. The curriculum is designed to prepare technicians with a solid core of knowledge and skills that can be transferred to positions in industry, business, health care, communications, utilities, government and other sectors.

### General Education Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 101</td>
<td>Introduction to Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 109</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>or TMAT 103</td>
<td>Technical Mathematics I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 128</td>
<td>Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>or TMAT 105</td>
<td>Technical Mathematics II</td>
<td>4</td>
</tr>
<tr>
<td>Physical Science*</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Social Science/Humanities Elective</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 20-21**

### Technical Core Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI 101</td>
<td>Introduction to Computer Information Science</td>
<td>4</td>
</tr>
<tr>
<td>ELTC 102</td>
<td>DC Electronics</td>
<td>3</td>
</tr>
<tr>
<td>ELTC 103</td>
<td>AC Electronics</td>
<td>3</td>
</tr>
<tr>
<td>ELTC 206</td>
<td>Digital Electronics and Microprocessors</td>
<td>3</td>
</tr>
<tr>
<td>ELTC 207</td>
<td>Solid State Electronics Troubleshooting and Measurements</td>
<td>3</td>
</tr>
<tr>
<td>ELTC 220</td>
<td>Data Communications</td>
<td>3</td>
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</tbody>
</table>

**Total 19**

### Technical Electives

Specialty Electives** (See option areas below) | 27 |

**Total 27**

### Electronic Systems Option:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TECH 114</td>
<td>Introduction to Technical Graphics</td>
<td>3</td>
</tr>
<tr>
<td>CAD 101</td>
<td>Introduction to Auto CAD</td>
<td>3</td>
</tr>
<tr>
<td>ELTC 212</td>
<td>Automation &amp; Control Electronics</td>
<td>3</td>
</tr>
<tr>
<td>MAIN 201</td>
<td>Electrical Wiring &amp; Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>or NETW 208</td>
<td>Data and Cabling Systems</td>
<td>3</td>
</tr>
<tr>
<td>MAIN 222</td>
<td>Industrial Controllers</td>
<td>3</td>
</tr>
<tr>
<td>NETW 160</td>
<td>Introduction to Networking</td>
<td>3</td>
</tr>
</tbody>
</table>

**Electives** | | 9 |

**Total 27**

### Building Automation Option:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAD 101</td>
<td>Introduction to Auto CAD</td>
<td>3</td>
</tr>
<tr>
<td>ELTC 212</td>
<td>Automation and Control Electronics</td>
<td>3</td>
</tr>
<tr>
<td>REEC 110</td>
<td>Green Building Technology</td>
<td>3</td>
</tr>
<tr>
<td>REEC 210</td>
<td>Building Automation</td>
<td>3</td>
</tr>
<tr>
<td>CNST 103</td>
<td>Building Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>MAIN 202</td>
<td>Fluid Power Systems</td>
<td>3</td>
</tr>
<tr>
<td>MAIN 222</td>
<td>Industrial Controllers</td>
<td>3</td>
</tr>
<tr>
<td>NETW 160</td>
<td>Introduction to Networking</td>
<td>3</td>
</tr>
</tbody>
</table>

**Elective** | | 3 |

**Total 27**

### Telecommunications Option:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NETW 121</td>
<td>Networking Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>NETW 122</td>
<td>Routing Protocols and Concepts</td>
<td>3</td>
</tr>
<tr>
<td>NETW 123</td>
<td>Local Area Networks</td>
<td>3</td>
</tr>
<tr>
<td>NETW 124</td>
<td>Wide Area Networks</td>
<td>3</td>
</tr>
<tr>
<td>NETW 150</td>
<td>Workstation Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>NETW 151</td>
<td>PC Hardware Maintenance &amp; Repair</td>
<td>3</td>
</tr>
<tr>
<td>NETW 172</td>
<td>Wireless Networking with Security</td>
<td>3</td>
</tr>
<tr>
<td>NETW 208</td>
<td>Data and Cabling Systems</td>
<td>3</td>
</tr>
<tr>
<td>NETW 283</td>
<td>Introduction to Voice Over IP</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 27**

**Students are encouraged to pursue a certificate program in conjunction with the AAS degree. Other electives may be taken as approved by advisor or department.**

### Career Potential:

- **Computer Technician**
- **Network Technician**
- **Electronics Development Technician**
- **Electronics Maintenance Technician**
- **Electronics Technician**
- **Field Service Technician**
- **Automation Technician**
- **Communication Systems Technician**
- **Wireless Technician**

**With additional education and/or work experience, graduates may find employment as:**

- **Computer Field Service Supervisor**
- **Production Supervisor**
- **Electronics Maintenance Supervisor**
- **Field Engineer**
- **Sales Engineer**
ELECTRONICS

Certificate

Electronics Skills
19 Semester Hours

The Electronics Skills certificate of completion prepares individuals with basic skills in electronics, troubleshooting and circuit construction. This certificate may be applied for further study in the computer maintenance or electronic systems technology programs.

Certificate Requirements
ELTC 102 DC Electronics ..............................................3
ELTC 103 AC Electronics ................................................3
MATH 109 College Algebra ..............................................4
or
TMAT 103 Technical Mathematics ......................................4
Technical Electives* ......................................................9

Total 19

*Technical electives as approved by advisor or division. Electives are recommended from the following areas: ELTC, REEC, NETW, MAIN

Career Potential:

Electronics Technician

With additional education and/or work experience, graduates may find employment as:
Electrical Maintenance Technician
Journeyman Industrial Electrician

Certificate

Computer Maintenance Technology
35 Semester Hours

The Computer Maintenance Technology certificate is designed to prepare students for entry-level careers as computer technicians. The comprehensive program provides students with skills in electronic fundamentals, instrument usage, troubleshooting, basic computer skills and PC maintenance and repair skills. Students will be able to seek a variety of positions related to computer installation, maintenance, repair and servicing. Students will be prepared with a body of knowledge sufficient to take the A+ certification exam. Upon completion of the program the students may continue their study in the A.A.S. degree in electronic systems technology.

General Education Requirements
COMM 101 Introduction to Oral Communication ..................3
MATH 109 College Algebra ..............................................4
or
TMAT 103 Technical Mathematics I ...................................4

Total 7

Electrical Maintenance Core Requirements
CSCI 101 Intro to Computer Information Science ...............4
ELTC 102 DC Electronics ..............................................3
ELTC 103 AC Electronics ..............................................3
ELTC 206 Digital Electronics and Microprocessors .............3
ELTC 207 Solid State Electronics Troubleshooting and Measurements ..............................................3
NETW 150 Workstation Operating Systems ......................3
NETW 151 PC Hardware Maintenance and Repair ..............3
NETW 160 Introduction to Networking .........................3
NETW 208 Data and Cabling Systems ............................3

Total 28

Career Potential:

Computer Technician
Network Technician
INFORMATION TECHNOLOGY

Associate in Applied Science Degree

Information Technology
62-63 Semester Hours

The Associate in Applied Science degree in Information Technology prepares the student for a variety of entry-level positions. Examples include application programmer, Web application developer and mobile application developer. Students receive a minimum of three semesters of hands-on programming experience in a high-level programming language. Experiences in additional languages and platforms will depend on the chosen option area.

General Education Requirements
COMM 101 Introduction to Oral Communication..................3
ENGL 101 Composition I...................................................3
MATH Elective (MATH 109 or higher).................................4
Science Elective..............................................................4
Humanities Elective..........................................................4
Social Science Elective......................................................3

Total 20

Core Requirements
CSCI 101 Introduction to Computer Information Science........4
CSCI 130 Computer Science I..........................................4
NETW 160 Introduction to Networking..............................3

Total 20

Technical Elective/Specialization**
Electives as approved by advisor or Technology division. Electives are recommended from the option or specialization areas outlined below and may include internship or special topics courses. Students who intend to transfer to a four-year school should contact an advisor or the department.

**Option/Emphasis Areas:

Computer Science Option
CSCI 110 Introduction to Database Management Systems........3
CSCI 115 Discrete Structures.........................................4
CSCI 131 Computer Science II.....................................4
CSCI 200-Level Elective.................................................6
MATH 142 Business Statistics (or MATH 141)....................4
MATH 161 Calculus I......................................................4
NETW 150 Workstation Operating Systems........................3
Electives (course selected from CSCI/DMED/NETW areas)....3

Total 31

Management Information Systems Option
ACCT 200 Financial Accounting........................................4
CSCI 110 Introduction to Database Management Systems.....3
CSCI 135 COBOL Programming I....................................3
CSCI 136 Programming in Visual Basic............................3
MATH 142 Business Statistics (or MATH 141)....................4
NETW 150 Workstation Operating Systems.......................3
BUSN Elective (courses selected from BUSN area)............6
CSCI Elective (courses selected from CSCI area)...............6

Total 32

Web Application Developer Option
CSCI 110 Introduction to Database Management Systems.....3
CSCI 115 Discrete Structures.........................................4
CSCI 131 Computer Science II.....................................4
CSCI 233 Enterprise Application Programming In Java I.....3
or CSCI 234 Enterprise Application Programming In Java II..3
DMED 110 Web Page Development..................................3
DMED 150 Interactive Digital Media...............................3
DMED 160 Web Server Administration.............................3
DMED 210 Advanced Web Page Design.............................3
DMED 270 JavaScript....................................................3
or DMED 275 PHP.........................................................3
NETW 150 Workstation Operating Systems.......................3

Total 32

Mobile Application Developer Option
CSCI 110 Introduction to Database Management Systems.....3
CSCI 151 iPhone Programming........................................4
CSCI 153 Android Development.....................................4
DMED 120 Computer Imaging and Design.......................3
DMED 150 Interactive Digital Media...............................3
Two of the following:
CSCI 251 Mobile Game Programming................................4
CSCI 252 Mobile Application Programming.....................4
CSCI 253 Mobile Communications Programming................4
Elective (courses selected from CSCI/DMED/NETW areas)....6

Total 31

Career Potential:

Web Application Developer
Application Programmer

With additional education and/or work experience, graduates may find employment as:
Database Administrator
Project Manager
Senior Programmer
Systems Analyst
Certificate

**Computer Programming**
31 Semester Hours

This certificate prepares students for an entry-level position such as an applications programmer. Students receive a minimum of two semesters of hands-on programming experience in a high-level programming language. Electives may be chosen from additional languages and platforms including Web and mobile applications. The courses included in the certificate are accepted toward the completion of the Associate in Applied Science degree in Information Technology.

**General Education Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL</td>
<td>101 Composition I</td>
<td>3</td>
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<tr>
<td>CSCI</td>
<td>115 Discrete Structures</td>
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<tr>
<td></td>
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**Core Requirements**

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI</td>
<td>101 Introduction to Computer Information Science</td>
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</tr>
<tr>
<td>CSCI</td>
<td>130 Computer Science I</td>
<td>4</td>
</tr>
<tr>
<td>CSCI</td>
<td>131 Computer Science II</td>
<td>4</td>
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<tr>
<td>CSCI</td>
<td>Elective Courses (Courses selected from CSCI area)</td>
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<tr>
<td>NETW</td>
<td>150 Workstation Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>NETW</td>
<td>160 Introduction to Networking</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>24</strong></td>
</tr>
</tbody>
</table>

**Career Potential:**

*Application Programmer*

With additional education and/or work experience, graduates may find employment as:
- Database Administrator
- Information Systems Department Manager
- System Analyst
- System Programmer
- Database Assistant
- Project Manager

Certificate

**Computer Support Specialist**

16 Semester Hours

The Computer Support Specialist Certificate of completion prepares individuals with basic skills required to install, maintain and support PCs in the workplace. This certificate may be applied toward further study in electronics, networking or computer technology.

**Certificate Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI</td>
<td>101 Introduction to Computer Information Science</td>
<td>4</td>
</tr>
<tr>
<td>NETW</td>
<td>150 Workstation Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>NETW</td>
<td>151 PC Hardware Maintenance and Repair</td>
<td>3</td>
</tr>
<tr>
<td>BUSN</td>
<td>145 Workforce Preparation</td>
<td>1</td>
</tr>
<tr>
<td>GENS</td>
<td>100 College Success</td>
<td>1</td>
</tr>
<tr>
<td>TMAT</td>
<td>College Level MATH</td>
<td>4</td>
</tr>
</tbody>
</table>

**Career Potential:**

*Computer Support Specialist*

Customer Call Center Specialist
End User Support Specialist
Help Desk Professional
Microcomputer Application Specialist
PC Support Technician
Technical Help Desk Support
Certificate

**Web Application Developer**

**34 Semester Hours**

This certificate prepares students for entry-level positions such as Web developers. Students receive two semesters of hands-on programming experience in a high-level programming language, such as Java, and additional experience in scripting and Web design. The courses included in the certificate are accepted toward the completion of the Associate in Applied Science degree in Information Technology.

**General Education Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>CSCI 115</td>
<td>Discrete Structures</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total 7**

**Core Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI 101</td>
<td>Introduction to Computer Information Science</td>
<td>4</td>
</tr>
<tr>
<td>CSCI 130</td>
<td>Computer Science I</td>
<td>4</td>
</tr>
<tr>
<td>CSCI 131</td>
<td>Computer Science II</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total 12**

**Technical Elective/Specialization**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI 110</td>
<td>Introduction to Database Management Systems</td>
<td>3</td>
</tr>
<tr>
<td>DMED 110</td>
<td>Web Page Development</td>
<td>3</td>
</tr>
<tr>
<td>DMED 150</td>
<td>Interactive Digital Media</td>
<td>3</td>
</tr>
<tr>
<td>DMED 210</td>
<td>Advanced Web Page Design</td>
<td>3</td>
</tr>
<tr>
<td>DMED 270</td>
<td>JavaScript</td>
<td>3</td>
</tr>
<tr>
<td>or DMED 275</td>
<td>PHP</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 15**

**Career Potential:**

- Web Programmer
- Web Publisher
- Web Research Specialist
- Web Coordinator
This degree program is available only to students who have been admitted to the Illinois Laborers & Contractors program. For additional information concerning the Laborer Apprenticeship program, students should contact the Illinois Laborers & Contractors Joint Apprenticeship and Training Program at 217-773-2741.

The Laborer Apprentice Associate in Applied Science degree program was established for the purpose of providing increased educational opportunities for laborer apprentices working towards their journeyman certification. The Associate of Applied Science degree program will add additional coursework in general education to help expand his or her Journeyperson education and training and the education component of the degree. He or she will also earn the Associate of Applied Science degree from Heartland Community College.

**General Education Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 101</td>
<td>Introduction to Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH or TMAT Elective</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Social Science OR Humanities Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Physical Science Elective (Earth Science recommended)</td>
<td></td>
<td>4</td>
</tr>
</tbody>
</table>

**Total 17**

**Construction Craft Laborer Apprenticeship Option**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ILAP 111</td>
<td>Craft Orientation &amp; Safety Training</td>
<td>3</td>
</tr>
<tr>
<td>ILAP 112</td>
<td>Mason Tending</td>
<td>3</td>
</tr>
<tr>
<td>ILAP 113</td>
<td>Concrete Practices &amp; Procedures</td>
<td>3</td>
</tr>
<tr>
<td>ILAP 114</td>
<td>Asphalt Technology &amp; Construction</td>
<td>3</td>
</tr>
<tr>
<td>ILAP 121</td>
<td>Asbestos Abatement</td>
<td>3</td>
</tr>
<tr>
<td>ILAP 122</td>
<td>Principles of Pipelaying</td>
<td>3</td>
</tr>
<tr>
<td>ILAP 123</td>
<td>Introduction to Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td>ILAP 131</td>
<td>Basic Surveying</td>
<td>3</td>
</tr>
<tr>
<td>ILAP 132</td>
<td>Bridge Construction</td>
<td>3</td>
</tr>
<tr>
<td>ILAP 133</td>
<td>AGC Hazardous Waste Worker</td>
<td>4</td>
</tr>
<tr>
<td>ILAP 211</td>
<td>Laborer Internship I</td>
<td>3</td>
</tr>
<tr>
<td>ILAP 221</td>
<td>Laborer Internship II</td>
<td>3</td>
</tr>
<tr>
<td>ILAP 231</td>
<td>Laborer Internship III</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 43**

*Technical electives as approved by advisor or technology division*
Certificate

**Laborer Apprentice Program**

**44 Semester Hours**

This certificate program is available only to students who have been admitted to the Illinois Laborers & Contractors program. For additional information concerning the Laborer Apprenticeship program, students should contact the Illinois Laborers & Contractors Joint Apprenticeship and Training Program at 217-773-2741.

The Laborer Apprentice program certificate was established for the purpose of providing increased educational opportunities for laborer apprentices working towards their journeyman certification.

**General Education Requirements**

MATH or TMAT Elective ................................................................. 4

or

Physical Science Elective (Earth Science recommended) ................. 4

**Total 4**

**Construction Craft Laborer Apprenticeship Option**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ILAP 111</td>
<td>Craft Orientation &amp; Safety Training</td>
<td>3</td>
</tr>
<tr>
<td>ILAP 112</td>
<td>Mason Tending</td>
<td>3</td>
</tr>
<tr>
<td>ILAP 113</td>
<td>Concrete Practices &amp; Procedures</td>
<td>3</td>
</tr>
<tr>
<td>ILAP 114</td>
<td>Asphalt Technology &amp; Construction</td>
<td>3</td>
</tr>
<tr>
<td>ILAP 121</td>
<td>Asbestos Abatement</td>
<td>3</td>
</tr>
<tr>
<td>ILAP 122</td>
<td>Principles of Pipelaying</td>
<td>3</td>
</tr>
<tr>
<td>ILAP 123</td>
<td>Introduction to Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td>ILAP 131</td>
<td>Basic Surveying</td>
<td>3</td>
</tr>
<tr>
<td>ILAP 132</td>
<td>Bridge Construction</td>
<td>3</td>
</tr>
<tr>
<td>ILAP 133</td>
<td>AGC Hazardous Waste Worker</td>
<td>4</td>
</tr>
<tr>
<td>ILAP 211</td>
<td>Laborer Internship I</td>
<td>3</td>
</tr>
<tr>
<td>ILAP 221</td>
<td>Laborer Internship II</td>
<td>3</td>
</tr>
<tr>
<td>ILAP 231</td>
<td>Laborer Internship III</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 40**
**MAINTENANCE TECHNOLOGY**

**Associate in Applied Science Degree**

**Maintenance Technology**  
63-64 Semester Hours

The Maintenance Technology Associate in Applied Science degree is a two-year program designed to prepare graduates for a position in industrial and facility maintenance or management. This program includes introductions to industrial electricity and wiring, mechanical applications, welding, hydraulic and pneumatic equipment, and heating and air conditioning systems.

**General Education Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 101</td>
<td>Introduction to Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 109</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TMAT 103</td>
<td>Technical Mathematics I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 128</td>
<td>Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TMAT 105</td>
<td>Technical Mathematics II</td>
<td>4</td>
</tr>
<tr>
<td>Physical Science*</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Social Science/Humanities Elective</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**Technical Core Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI 101</td>
<td>Introduction to Computer Information Science</td>
<td>4</td>
</tr>
<tr>
<td>TECH 114</td>
<td>Introduction to Technical Graphics</td>
<td>3</td>
</tr>
<tr>
<td>CAD 101</td>
<td>Introduction to AutoCAD</td>
<td>3</td>
</tr>
<tr>
<td>MAIN 101</td>
<td>Industrial Electricity and Systems</td>
<td>3</td>
</tr>
<tr>
<td>MFTG 110</td>
<td>Manufacturing Processes</td>
<td>3</td>
</tr>
</tbody>
</table>

**Career Potential:**

- Maintenance Technician
- Facilities Technician
- Mechanical Maintenance Specialist
- Electronic Maintenance Technician
- Automation Technician

With additional education and/or work experience, graduates may find employment as:

- Journeyman Maintenance Technician
- Maintenance Supervisor
- Senior Maintenance Technician
- Production Engineer
- Automation Specialist
- Sales Engineer

**Technical Electives**

| Specialty Electives* (see option areas) | 27-28 |

**Industrial Maintenance Option:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAIN 102</td>
<td>Mechanical Systems</td>
<td>3</td>
</tr>
<tr>
<td>MAIN 202</td>
<td>Fluid Power Systems</td>
<td>3</td>
</tr>
<tr>
<td>MAIN 220</td>
<td>Machine Installation and Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>MAIN 222</td>
<td>Industrial Controllers</td>
<td>3</td>
</tr>
<tr>
<td>MTT 101</td>
<td>Machine Tool I</td>
<td>4</td>
</tr>
<tr>
<td>MTT 201</td>
<td>Machine Tool II</td>
<td>3</td>
</tr>
<tr>
<td>WELD 110</td>
<td>Maintenance Welding</td>
<td>3</td>
</tr>
<tr>
<td>Elective**</td>
<td></td>
<td>6</td>
</tr>
</tbody>
</table>

**Total 27-28**

**Electrical Maintenance Option:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELTC 102</td>
<td>DC Electronics</td>
<td>3</td>
</tr>
<tr>
<td>ELTC 103</td>
<td>AC Electronics</td>
<td>3</td>
</tr>
<tr>
<td>ELTC 206</td>
<td>Digital Electronics and Microprocessors</td>
<td>3</td>
</tr>
<tr>
<td>ELTC 207</td>
<td>Solid State Electronics Troubleshooting and Measurements</td>
<td>3</td>
</tr>
<tr>
<td>ELTC 212</td>
<td>Automation &amp; Control Electronics</td>
<td>3</td>
</tr>
<tr>
<td>ELTC 220</td>
<td>Data Communication</td>
<td>3</td>
</tr>
<tr>
<td>MAIN 201</td>
<td>Electrical Wiring &amp; Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>MAIN 222</td>
<td>Programmable Controllers</td>
<td>3</td>
</tr>
<tr>
<td>Elective**</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 28**

**Facilities Maintenance Option:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNST 101</td>
<td>Construction Materials and Methods</td>
<td>3</td>
</tr>
<tr>
<td>CNST 103</td>
<td>Building Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>CNST 113</td>
<td>Construction Documents &amp; Quantity Takeoff</td>
<td>3</td>
</tr>
<tr>
<td>MAIN 104</td>
<td>Air Conditioning &amp; Refrigeration</td>
<td>3</td>
</tr>
<tr>
<td>MAIN 221</td>
<td>Heating Systems</td>
<td>3</td>
</tr>
<tr>
<td>REEC 110</td>
<td>Green Building Technology</td>
<td>3</td>
</tr>
<tr>
<td>Electives**</td>
<td></td>
<td>9</td>
</tr>
</tbody>
</table>

**Total 27**

**Students are encouraged to pursue a certificate program in conjunction with the A.A.S. degree. Other electives may be taken as approved by advisor or the department.**
Certificate

**Electrical Systems Technology**
**31 Semester Hours**

The Electrical Systems Technology Certificate is a one-year program designed to prepare graduates for employment or advancement in electrical-related maintenance areas within industry. This program includes introductions to electricity, electronics, digital electronics and solid state electronics, and allows students to select elective courses. Students choosing to continue their education after the Electrical Systems Technology Certificate may easily continue into the Electronic Systems Technology or Maintenance Technology Associate in Applied Science degree programs.

**General Education Requirements**
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 101</td>
<td>Introduction to Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>MATH 109</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>or TMAT 103</td>
<td>Technical Mathematics I</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total 7</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Technical Core Requirements:**
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELTC 102</td>
<td>DC Electronics</td>
<td>3</td>
</tr>
<tr>
<td>ELTC 103</td>
<td>AC Electronics</td>
<td>3</td>
</tr>
<tr>
<td>ELTC 206</td>
<td>Digital Electronics &amp; Microprocessors</td>
<td>3</td>
</tr>
<tr>
<td>ELTC 207</td>
<td>Solid State Electronics Troubleshooting and Measurements</td>
<td>3</td>
</tr>
<tr>
<td><strong>Technical Electives</strong>*</td>
<td></td>
<td>12</td>
</tr>
<tr>
<td><strong>Total 24</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Technical Elective concentrations may be taken from the following groups. Other electives are possible as approved by advisor or department.

**Building Automation**
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNST 103</td>
<td>Building Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>MAIN 222</td>
<td>Industrial Controllers</td>
<td>3</td>
</tr>
<tr>
<td>REEC 110</td>
<td>Green Building Technology</td>
<td>3</td>
</tr>
<tr>
<td>REEC 210</td>
<td>Building Automation</td>
<td>3</td>
</tr>
</tbody>
</table>

**Electronic Systems Technology**
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELTC 212</td>
<td>Automation and Control Electronics</td>
<td>3</td>
</tr>
<tr>
<td>ELTC 220</td>
<td>Data Communications</td>
<td>3</td>
</tr>
<tr>
<td>MAIN 201</td>
<td>Electrical Wiring and Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>or NETW 208</td>
<td>Data and Cabling Systems</td>
<td>3</td>
</tr>
<tr>
<td>NETW 160</td>
<td>Introduction to Networking</td>
<td>3</td>
</tr>
</tbody>
</table>

**Renewable Energy**
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>REEC 140</td>
<td>Renewable Energy Concepts I</td>
<td>3</td>
</tr>
<tr>
<td>REEC 240</td>
<td>Renewable Energy Concepts II</td>
<td>3</td>
</tr>
<tr>
<td>MAIN 102</td>
<td>Mechanical Systems</td>
<td>3</td>
</tr>
<tr>
<td>ELTC 212</td>
<td>Automation and Control Electronics</td>
<td>3</td>
</tr>
</tbody>
</table>

**Electrical Maintenance**
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELTC 212</td>
<td>Automation and control Electronics</td>
<td>3</td>
</tr>
<tr>
<td>MAIN 101</td>
<td>Industrial Electricity and Systems</td>
<td>3</td>
</tr>
<tr>
<td>MAIN 201</td>
<td>Electrical Wiring and Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>MAIN 222</td>
<td>Industrial Controllers</td>
<td>3</td>
</tr>
</tbody>
</table>
Certificate

**Electrical Maintenance Skills**

**10 Semester Hours**

The Electrical Maintenance Certificate of completion prepares individuals with basic skills in electrical fundamentals, circuits, wiring, industrial applications and the National Electrical Code. This certificate may be applied to further study in electronics or electrical maintenance.

**Certificate Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAIN 101</td>
<td>Industrial Electricity &amp; Systems</td>
<td>3</td>
</tr>
<tr>
<td>MAIN 201</td>
<td>Electrical Wiring and Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>TMAT 103</td>
<td>Technical Mathematics</td>
<td>4</td>
</tr>
</tbody>
</table>

**Career Potential:**

- Electrical Maintenance Technician
- Electrical Apprentice

With additional education and/or work experience, graduates may find employment as:

- Journeyman Industrial Electrician
- Maintenance Supervisor
Certificate

Facilities Maintenance Technology
31 Semester Hours

The purpose of the Facilities Maintenance Certificate is to prepare individuals who are involved with, or plan to pursue, a career related to the facilities maintenance area. This certificate will prepare an individual with a broad array of skills including electro-mechanical, basic construction, air conditioning and heating systems.

General Education Requirements
COMM 101 Introduction to Oral Communication..................3
MATH 109 College Algebra..................................................4
or
TMAT 103 Technical Mathematics I..................................4

Total 7

Industrial Maintenance Core Requirements:
CNST 101 Construction Materials and Methods.......................3
CNST 103 Building Mechanics...........................................3
CNST 113 Construction Documents & Quantity Takeoff...........3
MAIN 101 Industrial Electricity and Systems........................3
MAIN 104 Air Conditioning & Refrigeration..........................3
MAIN 221 Heating Systems..................................................3
REEC 110 Green Building Technology.................................3
Elective* .............................................................................3

Total 24

*Elective as approved by advisor or department.

Career Potential:
Facilities Technician
HVAC Technician

With additional education and/or work experience, graduates may find employment as:
Maintenance Supervisor
Estimator
Inspector
Project Manager

Certificate

Facilities Maintenance Skills
16 Semester Hours

The Facilities Maintenance Certificate of completion prepares individuals with fundamental skills used in the support and maintenance of physical facilities. Skills learned include basic wiring, simple construction methods, air conditioning and heating systems, pumps and plumbing. This certificate may be applied in further study towards the maintenance technology program.

Certificate Requirements
CNST 103 Building Mechanics...........................................3
MAIN 101 Industrial Electricity & Systems..........................3
MAIN 104 Air Conditioning & Refrigeration........................3
MAIN 221 Heating Systems..................................................3
TMAT 103 Technical Mathematics .......................................4

Career Potential:
Facilities Technician
HVAC Technician

With additional education and/or work experience, graduates may find employment as:
Lead Technician
Supervisor
MAINTENANCE TECHNOLOGY

Certificate

**Industrial Maintenance Technology**
**32 Semester Hours**

The Industrial Maintenance Technology Certificate is a one-year program designed to prepare graduates for a position in industrial and facility maintenance. This program includes introductions to industrial electricity and wiring, mechanical applications and welding, and allows students to select elective courses.

**General Education Requirements**
- COMM 101 Introduction to Oral Communication..........................3
- MATH 109 College Algebra..........................................................4
  or
- TMAT 103 Technical Mathematics I........................................4

**Total 7**

**Industrial Maintenance Core Requirements:**
- MAIN 101 Industrial Electricity & Systems.................................3
- MAIN 102 Mechanical Systems.................................................3
- MAIN 202 Fluid Power Systems .............................................3
- MAIN 220 Machine Installation & Maintenance........................3
- MTT 101 Machine Tool I..............................................................4
- MTT 201 Machine Tool II...........................................................3
- WELD 110 Maintenance Welding..............................................3
- Elective* ...................................................................................3

**Total 25**

* Elective as approved by advisor or department.

**Career Potential:**
- Production Maintenance Technician
- Production Mechanic

With additional education and/or work experience, graduates may find employment as:
- Maintenance Manager
- Production Supervisor

Certificate

**Mechanical Maintenance Skills**
**16 Semester Hours**

The Mechanical Maintenance Certificate of completion prepares individuals with basic skills needed for industrial maintenance and related occupations. This certificate may be applied for further study in maintenance, or manufacturing technology.

**Certificate Requirements**
- MAIN 101 Industrial Electricity and Systems...............................3
- MAIN 102 Mechanical Systems.................................................3
- MAIN 202 Fluid Power Systems .............................................3
- TMAT 103 Technical Mathematics ........................................4
- WELD 110 Maintenance Welding..............................................3

**Total 25**

**Career Potential:**
- Maintenance Mechanic
- Industrial Mechanic

With additional education and/or work experience, graduates may find employment as:
- Lead Mechanic
- Journey-level Mechanic
MANUFACTURING TECHNOLOGY

Certificate

**Machine Operations Skills**
**18 Semester Hours**

The Machine Operation Skills Certificate will prepare individuals for occupations in machining and related positions such as CNC operator, machine operator, and apprentice. Students may apply this certificate for further study in manufacturing, CAD or maintenance technology.

**Certificate Requirements**
MTT 101 Machine Tool I ................................................. 4
MTT 201 Machine Tool II .................................................. 3
MFTG 120 Computer Numerically Controlled Manufacturing ...... 4
TMAT 103 Technical Mathematics ...................................... 4
TECH 114 Introduction to Technical Graphics ..................... 3

Career Potential:
Machine Operator
CNC Operator

With additional education and/or work experience, graduates may find employment as:
CNC Technician
CAD/CAM Technician
Machinist

Certificate

**Machine Tool Technology**
**36 Semester Hours**

The Machine Tool Technology Certificate is a one-year program designed to prepare graduates for employment or advancement in the machine tool trade areas. This program includes introductions to blueprint reading, microcad, machine tool, CNC manufacturing, tool-making, ferrous metallurgy, welding, technical writing and basic computer skills. Students choosing to continue their education after the Machine Tool Technology Certificate may easily continue into the Manufacturing Technology Associate in Applied Science degree.

**General Education Requirements**
ENGL 107 Technical Writing ........................................... 3
TMAT 103 Technical Mathematics I .................................... 4
GENS 103 Information Technology Skills .......................... 1

**Total 8**

**Machine Tool Technology Core Requirements**
CAD 101 Introduction to AutoCAD ..................................... 3
MFTG 120 Computer Numerically Controlled Manufacturing ...... 4
MTT 101 Machine Tool I .................................................. 4
MTT 150 Ferrous Metallurgy ............................................. 3
MTT 110 Toolmaking I .................................................... 3
MTT 201 Machine Tool II .................................................. 3
MTT 210 Toolmaking II .................................................... 3
TECH 111 Blueprint Reading for Industry ........................... 2
WELD 110 Maintenance Welding ..................................... 3

**Total 28**

Career Potential:
Tool and Die Apprentice
Mold Making Apprentice
Millwright Apprentice
Precision Machinist
CNC Machinist
CNC Programmer
Machine Repair Specialist

With additional education and/or work experience, graduates may find employment as:
Journey-level Tool and Die Maker
Journey-level Mold Maker
Journey-level Millwright
Journey-level Machinist
Shop Owner/Manager
Process Planner
Manufacturing Engineer
Industrial Sales Engineer
Die and/or Mold Designer
Manufacturing Technology

62-64 Semester Hours

Manufacturing technology is a comprehensive program designed to prepare graduates for employment or advancement in industrial/organizations as technicians, engineering aid or first-line supervisors. Students will learn the processes involved in mass production, planning, quality control, material selection, tools and equipment, and how to inspect and handle parts, equipment, and the finished product.

General Education Requirements
COMM 101 Introduction to Oral Communication .................. 3
ENGL 101 Composition I ........................................... 3
MATH 109 College Algebra ......................................... 4
or
TMAT 103 Technical Mathematics I ................................ 4
MATH 128 Trigonometry .............................................. 3
or
TMAT 105 Technical Mathematics II ............................. 4
Physical Science Elective ............................................ 4
Social Science Elective ............................................... 3

Total 20-21

Technical Core Requirements
CSCI 101 Introduction to Computer Information Science ........ 4
TECH 114 Introduction to Technical Graphics ...................... 3
CAD 101 Introduction to AutoCAD ..................................... 3
MAIN 101 Industrial Electricity & Systems .......................... 3
MFTG 110 Manufacturing Processes .................................. 3

Total 16

Planning & Quality Option
MFTG 215 Statistics and Quality Control .............................. 3
MFTG 216 Statistical Process Control ................................ 2
MTRL 101 Basics of Supply Chain Management .................. 3
MTRL 210 Master Planning of Resources ............................ 3
MTRL 220 Detailed Scheduling and Planning ....................... 3
MTRL 230 Execution & Control of Operations ..................... 3
BUSN 170 Supervision .................................................. 3
BUSN 220 Principles of Management ................................ 3
Technical Elective ....................................................... 3

Total 26

Machine Tool Design Option
CAD 110 CAD Software Applications ................................ 3
CAD 215 CAD Design with Parametric Modeling .................. 4
MFTG 120 Computer Numerically Controlled Manufacturing ... 4
MTT 101 Machine Tool I .............................................. 4
MTT 110 Toolmaking I ................................................ 3
MTT 201 Machine Tool II ............................................. 3
MTT 210 Toolmaking II ............................................... 3
Technical Elective* .................................................... 3

Total 27

*CAD 224, CAD 240 and MTT 150 are recommended as Technical electives for this option.

Career Potential:
Manufacturing Technician
Manufacturing Technologist
Production Planner
Quality Technician
Machinist
Machine Operator
CNC Operator

With additional education and/or work experience, graduates may find employment as:
Manufacturing Engineer
Quality Engineer
Quality Manager
Lead Operator
CAD/CAM Engineer
Certificate

**Manufacturing Essentials**
16 Semester Hours

The Manufacturing Essentials Certificate prepares individuals for entry-level employment in a variety of industrial settings. Students will be prepared for positions such as machine operator, assembler and production operator. Students may apply this certificate towards further study in manufacturing, CAD or maintenance technology.

**Certificate Requirements**

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<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>TECH 114</td>
<td>Introduction to Technical Graphics</td>
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<tr>
<td>MTT 101</td>
<td>Machine Tool I</td>
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<tr>
<td>MFTG 110</td>
<td>Manufacturing Processes</td>
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<tr>
<td>Electives (includes a GENS &amp; BUSN Course)</td>
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</table>

Career Potential:

Production Planner
Logistics Planner
Expeditor

With additional education and/or work experience, graduates may find employment as:
Logistics Manager
Planning Supervisor

Certificate

**Materials and Logistics Management**
32 Semester Hours

Materials and Logistics Management is a one-year certificate program designed to provide individuals with the concepts, principles and skills needed for successful careers in materials management, manufacturing management, inventory control, production control, purchasing and material control. The program is intended for those individuals wanting to gain the necessary credentials for entry into the field and for current employees looking to enhance their knowledge and skills. The program also prepares students for professional certification by the American Production and Inventory Control Society (APICS). This certificate may also be incorporated wholly or in part into an associate's degree program in manufacturing technology or business.

**General Education Requirements**

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**Core Requirements**

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<td>MTRL 210</td>
<td>Master Planning of Resources</td>
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<td>MTRL 220</td>
<td>Detailed Scheduling &amp; Planning</td>
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<td>MTRL 230</td>
<td>Execution and Control of Operations</td>
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<td>MTRL 240</td>
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**Technical Electives/Specialization**

Technical/Business Electives* .................................................................10

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<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tr>
<td>CSCI 101</td>
<td>Introduction to Computer Information Science</td>
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<tr>
<td>MFTG 110</td>
<td>Manufacturing Processes</td>
<td>3</td>
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<tr>
<td>MFTG 215</td>
<td>Statistics and Quality Control</td>
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<tr>
<td>MFTG 225</td>
<td>Production and Operations Management</td>
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</table>

**Total** 10

*Students interested in an emphasis in **PRODUCTION** should take the following electives:

<table>
<thead>
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<th>Course Code</th>
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<td>ACSM 101</td>
<td>Introduction to Computers</td>
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<tr>
<td>BUSN 130</td>
<td>Computer Applications and Business Systems Concepts</td>
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</tr>
<tr>
<td>BUSN 150</td>
<td>Customer Relations</td>
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</tbody>
</table>

*Other technical or business courses may be selected as electives as approved by the advisor/department.
Certificate

Quality Technology
31 Semester Hours

The Quality Technology Certificate is a one-year program designed to prepare graduates for employment or advancement in industrial and manufacturing organizations in areas dealing with process and product quality. This program includes introductions to computers, blueprint reading, metrology, manufacturing processes, statistics and quality control, statistical process control, materials science and production and operations management, and allows students to select an elective course. Students choosing to continue their education after the Quality Technology Certificate may easily continue into the Manufacturing Technology Associate in Applied Science degree.

General Education Requirements
COMM 101 Introduction to Oral Communication.................................3
Math Elective* ....................................................................................4
Total 7

Quality Technology Core Requirements
CSCI 101 Introduction to Computer Information Science...............4
TECH 111 Blueprint Reading for Industry .........................................2
MFTG 110 Manufacturing Processes ..............................................3
MFTG 120 Computer Numerically Controlled Mfg.............................4
MFTG 215 Statistics and Quality Control .........................................3
MFTG 216 Statistical Process Control..............................................2
MTRL 101 Basics of Supply Chain Management...............................3
Technical Elective.............................................................................3
Total 24

*Math Elective to be chosen from the following:
MATH 109, MATH 141, TMAT 103.

Career Potential:
Quality Technician
Supervisor
Leader Worker
Team Leader
Team Facilitator
Inspector
Welding
RENEWABLE ENERGY

Associate in Applied Science Degree

**Renewable Energy**

*66-67 Semester Hours*

The new AAS degree will prepare students for technical support roles in the renewable energy sector. Students may also find employment in ancillary areas such as energy assessment & management, environmental controls, or automation and controls. The program provides students with broad technical knowledge and skills including electronics, electrical systems, mechanical systems, energy efficiency, and renewable energy.

**General Education Requirements**

- **COMM 101** Introduction to Oral Communication .................. 3
- **ENGL 101** Composition I .............................................. 3
- **MATH 109** College Algebra ........................................... 4
  or
- **TMAT 103** Technical Mathematics I ............................... 4
- **MATH 128** Trigonometry .................................................. 3
  or
- **TMAT 105** Technical Mathematics II ................................ 4
- **Physical Science Elective** ............................................. 4
- **Social Science/Humanities Elective** ................................. 3

*Total 20-21*

**Technical Core Requirements**

- **CSCI 101** Introduction to Computer Information Science ........ 4
- **TECH 114** Introduction to Technical Graphics .................... 3
- **MAIN 101** Industrial Electricity and Systems ....................... 3
- **NETW 160** Introduction to Networking ............................... 3

*Total 13*

**Core Requirements**

- **ELTC 102** DC Electronics .................................................. 3
- **ELTC 103** AC Electronics .................................................. 3
- **ELTC 206** Digital Electronics and Microprocessors .............. 3
- **ELTC 207** Solid State Electronics Troubleshooting
  and Measurements ......................................................... 3
- **ELTC 212** Automation and Control Electronics .................... 3
- **MAIN 102** Mechanical Systems ......................................... 3
- **MAIN 202** Fluid Power Systems ......................................... 3
- **MAIN 222** Industrial Controllers ....................................... 3
- **REEC 110** Green Building Technology ................................. 3
- **REEC 140** Renewable Energy Concepts I ............................. 3
- **REEC 240** Renewable Energy Concepts II ............................ 3

*Total 33*
WELDING

Certificate

Welding Skills
6 Semester Hours

The Welding Certificate of completion prepares individuals with basic skills in welding and related processes. This certificate may be used as a path to further study in welding, maintenance or manufacturing technology.

Certificate Requirements
WELD 110 Maintenance Welding ...........................................3
WELD 116 Shielded Metal Arc Welding I .............................3

Career Potential:

Maintenance Welder
Structural Welder
Welder/Fabricator

With additional education and/or work experience, graduates may find employment as:
Welding Apprentice
Welding Foreman
Welding Inspector
Welding Supervisor

Certificate

Welding Technology
31 Semester Hours

Welding Technology is a comprehensive program leading to a certificate. The program is designed to prepare graduates for employment or advancement as technicians or operators in industrial manufacturing organizations that utilize welding procedures. Students will learn the processes and techniques in industrial welding. Appropriate materials, tools, equipment, weld design, code application and weld inspection are discussed.

General Education Requirements
COMM 101 Introduction to Oral Communication..................3
TMAT 103 Technical Mathematics I ....................................4
Social Science Elective ..................................................3
Total 10

Welding Core Requirements
TECH 114 Introduction to Technical Graphics ....................3
MFTG 110 Manufacturing Processes .................................3
WELD 110 Maintenance Welding ....................................3
WELD 116 Shielded Metal Arc Welding (SMAW) I .............3
WELD 217 Shielded Metal Arc Welding (SMAW) II .............3
WELD 218 Gas Metal Arc Welding (GMAW) .....................3
WELD 219 Gas Tungsten Arc Welding (GTAW) .................3
Total 21
COURSE SELECTION GUIDE

The courses offered by Heartland Community College are listed on the following pages. Descriptions are in alphabetical order by abbreviated code, not by subject field. Courses numbered below 100 are developmental education courses, and credit earned from these courses does not apply toward degrees or certificates. These courses prepare students for additional course work at Heartland Community College.

Prerequisites

Stated prerequisites: Students enrolling in courses with stated prerequisites must provide documentation of their fulfillment of those prerequisites at the time of their enrollment in the course.

Absence of stated prerequisites: The absence of a stated prerequisite in the course description indicates that college-level reading and writing proficiency is required. All credit-bearing courses require demonstrated college-level reading and writing skills unless the course description is accompanied by the triangle-shaped icon described below.

Icons

Illinois Articulation Initiative (IAI) icons are located next to courses approved to meet the general education core requirements. Read more about IAI on pages 23 – 25 of this catalog or at the IAI Web page: www.iTransfer.org.

Course descriptions accompanied by the triangle-shaped icon refer to courses included in the course selection guide for students enrolled in developmental courses on this page. Students enrolled in developmental English and reading courses may enroll only in the credit-bearing courses specified by this guide. However, it should be noted that enrollment in the credit-bearing courses listed in this guide is not limited solely to students in developmental reading and writing courses.

Course Selection Guide for Students Enrolled in Developmental Reading or English

- Courses above the dotted line in each cell apply to the Associate in Arts or the Associate in Science degree. Those below the dotted line in each cell (and in italicized print) apply only to Associate in Applied Science or certificates. Courses numbered below 100 (bold print and preceded with a *) are developmental education courses; credit earned from these courses does not apply toward degrees or certificates.
- Students must maintain enrollment in the appropriate developmental reading and/or writing course to remain enrolled in the credit-bearing courses identified by this guide.
- In addition to the courses listed for their reading and/or writing placement, students may also enroll in the credit-bearing courses listed for the developmental reading and writing courses that are lower than their course (i.e., in the cells above and to the left), also.

<table>
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<th>ENGL 080</th>
<th>ENGL 094</th>
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Mathematics Courses Sequence
Current Heartland Mathematics Curriculum

Math 070
Fundamentals of Math
3 credits

Math 087
Beginning Algebra
4 credits

Math 099*
Intermediate Algebra
for Math & Science
5 credits

Math 096
Intermediate Algebra for Business & Social Science
3 credits

Math 131*
Explorations in Mathematics
3 credits

Math 106*
College Algebra for Business & Social Science
4 credits

Math 141*
Introduction to Statistics
4 credits

Math 128
Trigonometry
3 credits

Math 109
College Algebra for Math & Science
4 credits

Math 142
Business Statistics
4 credits

Math 111
Finite Math for Business
4 credits

Math 151
Calculus for Business & Social Science
4 credits

Math 161
Calculus I
4 credits

Math 162
Calculus II
4 credits

Math 163
Calculus III
4 credits

Math 271
Linear Algebra
4 credits

Math 272
Differential Equations
4 credits

Math 098
Geometry
3 credits

Math 135**
Mathematics for Elementary Teachers I
3 credits

Math 136
Mathematics for Elementary Teachers II
3 credits

* Math 098 (or high school geometry or equivalent) with a grade of C or higher is a prerequisite for this course and all subsequent courses.

**The prerequisite for Math 135 is Math 098 (or hs geometry) AND Math 096 or Math 099 with a grade of C or higher, or equivalent.
**ACCOUNTING**

**ACCT 120**  
**Small Business Accounting**  
3 HRS  
General accounting principles and their application to small businesses. Topics will include the accounting cycle, special journals and ledgers, cash and receivables, inventory, depreciation, product costing, cost analysis, and financial statement preparation. Practical applications will be emphasized throughout the course. (FA, SP)

**ACCT 130**  
**Computerized Accounting Applications**  
3 HRS  
Prerequisite: ACCT 120 or ACCT 200 or permission of instructor. Introduction to software used for accounting information systems. Use of general ledger accounting software on the microcomputer, development of a computerized accounting information system, and development of supporting software applications. (FA)

**ACCT 140**  
**Small Business Taxes**  
3 HRS  
General tax principles and their application to small businesses. This course will introduce the basics of the federal state tax structure, payroll taxes, sales tax reports, and basic tax preparation and reporting requirements for small business. (SP)

**ACCT 200**  
**Financial Accounting**  
4 HRS  
Prerequisite: MATH 096 or MATH 099. Sophomore standing recommended. This course offers students a full semester of financial accounting. It presents accounting as an information system that produces summary financial statements, primarily for users external to a business or other enterprise. The emphasis of the course is on understanding and applying basic accounting principles and other concepts that guide the reporting of the effect of common business transactions. How to analyze and interpret historical financial statements as well, and the limitations of using these in making business decisions is included. The primary content emphasis will be accounting for operating activities, current assets and liabilities, long-term assets and liabilities, corporations, cash flow statements, and financial statement analysis. (IAI Major Code BUS 903) (FA, SP, SU)

**ACCT 201**  
**Managerial Accounting**  
4 HRS  
Prerequisite: ACCT 200 and MATH 106 or MATH 109 with a grade of C or better. This course offers students a full semester of managerial accounting. It presents accounting as a system of producing information for use in internally managing a business. The course emphasizes the identification, accumulation, and interpretation of information for planning, controlling, and evaluating the performance of the separate components of a business. Included is the identification and measurement of the cost of producing goods or services and how to analyze and control these costs. Decision models commonly used in making specific short-term and long-term business decisions are also included. (IAI Major Code BUS 904) (FA, SP, SU)

**APPLIED COMPUTER SCIENCE**

**ACSM 101**  
**Introduction to Computers**  
3 HRS  
Prerequisite: Keyboarding ability recommended. Introduction to Computers will introduce students from any major to the major components of computer hardware and software. Students will work with a graphical user interface created for personal computers in addition to the Internet/World Wide Web and integrated software packages used in business and industry. Ethical and Social issues will be emphasized. (FA, SP, SU)

**ACSM 120**  
**Microcomputers in Office Management**  
3 HRS  
Prerequisite: ACSM 101 or ACSM 110 or satisfactory score on the ACSM 101 proficiency exam. This course is an introduction to a popular integrated software applications package. Students will be introduced to introductory concepts and develop skills in word processing, spreadsheet creation, database development, and presentation graphics. In addition, the student will learn to combine and link their word processing text, spreadsheets, and databases into a single integrated document. The skills acquired and techniques developed will be applicable to problems that are typical in an office environment. (FA, SP)

**ACSM 125**  
**Presentation Graphics-MS PowerPoint**  
1 HR  
Prerequisite: ACSM 120 or satisfactory score on placement exam. This course is a comprehensive exploration of designing and creating presentations. Students will be introduced to the concepts and techniques fundamental to the application of Microsoft PowerPoint. The course material integrates Internet resources with current business, education, and individual student objectives. Keyboarding skills recommended. (FA)
ACSM 135

Spreadsheets - Excel for Windows 3 HRS

Prerequisite: ACSM 120 or satisfactory score on placement exam. Students of this course will develop a working knowledge of the basic and advanced capabilities of the Windows-based spreadsheet software program Microsoft Excel. The course is taught in an exercise-oriented approach, which will prepare students to develop spreadsheet solutions for accounting, financial analysis, and many other business planning situations. Topics explored in this course include: spreadsheet design, creation of graphs, templates, linking of files, database management, and macros. (FA)

ACSM 145

Database Applications - Access 3 HRS

Prerequisite: ACSM 120 or satisfactory score on placement exam. This course will introduce students from any discipline to the major components of database management systems with a thorough coverage of database use and applications. Students will use the database to create files and business reports, including file design and maintenance, report generation, and advanced concepts. (SP)

ACSM 155

Word Processing - MS Word 3 HRS

Prerequisite: ACSM 120 or satisfactory score on placement exam. Students of this course will develop a working knowledge of the basic and advanced capabilities of the Windows-based word processing program Microsoft Word. The course is taught in an exercise-oriented approach, which will prepare students to produce a variety of documents, from one-page letters to multiple page newsletters and brochures. Word processing features including formatting, printing, merging, desktop publishing, and use of templates will be explored during the semester. (SP)

ACSM 167

Desktop Publishing - Adobe InDesign 3 HRS

Prerequisite: ACSM 153 or ACSM 155 or permission of instructor. This course provides a hands-on introduction to desktop publishing using Adobe InDesign software. Students will learn to create print and Web documents using integration features of Adobe products. Major topics include text, Table tools, graphics, color, layers, styles, master pages, types of Web documents, drawings, multimedia and interaction, and transformation for a publication. (FA)

ACSM 296

Topics in Microcomputer Applications 1-6 HRS

This course will offer students an opportunity to study a special topic or current issue which is unique and infrequently offered as part of their program. The course is intended to familiarize students with some of the latest microcomputer applications. The topic will be announced in the schedule book. Because topics studied will change each semester, ACSM 296 may be repeated up to a total of 6 credit hours. (VARIABLE)

AGRICULTURE

AGRI 110

Introductory Agricultural Economics 3 HRS

Fundamental principles of economics applied to agriculture, agriculture finance, prices, taxation, marketing, and land use. (IAI Major Code AG 901) (FA,SP)

AGRI 120

Introductory Horticulture 3 HRS

Introduction to principles and practices in development, production, and use of horticultural crops (fruits, vegetables, greenhouse, floral, turf, nursery, and landscape). (VARIABLE)

AGRI 130

Introduction to Agricultural Engineering Technology 3 HRS

An exploration into efficiently and economically confronting the challenges found in the mechanical systems of a Midwest agricultural business. Emphasis will be placed on the use of energy in agricultural enterprises, resource conservation, the use of agricultural machinery, welding and metallurgy, and agricultural structures. (IAI Major Code AG 906) (SP)

AGRI 150

Principles of Agronomy 4 HRS

Fundamentals of plant science; importance, classification, distribution and production practices of the major crops of the world. (IAI Major Code AG 903) (FA)

AGRI 157

Soil Science 4 HRS

Prerequisite: Completion of a fundamentals chemistry course. Origin and formation, physical and chemical properties, moisture relationships, liming and fertilizing soils will be covered. Chemical and physical tests of soils will also be done. (IAI Major Code AG 904) (SP)

AGRI 170

Introduction to Animal Science 4 HRS

Breeding, selection, genetics, nutrition, physiology, and production of farm animals. Fundamentals of animal science. (IAI Major Code AG 902) (FA)

AGRI 190

Introduction to Agricultural Education 2 HRS

Introduction to the agricultural teaching profession, overview of the total agricultural program, philosophical base of education process, and teaching special-need students. (IAI Major Code AG 911) (SP)

AGRI 271

Introduction to Animal Nutrition 4 HRS

Prerequisite: AGRI 170. Study of nutrients, their metabolism and utilization; digestive physiology in ruminants and non-ruminants, diet formulation and ration balancing. (FA)
ANTHROPOLOGY

ANTH 101
Introduction to Cultural Anthropology 3 HRS
This course furnishes a thorough introduction to the concepts, approaches, and methods of Cultural Anthropology, one of the four main sub-disciplines of General Anthropology. With an emphasis on the holistic and comparative nature of the cultural anthropological approach, and using contemporary and recent ethnographic examples from around the world, the course provides an awareness of the wide spectrum of cultural and social variation, while at the same time stressing those characteristics that are shared by all human beings. The class includes lectures, discussions, ethnographic films, and student presentations. (GECC S1 901N) (FA, SP, SU)

ANTH 102
Introduction to General Anthropology 3 HRS
This introductory survey course examines concepts, approaches, and methods of each primary sub-discipline of anthropology, using past and present examples from around the world, with an emphasis on the holistic nature of the anthropological approach. The course is designed for the students desiring a broad background in anthropology. (GECC S1 901N) (FA, SP)

ART

ART 102
Two-Dimensional Design 3 HRS
Prerequisite: Concurrent enrollment in ART 104 recommended. A studio course exploring the fundamentals of the formal systems and basic elements of visual organization through two-dimensional design principles and theories. A variety of media will be utilized, including pencil, pen, acrylic paint, and computer imaging. This course meets 6 hours for 3 hours credit. (FA, SP)

ART 103
Three-Dimensional Design 3 HRS
An exploration of the general considerations in design, especially the relationship of art forms to our three-dimensional world and the principles that unify design. Emphasis will be placed on the application of various media and techniques to 3-D image making. This course meets 6 hours for 3 hours credit. (FA, SP)

ART 104
Basic Drawing 3 HRS
An introduction to drawing principles and techniques. Covers the fundamental concepts of drawing, including a study of line, form, space, value and composition, utilizing a variety of media, such as pencil, pen, conte, chalk, and other tools. This course meets 6 hours for 3 hours credit. (FA, SP, SU)

ART 105
Ceramics I 3 HRS
An exploratory course designed to introduce students to the basic sculptural techniques of three-dimensional clay design and clay glazing. This course meets 6 hours for 3 hours credit. (FA, SP, SU)

ART 106
Painting I 3 HRS
Prerequisite: ART 104 recommended. An introduction to basic painting techniques and color principles applied to the exploration of oil and/or acrylic painting media. This course meets 6 hours for 3 hours credit. (FA, SP, SU)

ART 130
Introduction to Visual Culture 3 HRS
Introduction to Visual Culture explores the role of visual culture in contemporary society. It uses an interdisciplinary approach that examines the ways in which meaning is produced through photography, the visual arts, film and video, and electronic media. Readings focus on a range of theoretical strategies for understanding images in a variety of historical, cultural and aesthetic contexts. The hands-on experience of this course will include working with contemporary visual media tools, such as computer graphics. Software packages will include Adobe PhotoShop, Final Cut Pro, Flash and Dreamweaver. Individual and group experimentation with these media will be encouraged. (VARIABLE)

ART 140
Introduction to Water Color and Pastel 3 HRS
An exploratory course using transparent water color and pastel, which introduces color theory and practice, formal compositional principles, and painting/drawing techniques appropriate to these media. Subject matter will include still life, landscape, portraiture, and figure study. This course meets 6 hours for 3 hours credit. (VARIABLE)

ART 145
Sculpture I 3 HRS
Prerequisite: ART 103 or equivalent. Sculpture I is a studio course introducing basic sculptural processes, materials, and tools, including additive, subtractive, and substitution methods. Shop safety and aesthetic issues, both modern and historical, will be emphasized. This course meets 6 hours for 3 hours credit. (VARIABLE)
ART 150
Art Appreciation 3 HRS
An understanding of the role of art in our culture and in contemporary life. This course is non-historical in approach, utilizing works from all cultures and periods to establish basic principles of aesthetic organization and to illustrate common techniques in the visual arts. Not intended for art majors. (GECC F2 900) (FA, SP, SU)

ART 154
Intermediate Drawing 3 HRS
Prerequisite: ART 104 or equivalent. Intermediate Drawing is a studio course designed to further the visual explorations begun in Basic Drawing. In this course, students will continue to explore new media and to develop their perceptual skills. In addition, they will examine the process of drawing in conjunction with and independent of subject matter. Half of the semester will be devoted to exploring the human figure: its proportions, its construction, and its potential as an expressive image. This course meets 6 hours for 3 hours credit. (FA)

ART 180
Beginning Photography 3 HRS
Fundamentals of black and white still photography. Historical development of the medium. The role of photography in contemporary visual expression, including contributions from diverse cultures. The course emphasizes photographic seeing, camera operation, use of aperture and shutter settings for aesthetic and sensometric control, film processing, printing, use of natural light for personal expression and communication, and appropriate instruction in the health and safety issues relative to the methods of the course and the materials being used. Students will need to provide their own 35mm camera equipped with manual capabilities to change lens opening and shutter speeds. This course meets 6 hours for 3 hours credit. (FA, SP, SU)

ART 187
Photography Studio Lighting 3 HRS
Prerequisite: Completion of ART 190 and 291 with a grade of C or better, or consent of instructor. An introduction to studio lighting techniques in both commercial and fine art settings and the use of photo editing software such as Aperture and Lightroom. (VARIABLE)

ART 190
Digital Photography and Imaging I 3 HRS
This course is an introduction to digital photography and digital imaging processes, emphasizing photographic seeing, camera operation, use of aperture and shutter settings for aesthetic and sensometric control, digital printing, and use of natural light for personal expression and communication. Students are required to acquire the principles for expressive communication; operational knowledge for Adobe Photoshop for scanning, manipulating, printing, and Web publishing; and the skills in a variety of outputs for both fine art and commercial applications. Students are required to explore the “digital darkroom”, using both traditional photographic materials and digital input, and to survey photography’s role in society and culture, including the evolution of various photographic genres and the contributions to the development of digital photography by people of diverse ethnic and cultural backgrounds. Students need to provide their own 35mm camera, digital or film, equipped with manual capabilities to change the lens opening and shutter speeds. This course meets 6 hours for 3 hours credit. (FA, SP)

ART 195
History of Photography 3 HRS
The history of still photography from the earliest investigations of the camera obscura to 21st Century electronic imaging. Emphasis on the role of photographs as a social and cultural force and on our artistic heritage of camera work. (GECC F2 904) (FA)

ART 204
Life Drawing 3 HRS
Prerequisite: ART 104 or permission of instructor. A continuation of ART 104 and ART 154, with emphasis on drawing the figure to develop a sense of proportion, structure, gesture, movement, and composition in the various media. This course will introduce a visual vocabulary and provide group experiences, as well as foundations both technical and aesthetic. This course meets 6 hours for 3 hours credit. (FA, SU)

ART 205
Ceramics II 3 HRS
Prerequisite: ART 105. Development of technical ceramic skills, including wheel work, sculpture, clay body, and clay glazing. Exploration of past and present ceramic forms. This course meets 6 hours for 3 hours credit. (FA, SP)

ART 206
Painting II 3 HRS
Prerequisite: ART 106. A continuation of ART 106, with an increased emphasis on painting the human figure, portraiture, landscape painting, general composition, and the continued exploration of the formal and technical elements of painting in various opaque mediums. This course meets 6 hours for 3 hours credit. (FA, SP, SU)

ART 211
History of Art I 3 HRS
A study of the principal achievements in painting, sculpture, architecture, and minor arts from prehistoric times to the late Gothic period, including the art of Mesopotamia, Egypt, Greece and Rome, the Byzantine world, the Islamic world, and Europe during the Early Christian, Medieval, Romanesque, and Gothic periods. (GECC F2 901, IAI Major Code ART 901) (FA)
ART 212
History of Art II 3 HRS
A study of the principal achievements in painting, sculpture, architecture, and minor arts from the Renaissance to the twentieth century, including art of the proto-Renaissance, the High Renaissance, Mannerism, the Baroque and Rococo periods, Neo-Classicism, Romanticism, Impressionism, Post-Impressionism, Cubism and related movements, Dadaism, Surrealism, Abstract Expressionism and the diverse movements from 1945 to the present. (GECC F2 902, IAI Major Code ART 902) (SP)

ART 213
Survey of Art History 3 HRS
A study of the principal achievements in painting, sculpture, architecture, and minor arts from prehistoric times to the present. Focus will be on the interaction between the fine arts, architecture, and industrial design. For study abroad program only. (VARIABLE)

ART 214
History of Modern Art 3 HRS
Prerequisite: ART 212 strongly recommended. A history of modernism in art from the French Revolution to the present with emphasis on contemporary issues. (SP)

ART 230
Computer Art I 3 HRS
Prerequisite: ART 102 & 104, or consent of the instructor. A studio course exploring computer applications in the visual arts. An introduction to computer software-based approaches to visual image manipulation and original generation, including the integration of computer hardware, software, and peripheral devices as tools to create and combine traditional and contemporary visual ideas as applied to art and design. This course meets 6 hours for 3 hours credit. (VARIABLE)

ART 231
Graphic Design I 3 HRS
Prerequisite: ART 104 or permission of the department. Suggested prerequisite: DMED 120. An introduction to the theoretical and practical aspects of graphic design, including techniques, processes, terminology, and basic compositional and conceptual skills. This course provides a study of the principles and methods of combining several elements to design images that communicate information effectively. Emphasis on projects which use design elements, typography, illustrations, and technology to create effective messages. An emphasis is placed on computerized design. This course meets 6 hours for 3 hours credit. (FA, SP)

ART 280
Photography II 3 HRS
Prerequisite: Completion of ART 180 with a grade of C or better. Further technical development in black and white photography. This course emphasizes the control of available light through use of tripods and push-processing; attributes of various films and appropriate chemistry for each; graded fiber papers; introduction to sensitometry; specialized developing and printing techniques; enhancing personal photographic expression; digital manipulation of the photographic image; and instruction in the health and safety issues relative to the methods of the course and the materials being used. Students will need to provide their own 35mm camera equipped with manual capabilities to change lens opening and shutter speeds. This course meets 6 hours for 3 hours credit. (FA, SP)

ART 283
Non-Silver Processes in Photography 3 HRS
Prerequisite: Completion of ART 180 with a grade of C or better or consent of instructor. This course will introduce the student to alternative methods to the ubiquitous silver print in photography today. Areas explored will include, but will not be limited to, Platinum/Palladium, Cyanotypes, Van Dyke Brown, and Salted Paper Prints. This course meets 6 hours for 3 hours credit. (VARIABLE)

ART 290
Photography III 2 HRS
Prerequisite: ART 180 & 280. This course is designed to further technical and aesthetic development in black and white photography beyond the Photo I and II course work. Emphasis will be placed on the development of a personal body of photographic work while demonstrating refined technical virtuosity. Students will need to provide their own 35mm camera equipped with a manual override option. This course meets 4 hours for 2 hours credit. (VARIABLE)

ART 291
Digital Photography & Imaging II 3 HRS
Prerequisite: Completion of ART 190 with a grade of C or better. This course is a further exploration of digital photography and digital imaging processes, involving a deeper understanding of the technical and aesthetic issues of digitally created images. The emphasis of this course is personal creative expression in relation to artistic practice. In addition, we will study photography's role in society and culture, including the evolution of various photographic genre and the contributions to the development of digital photography by people of diverse ethnic and cultural background. Evaluation includes formal group critique of images in addition to individual critiques. Students need to provide their own 35mm camera, digital or film, equipped with manual capabilities to change the lens opening and shutter speeds. This course meets 6 hours for 3 hours credit. (FA, SP)

ART 294
Digital Publishing 3 HRS
Prerequisite: Completion of a two semester sequence in a medium of art studio courses, e.g. ART 104 and 154, ART 105 and 205, ART 106 and 206, ART 180 and 280, or ART 190 and 291 with a grade of C or better or consent of instructor. This course is designed for photography, design, and other art majors to develop proficiency in digital publishing design and production methods. Students will explore book, Web, and DVD design and authoring as they relate to documenting personal art work. (VARIABLE)
ART 295
Portfolio Development 1 HR
Prerequisite: Completion of a one year course sequence in one or more disciplines (e.g., ART 104 and 154, ART 105 and 205, ART 180 and 280, ART 106 and 206, or ART 190 and 291) with a grade of C or better or consent of instructor. This course is designed to help prepare students majoring in Studio art to successfully transfer to a B.F.A. or B.A. in Art. The course will cover topics such as critical thinking in art, writing an artist statement, career options, preparing a resume and traditional and digital portfolio preparation both for transfer and exhibitions. Students will study how to promote themselves as artists through the study of various resources and strategies used by successful artists. This course meets 2 hours for 1 hour credit. (VARIABLE)

ART 296
Special Topics in Art 1-3 HRS
Prerequisite: Will be set by faculty. This is an advanced course in art, with variable content that is focused on research, theory, (classroom) and/or creation of work (studio) in a particular area of art. Readings will center on current developments in the study of art and may have an interdisciplinary, social, environmental and/or critical perspective. Because topics and research studied will change each semester, ART 296 may be repeated for a total of six credits toward graduation. (VARIABLE)

ASTRONOMY

ASTR 121
Introduction to Astronomy 4 HRS
An introductory course in astronomy. Topics include: the earth as a planet, the sun and the solar system, stellar systems, stellar evolution, galaxies, and cosmology. Laboratory activities supplement the lecture material and may include evening astronomical observation. (GECC P1 906L) (FA, SP)

BIOL 099
Biology for Health Careers 3 HRS
Prerequisite: MATH 087 with a grade of C or better or assessment. Topics reviewed in this course will include an introduction to scientific methods and terminology, fundamentals of chemistry and biochemistry, cell biology, and genetics. This course is intended for pre-nursing and allied health students who need a review of biology prior to entering more advanced life science courses in their programs. This course may be used as a prerequisite to BIOL 181 and BIOL 191. It may not be used to fulfill any part of HCC's general education science requirement for graduation. Students who have completed BIOL 161 or who plan to major in biology should not enroll in this course. (FA, SP, SU)

BIOL 114
Contemporary Biology 4 HRS
Prerequisite: MATH 087 with a grade of C or better or assessment. An introduction to biological principles including organization, function, heredity, evolution, and ecology, with emphasis on the importance of biology to the individual and society. The laboratory component will emphasize scientific inquiry and use of knowledge in problem solving. This course is not intended for students planning a science major, nor will it fulfill the prerequisite for BIOL 181 or BIOL 191. Students will not receive science credit toward their graduation requirements for both BIOL 114 and BIOL 161. (GECC L1 900L) (FA, SP, SU)

BIOL 116
Genes: Foundation of Life 3 HRS
Prerequisite: MATH 096 or Math 099 with a grade of C or better or assessment. Introduction to genetics. Scientific principles, applications, and ethical implications of DNA fingerprinting, genetic engineering, and the human genome project are emphasized. Life science lab credit can be obtained by concurrent or subsequent enrollment in BIOL 117. (GECC L1 906) (FA, SP)

BIOL 117
Genes: The Foundations of Life Lab 2 HRS
Prerequisite: Credit or concurrent enrollment in BIOL 116. A laboratory course designed to enhance the student's understanding of concepts covered in BIOL 116. (GECC L1 906L) (FA, SP, SU)

BIOL 121
Essentials of Anatomy & Physiology 4 HRS
Prerequisite: MATH 087 with a grade of C or better or assessment. Basic structure and function of the human body on the cellular, tissue, and organ system levels. The relationships between genetics and lifestyle choices and their contribution to health and diseases will also be explored. Lab exercises include animal dissection. (This course cannot be used for credit in programs requiring BIOL 181 and BIOL 182.) (GECC L1 904L) (FA, SP)

BIOL 161
Principles of Biology I 4 HRS
Prerequisite: MATH 096 or Math 099 with a grade of C or better or assessment. A first course in biology for those students who are concentrating in the sciences. General principles of biology with emphasis on molecular biology, cell biology, genetics, biodiversity, and evolution. The laboratory component will emphasize scientific inquiry and use of knowledge in problem solving. Students will not receive science credit toward their graduation requirements for both BIOL 114 and BIOL 161. (GECC L1 900L, IAI Major Code BIO 910) (FA, SP, SU)

BIOL 162
Principles of Biology II 4 HRS
Prerequisite: BIOL 161 with a grade of C or better, MATH 096 or MATH 099 with a grade of C or better or assessment. Principles of animal biology and behavior, plant biology and ecology. Intended for science or health profession majors. Lab exercises include animal dissection. (IAI Major Code BIO 910) (FA, SP)
COURSE DESCRIPTIONS

BIOL 181
Anatomy and Physiology I 4 HRS
Prerequisite: One year of high school biology or college level biology course within the last three years, BIOL 099 with a grade of C or better or assessment; and MATH 096 or MATH 099 with a grade of C or better or assessment. This course is the first in a two semester sequence dealing with the structure and function of the human body that begins with the biochemical, cellular and tissue levels of organization, homeostasis and feedback loops. Information from all levels of biological organization is presented for the integumentary, skeletal, muscular, nervous, and endocrine systems. The course explores both the normal and pathologic conditions. The laboratory exercises use human models and preserved sheep organs. (BIOL 182 completes the sequence.) (GECC L1 904L) (FA, SP, SU)

BIOL 182
Anatomy & Physiology II 4 HRS
Prerequisite: BIOL 181 with a grade of C or better. This course is the second in a two semester sequence dealing with the structure and function of the human body that includes excretion and fluid balance, human development, metabolism and nutrition. Information from all levels of biological organization is presented for the cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. This course explores both the normal and pathologic conditions. The laboratory exercises use human models and preserved sheep organs. (BIOL 182 completes the sequence begun in BIOL 181.) (FA, SP, SU)

BIOL 191
Introductory Microbiology 4 HRS
Prerequisite: MATH 096 or MATH 099 with a grade of C or better or assessment. Biological concepts of structure, function, organization, genetics, ecology, and evolution are emphasized through the study of microorganisms. The diversity or microbes and their roles in the environment and human affairs are discussed. Topics include microorganisms in food and industry, biotechnology, health and disease. Weekly laboratory sessions emphasize scientific inquiry. (FA, SP, SU)

BIOL 297
Independent Study
In Biology 1-2 HRS
Prerequisite: ENGL 101, a college level biology course; and permission of the instructor. Intensive work in an area of the life sciences of special interest to the student. Each individual project is to culminate in a comprehensive written report. (VARIABLE)

BUSN 110
Introduction to Business 3 HRS
This course focuses on clarifying the complexities of the business world while enhancing students’ skills in critical thinking, problem solving, diversity, multiculturalism, and communication, thus providing them with necessary tools for business success. Within a framework of professionalism, ethical decision making, responsibility, and technology, students will assess the global, economic, social, and political environments impacting business. In addition, students will understand the essential elements of organizational structure, marketing, management, and financial decision making. (FA, SP, SU)

BUSN 115
Business Communications 3 HRS
This course is designed to enable students to communicate appropriately and effectively in a business setting. This course provides an introduction to principles of business writing, effective language use, and a review of oral and written communication skills. We will demonstrate a direct relationship between the course material and the effect the material will have on the students’ personal and professional lives. Topics will include the principles of business writing, effective language use, oral and written communication skills, listening, and business presentations. (FA, SP)

BUSN 120
Principles of Bank Operations 3 HRS
A study of the American Banking System. Topics include the economic importance of banks, processing of cash items, paying teller operations, collection services, legal relationships with depositors, creation of money through the loan function, savings and time deposit functions, internal controls, and other bank services. (VARIABLE)

BUSN 130
Computer Apps & Bus Systems Concepts 3 HRS
Keyboarding ability recommended. An introduction to management information systems and application software. Students will increase their understanding of how information and technology are utilized by business managers to support decision making. In addition, the student will learn the fundamentals of accessing the Internet and using word processing, spreadsheet, database management, and presentation application software. (FA, SP, SU)

BUSN 145
Workforce Preparation 1 HR
Securing an employment position and keeping it. Topics include choosing the correct career path, personality and job choice, job search process, effective resume writing, interviewing skills, appropriate business attire, economical wardrobe building, office demeanor and developing a positive work ethic. (FA, SP)

BUSN 150
Customer Relations 1 HR
This course involves all phases of general office work, including the values and attitudes necessary for successful interaction with co-workers and clientele/customers served. Presented in a workshop/seminar mode with simulation exercises, the course will focus on verbal and non-verbal communication including effective listening and telephone skills; the attitudes, values and practices of different cultures, races and ethnic groups; and interpersonal relationships, including tolerance of others; team processes; and dealing with difficult people. (FA, SP)
Supervision 3 HRS
This course is designed to explore the leadership tools and human relation skills needed to function effectively as a supervisor. Topics covered in this course will include leadership qualities, communication skills, human relation skills, organizational dynamics, motivation, and other work group issues and concerns such as diversity in the workforce, quality principles and processes, and conflict resolution. (SP)

Principles of Selling 3 HRS
Focuses on the principal factors for successful selling of goods, ideas, or services. Topics covered in this course will include the nature of selling, developing sales strategies, identifying sales prospects, sales presentations and demonstrations, negotiating buyer resistance, closing and confirming the sale, and post-sale customer relations. In addition, the course will explore the skills necessary for the sales professional to develop and manage their personal careers such as the nature of selling as a career, creating a professional image, time management, and legal and ethical issues in selling. (VARIABLE)

Legal Environment of Business 3 HRS
Prerequisite: BUSN 110 or permission of instructor. This course is to provide students with fundamental knowledge concerning a series of critical legal and regulatory issues that affect business. The following areas of law will be the major focus of the course: governmental regulation of business, securities law, contract law, common law, international law, consumer protection law, labor law, and employment law. (FA, SP)

Principles of Management 3 HRS
Prerequisite: BUSN 110 or permission of instructor. This management course is designed to introduce students to the role of various levels of management in public and private sector organizations. Emphasis is placed on the management functions of planning, organizing, leading, and controlling in a dynamic global environment. (FA)

Human Resources Management 3 HRS
This course presents principles and procedures relating to human resources management, including staffing, appraisal, training, compensation, employment law, and programs for hiring and managing employees.

Introduction to Sport Management 3 HRS
This course is designed for students entering the sport and physical education profession where it is critical to understand the theory and practice of ethical management principles in sport/fitness organizations. These principles are applied to interscholastic, intercollegiate, international, and professional organizations along with the health/fitness and community recreation industries. (FA, SP)

Principles of Marketing 3 HRS
Prerequisite: BUSN 110 or permission of instructor. This course is designed to introduce students to an overview of marketing principles. The following topics will be examined: market structure, marketing cost and efficiency, public and private regulation, and development of marketing programs including decisions involving products, price, promotion, and physical distribution. (SP)

Financial Planning and Budgeting 3 HRS
Prerequisite: Completion or concurrent enrollment in ACCT 201 or permission of instructor. This course examines financial planning and budgeting of a business. The following topics will be examined: cash management, source and application of funds, types and sources of long term capital, capital budgeting, present and future values, and cost of capital and financial structure. (FA)

Small Business Management 3 HRS
Prerequisite: BUSN 110 or permission of instructor. This course is an introduction to the startup and operation of a small business. Students will explore the steps and research needed to develop a complete business plan, which integrates assessment of business opportunities and the development of operating plans. (SP)

Topics in Business 1-6 HRS
This course will offer students an opportunity to study a special topic or current issue of special interest in business and industry. The topic will be announced in the schedule book. Because topics studied will change each semester, BUSN 296 may be repeated up to a total of 6 credit hours. (VARIABLE)

Internship in Business and ACSM 1-6 HRS
Prerequisite: Completion of semester hours equivalent to 75% of the certificate/degree requirements with a minimum of 12 hours in business, office technology, and/or applied computer science; cumulative GPA of 3.0 or higher at the time of application for the internship and at placement; demonstrated commitment to business field; or permission of instructor. This course provides supervised field experiences in a variety of settings that are related to Business and Applied Computer Science. Such settings include educational institutions, governmental organizations, businesses, and health care agencies. Students work at least five hours a week (a total of 75 hours a semester equals one internship credit hour), gaining practical skills and experience in a setting which will utilize business theories and/or applied computer science skills. (VARIABLE)
Course Descriptions

**Computer Aided Design**

**CAD 101**
Introduction to AutoCAD 3 HRS
Prerequisite: TECH 114 (or TECH 112) with a grade of C or better or concurrent enrollment. This course covers the basic use of AutoCAD software. The course will cover mechanical and architectural applications using AutoCAD commands and techniques. (FA, SP, SU)

**CAD 110**
CAD Software Applications 3 HRS
Prerequisites: CAD 101, CSCI 101. CAD Software Applications covers the basic use of a variety of CAD software packages. Included will be AutoCAD Inventor, AutoCAD Revit, AutoCAD Civil 3D, Google Sketchup, Pro-E and other packages as the industry dictates. Topics included will be the use of 2D coordinate system, element constraints, advanced template design, interaction between CAD programs, basic 3D drawings, assembly drawings, and creation of presentations and animations.

**CAD 215**
CAD Parametric Modeling and Design 3 HRS
Prerequisites: CAD 110. CAD Parametric Modeling and Design studies the graphic language of industry and ANSI standard practices used in designing models and creating technical and engineering drawings. This course will be taught using AutoCAD Inventor software. The course topics include creating auxiliary views, descriptive geometry, and an introduction to geometric dimensioning and tolerancing. Additional course topics will include representation of threads and fasteners, assembly and detail drawings, bend allowances, and drawings of springs, cams, and gears.

**CAD 224**
Geometric Dimensioning & Tolerancing 3 HRS
Prerequisite: CAD 215 (or CAD 203). This course focuses on applying geometric dimensioning and tolerancing principles in product design. Topics covered include the standard definitions, print designation, datum reference frame, and tolerances of location, form, profile, orientation and runout. Advanced concepts include a study of bonus tolerances, virtual conditions and datum references. (SP)

**CAD 233**
Residential Architecture 4 HRS
Prerequisite: CAD 215 (or CAD 212). An introductory course in practices used in the field of architecture when creating working drawings for the residential construction industry. The course incorporates sketching and computer-aided drafting software to create floor plan layouts, various house sections, elevations, and other details of a typical residence. (FA)

**CAD 234**
Commercial Architecture 3 HRS
Prerequisite: CAD 233. An advanced course in the practices used in the field of architecture when creating working drawings for the small commercial building and construction industry. Topics include a basic study of steel detailing, concrete structures, heating and air-conditioning representation and typical construction methods. The course incorporates sketching and computer-aided drafting software to create the plans for a small commercial building. (SP)

**CAD 240**
CAD Rendering and Animation 3 HRS
Prerequisites: CAD 215 and CAD 233 or CAD 234 (or concurrent enrollment in both CAD 215 and CAD 233 or CAD 234). CAD Rendering and Animations is a course that encompasses the 3D CAD techniques necessary for the creation of 3D geometric models. Topics will include 3D surface and solid modeling techniques using AutoCAD 3D and AutoCAD Revit architectural software. Other topics include animation and architectural design material application and lighting.

**Chemistry**

**CHEM 099**
Preparatory College Chemistry 3 HRS
Prerequisite: Concurrent enrollment in MATH 087 or placement. This is a course designed to prepare a student to take either CHEM 120 or CHEM 161. Students who have not completed a high school chemistry course within the last five years will be required to take CHEM 099 before taking CHEM 161. Those with a weak background in the subject should strongly consider taking CHEM 099 first before enrolling in CHEM 120 or CHEM 161. Topics covered include Significant Figures, Dimensional Analysis, the Periodic Table, Nomenclature, Chemical Reactions & Quantities, and more. (FA, SP, SU)

**CHEM 120**
Fundamentals of Chemistry 4 HRS
Prerequisite: MATH 087 or assessment, or equivalent. This is a one-semester survey of general, organic, and biological chemistry for students who plan to pursue a health-related profession or who have an interest in chemistry. An emphasis is placed on the relationship between chemistry and life through issues and examples from the health, medical, and environmental fields. A two-hour laboratory exercise each week is used to reinforce the lecture material. Credit will not be given for both CHEM 120 and CHEM 161 (or equivalent). (GECC P1 902L) (FA, SP, SU)

**CHEM 161**
General Chemistry I 5 HRS
Prerequisite: Completion of a high school or other College-level Chemistry within the last five years, completion of CHEM 099, or assessment. MATH 109 with a grade of C or better or placement. An introduction to the basics of chemistry for those students who are concentrating their studies in the sciences. Those fundamental concepts of chemistry included are chemical formulas, chemical reactions, stoichiometry, structure of molecules, chemical bonding, and the behavior of gases, liquids, and solids. A three-hour lab each week will reinforce the lecture material. (GECC P1 902L, IAI Majors Code CHM 911) (FA, SP, SU)
CHEM 162  
**General Chemistry II**  5 HRS  
*Prerequisite: CHEM 161 or equivalent.* A continuation of CHEM 161, including a study of kinetics, equilibrium, acids & bases, thermodynamics, electrochemistry, nuclear chemistry, and transition metals. A three-hour laboratory exercise each week will reinforce the lecture material. *(AI Majors Codes CHM 912) (FA, SP)*

CHEM 241  
**Organic Chemistry I**  5 HRS  
*Prerequisite: CHEM 162 or equivalent.* An introduction to the basic concepts of organic chemistry. Those fundamental concepts of organic chemistry included are the structure and bonding of, the acid-base principles of, and the standard (IUPAC) nomenclature of the various classes of hydrocarbons. Also, types of isomerism, substitution and elimination reactions, reaction mechanisms, and an introduction to various spectroscopic techniques are included. A three-hour lab each week will stress the synthesis, identification, and separation of organic compounds. *(FA)*

CHEM 242  
**Organic Chemistry II**  5 HRS  
*Prerequisite: CHEM 241 or equivalent.* A continuation of Organic Chemistry I. This course will focus on the synthesis, reactivities, and mechanisms of various organic reactions. Topics will include the study of aldehydes, ketones, carboxylic acids, esters, amines, amides, aromatic derivatives, and biologically important molecules. Two three hour labs each week will emphasize the synthesis, characterization, and identification of organic compounds that feature different functional groups. *(SP)*

CHEM 297  
**Independent Study in Chemistry**  1-3 HRS  
*Prerequisite: ENGL 101 or permission of the instructor.* Intensive work in a chemistry subject of special interest to the student. Each individual project is to culminate in a comprehensive written report. *(VARIABLE)*

CHINESE  
CHIN 101  
**Chinese I**  4 HRS  
A beginning course in Chinese focusing on the development of basic communicative skills in listening, speaking, reading, and writing. The dialect taught is Mandarin, and the course is designed for students who have had no prior exposure to Chinese language. The course includes basic vocabulary, essentials of Chinese grammar and syntax, correct pronunciation and intonation, and the use of speech patterns. *(FA)*

CHIN 102  
**Chinese II**  4 HRS  
*Prerequisite: CHIN 101 with a grade of C or better, or consent of the instructor.* This course is the second course at the beginning level in Chinese, focusing on further development of basic communicative skills in listening, speaking, reading, and writing. The dialect taught is Mandarin, and the course is designed for students who have had CHIN 101 Beginning Chinese I or equivalent. The course includes basic vocabulary, essentials of Chinese grammar and syntax, and the use of speech patterns. *(SP)*

CHIN 201  
**Chinese III**  4 HRS  
*Prerequisite: CHIN 102 with a grade of C or better, or consent of instructor.* This course is the first course at the intermediate level in Chinese, the Mandarin dialect, focusing on conversation combined with a further study of grammatical and syntactic rules to develop communicative skills in listening, speaking, reading, and writing. *(FA)*

CHIN 202  
**Chinese IV**  4 HRS  
*Prerequisite: CHIN 201 with a grade of C or better, or consent of the instructor.* This course is the second course at the intermediate level in the Mandarin dialect of Chinese, focusing on conversation combined with further study of grammatical and syntactic rules and of cultural elements in order to develop communicative skills in listening, speaking, reading, writing, which are necessary for everyday life. *(GECC H1 900) (SP)*

EARLY CHILDHOOD CARE AND EDUCATION  
CHLD 101  
**Intro to Early Childhood**  3 HRS  
The course provides an overview of the history and philosophy of early childhood education and examines a variety of past and present programs in terms of basic values, structure, organization, and programming. The course includes an introduction to the range of programs that serve young children of all abilities, as well as developmentally appropriate practices that serve both children and their families. Field experiences provide students with opportunities to develop observation and guidance skills. *(FA, SP)*

CHLD 102  
**Growth and Development of the Young Child**  3 HRS  
This course provides a foundation in theory and principles of development for young children. Although the course covers prenatal through adolescent development, the focus of the course is on children ages birth through eight. Theories and principles of the physical, intellectual, emotional, and social development of children are studied, including the theories of Piaget, Vygotsky, Erikson, Skinner, and others. Cultural, familial, and individual influences are stressed. The implications for professional practice within the field of early childhood are stressed. *(FA, SP)*

CHLD 103  
**Environmental Design to Support Children’s Play**  3 HRS  
*Prerequisite: Completion of, or concurrent enrollment in, CHLD 102.* The types and functions of play are studied, along with an exploration of play techniques that allow children to exercise their physical abilities, learn about their world, and cope with their conflicts and emotions. The role of the teacher in facilitating play and choosing appropriate equipment is emphasized. *(FA)*
CHLD 105
Curriculum for Early Childhood Programs 3 HRS
The principles of planning, implementing and evaluating developmentally appropriate curricula are studied. The course focuses on lesson plans; emerging curricula; scheduling; room arrangement; materials and equipment; individual, small, and large group activities; goals; and teacher's role in developing curricula within an inclusive program and promoting cultural diversity. (SP)

CHLD 108
Guidance of the Young Child 3 HRS
The theories of behavior analysis and guidance are introduced and the relationship between careful observation and effective interaction with children is examined. Techniques and skills will be presented that promote appropriate behavior management. (SP)

CHLD 109
Observation & Assessment of Young Children 3 HRS
The study of appropriate assessment and observational strategies for children ages birth through eight. Includes field experience in observation. (SP)

CHLD 201
Child Development Practicum I 3 HRS
Prerequisite: CHLD 102, 105 and 109. This course deals with the practical application of early childhood education principles and theories. Students work with young children in a child care setting under the supervision of a site supervisor and a college course work supervisor. (FA, SP)

CHLD 202
Health, Safety & Nutrition for the Young Child 3 HRS
Ways to ensure the child's physical well-being are studied, as well as maintaining personal health. Course curriculum presented includes meeting Department of Children and Family Services for nutrition, health, and safety, as well as ongoing evaluation procedures to evaluate and support children and environmental health. First aid for children is included. (FA)

CHLD 204
Infant and Toddler Care 3 HRS
Prerequisite: Completion of, or concurrent enrollment in, CHLD 201. The principles, practices and programming for infants and toddlers are presented, applied and evaluated. The focus of the course includes developmentally appropriate practices, an overview of assessment, and the importance of partnering with families. (FA)

CHLD 205
Family Child Care Management 2 HRS
This course considers issues and responsibilities in providing home day care for infants and young children. (FA)

CHLD 206
Child Development Practicum II 3 HRS
Prerequisite: CHLD 201 and 204. This course builds on skills and knowledge acquired in CHLD 201 (Child Development Practicum I) and Infant and Toddler Care (CHLD 204). The supervised practicum experience in early childhood settings emphasizes practical application of early childhood education principles and theories within infant and toddler settings. (FA, SP)

CHLD 207
Exceptional Child 3 HRS
Prerequisite: Completion of, or concurrent enrollment in, CHLD 102. Overview of children with exceptional cognitive, social, physical, and emotional needs. Course explores current issues, including educational implications for children with special needs, their families, and the community. Identification, intervention strategies, methods, and programs to meet their needs are all discussed. Study of applicable federal and state laws and requirements: Individuals with Disabilities Education Act, Individualized Family Service Plan, Individualized Education Plan, and inclusive programs. Fulfills requirements of School Code, Article 21, 2a. (SP)

CHLD 208
Child Care Center/Early Childhood Administration 3 HRS
This course examines a variety of management processes, as well as components needed for an effective center, including staffing, budgeting, development of policies, purchasing, monitoring of program quality, evaluation, parent involvement, computers and administrative software, licensing and accreditation. Accessing community resources and professional organizations as a means to improving program quality will be addressed. (SP)

CHLD 209
Child, Family and Community 3 HRS
This course focuses on the child within the context of family and community, drawing heavily on the work of Bronfenbrenner and ecology theory. Methods of supporting child, family, and community will be stressed, emphasizing the relationship between the three. Contextual factors such as communication, social policy, community resources, parent-child, and professional-family relationships will be emphasized. Legal consideration and associated responsibilities, criteria and methods for effective parent-teacher communication, and an in-depth study of community resources will be addressed. (SP)
CHLD 210
**School Age Programming** 2 HRS
This course examines knowledge and skills needed to work effectively with the school-age child. Focus is on planning, organizing, and implementing developmentally appropriate activities. (SP)

CHLD 215
**Child Advocacy** 2 HRS
This course will prepare early childhood educators to serve as advocates for the early childhood profession and the children and families who are served by the profession. Topics covered will include: 1) becoming an advocate; 2) developing a grass-roots movement; and 3) learning to motivate and influence others through advocacy. (FA)

CHLD 220
**Individual and Family Development** 3 HRS
Overview of the development of the individual throughout the lifespan within the context of the developing family and society. A theoretical emphasis will be placed on the interdependence between the individual and the context they exist within. (FA)

CHLD 221
**Foundations of Inclusion** 3 HRS
Foundations of Inclusion focuses on the practical knowledge and skills necessary for childcare providers and other early childhood professionals to successfully practice inclusion. Topics covered include individual learning plans, accessibility, partnering with parents, arranging the environment, and selecting and adapting toys and materials. Also addresses guidance, positioning, and communication. (SP)

CNST 101
**Construction Materials and Methods** 3 HRS
An introduction to light commercial and residential construction techniques and materials. The course is designed to provide information on the basic construction principles and the materials used in the industry. (FA, SP)

CNST 103
**Building Mechanics** 3 HRS
This course presents general principles of building mechanics, including pumps and valves, piping, and construction; and how these principles apply to residential and commercial facilities. The student will participate in lab activities and tour various facilities. (SP)

CNST 113
**Construction Documents & Quantity Takeoff** 3 HRS
The course is an introductory course in the basics of construction blueprint reading and quantity takeoff. All persons involved in the planning, supplying, and/or building of structures should be able to read construction blueprints and provide a list of materials. Topics include types of drawings, nomenclature, applications of technical drawings, and material usage. While no formal prerequisite is required for this course, it is suggested that students have a familiarity with basic mathematical concepts of fractions and linear measurement before enrolling in this course. (FA)

CNST 224
**Construction Estimating & Scheduling** 3 HRS
Prerequisite: CNST 113. An introduction to construction estimating and the tools used to determine the costs of any building project. Reinforcing the concepts of blueprint reading and visualization skills required to help understand how to accurately estimate a construction project. Emphasizing the importance of determining project costs and schedule prior to the start of construction. (SP)

Special Topics 1-4 HRS
Prerequisite: Faculty approval. Course will offer students an opportunity to study a topic which is (1) unique and infrequently offered as a part of their program curriculum or (2) of special interest to the field of early childhood. (VARIABLE)
COMMUNICATION

COMM 101
Introduction to Oral Communication 3 HRS
This is an introductory course in public speaking, with the dual goals of helping students understand basic communication principles and improving their oral communication skills. The course emphasizes preparing, selecting, organizing, and delivering oral messages, as well as analyzing and evaluating the speaking-listening process. (GECC C2 900) (FA, SP, SU)

COMM 109
Visual Communication 3 HRS
Prerequisite: ENGL 101. An introduction to visual literacy by examining images presented in many media including print, photography, fine art, animation and cartoons, film, television, video and multimedia. Covers image processing, theories of visual communication, ethical and cultural issues. Projects will include essays, research, and small group and hands-on activities. (VARIABLE)

COMM 120
Interpersonal Communication 3 HRS
A study of communication theory and its application to interpersonal relations, including analysis of self-concepts and perceptions, verbal and nonverbal codes, and cultural expectations. (FA, SP)

COMM 121
Introduction to Intercultural Communication 3 HRS
This is an introductory communication course, emphasizing a variety of communication practices with cultural origins, including nonverbal and verbal practices. The course focuses on both intercultural communication theory and practical approaches to communicating between cultures and subcultures. The course is recommended for any student majoring in communication. (VARIABLE)

COMM 125
Small Group Communication 3 HRS
An introduction to information-providing, problem-solving and decision-making techniques for communication groups, both formal and informal of different types and sizes. Covers such topics as the role of small groups in society and the variables that influence small group communication, such as participation roles and types of leadership. (FA, SP)

COMM 130
News and Feature Writing 3 HRS
Prerequisite: ENGL 101 or consent of the department. An introduction to the basic techniques of news gathering and reporting, including newspaper style, information sources, interviewing, editing and rewriting procedures, and general principles of page make-up for news and feature articles. (VARIABLE)

COMM 132
Introduction to Photojournalism 3 HRS
Prerequisite: ART 180 with at least a grade of C or consent of the instructor. Completion of, or concurrent enrollment in, COMM 130 is highly recommended. This class assumes an intermediate knowledge of photography. This course is an introduction to the principles and techniques of photojournalism for use in print, broadcast, and other journalistic mass media. This course will advance students’ skills in camera use and introduce them to digital technology. Ethical, legal, technical and aesthetic issues will be explored as well as the history of photojournalism. Students will need to provide their own SLR camera (equipped with manual override), lenses of varying focal lengths, and a flash with adjustable output. (VARIABLE)

COMM 135
Writing for the Media 3 HRS
Prerequisite: ENGL 101 or consent of the department. An introduction to the basic techniques of news gathering and reporting including researching, interviewing, editing and rewriting procedures. Emphasis on learning news writing style. Introduction to writing in various formats including newspapers and magazines, public relations and broadcast. (FA, SP)

COMM 136
Newspaper Production 3 HRS
Prerequisite: ENGL 101 with a grade of C or better. Students will collaborate to publish the College’s student newspaper, The Spectator. Students will study the fundamentals of newspaper production, including news gathering and reporting, writing in Associated Press style, information sources, interviewing, editing, and graphic design and layout, business and advertising management, promotion and circulation and media law and ethics. (FA, SP)
COMM 160
Mass Communication 3 HRS
A study of the history and development, functions, responsibilities, and economic, social, and cultural impact of mass media of communication including newspapers, books, magazines, film, music, radio, television, and their allied fields of public relations and advertising. (IAI Major Code MC 911) (FA, SP)

COMM 210
Intro to Communication Theory 3 HRS
This course provides students with a general overview of communication theory and a concrete understanding of specific communication theories. Emphasis is placed on evaluation of communication theories and their application to everyday life. (VARIABLE)

COMM 220
Advertising and Culture 3 HRS
Prerequisite: ENGL 101 with a grade of C or better. This course explores the modern history of advertising, using methods of analysis which include marketing strategies and the impact of advertising on social and cultural consciousness. Of particular interest will be the ways in which advertising, while associated with higher levels of consumption, are linked with environmental destruction, restrictive gender identities, the decline of public life, personal dissatisfaction, and the commodification of culture. (FA)

COMM 230
Multimedia Presentations 3 HRS
Prerequisite: COMM 101 and DMED 110 or permission of department. Using multimedia and communication skills, students will learn how to design, produce and present projects with digital media. Students will gain skills in effective organization, presentation styles, media aesthetics, and program development. (VARIABLE)

COMM 296
Special Topics in Communication 1-3 HRS
Prerequisite: ENGL 101. This is an advanced course in communication studies, with variable content that is focused on research, theory, and application in a particular topic of communication studies (such as organizational communication, sexual communication, media, etc.) Readings will center on current developments in the study of communication and may have an interdisciplinary, social scientific, ethnographic, and/or critical perspective. Because topics and research studied will change each semester, COMM 296 may be repeated for a total of six credits. (VARIABLE)

COMM 299
Internship in Communication 1-6 HRS
Prerequisite: ENGL 101. Completion of 15 semester credit hours; successful completion of COMM 101 (grade of C or better); and successful completion of (grade of C or better), or concurrent enrollment in, COMM 130. COMM 135 or COMM 160. Supervised field experience in a variety of settings related to communication, including businesses, publications, advertising and public relations agencies, non-profit organizations, educational institutions and governmental agencies. Students will receive on-the-job experience, in a volunteer or paid capacity, for at least five hours a week (a total of 75 hours a semester equals one internship credit hour) to gain practical skills and experience. Credit is available only for work experience which has been approved in advance by the internship coordinator. (VARIABLE)

CRJ 101
Introduction to Criminal Justice 3 HRS
Introduction to Criminal Justice is an examination of the various processing stages, practices, and personnel of the criminal justice system. The components of the criminal justice system including the police, courts and the corrections field will be explored from both a historical and contemporary perspective. This course is designed to make the student a more informed citizen of criminal justice data, services delivered in response to crime, and its impact on society. It is also designed to provide a broad base necessary for more advanced studies, for those majoring in criminal justice. (IAI Major Code CRJ 901) (FA, SP)

CRJ 200
American System of Corrections 3 HRS
This course familiarizes the student with various correctional alternatives, including institutional, as well as community sanctions. Controversies and emerging trends in corrections will also serve as a focus of the course. (IAI Major Code CRJ 911) (SP)

CRJ 201
Understanding Criminology 3 HRS
This course focuses on theoretical and conceptual explanations of criminal behavior. The study of crime causation, patterns, trends, victims, and society's reactions to crime, as well as the offender is examined. (IAI Major Code CRJ 912) (SP)
CRJ 202  
Policing in America  3 HRS  
This course covers the history of law enforcement, its development, procedures and roles it serves in a democratic society. Other topics surveyed include: the hierarchical structure of policing, the liabilities that surround police operations, and the importance of developing a partnership with citizens to effectively combat crime. (FA)

CRJ 204  
Criminal Law  3 HRS  
Prerequisite: CRJ 101 or consent of instructor. This course is a survey of criminal law, including the historical development of substantive and procedural criminal law. Judicial opinions and case law are reviewed to provide students with a better understanding of the criminal justice process. (SP)

CRJ 206  
Criminal Investigations  3 HRS  
Prerequisite: CRJ 101 or consent of instructor. An analysis of the criminal investigation process, including recording, collection, and preservation of physical evidence. Scientific aids, modus operandi, sources of information, and follow-up techniques will be covered. (FA)

CRJ 208  
Administration of Justice  3 HRS  
An overview of the criminal court system in operation. The judicial process involving court personnel, defendants, victims and advocacy groups will be explored. The role of the public defender system will also be examined. Emphasis will be placed on rules controlling pre- and post-trial proceedings, including motions, appeals, habeas corpus, courtroom procedures and protocol. (FA)

CRJ 215  
Juvenile Justice System  3 HRS  
Prerequisite: CRJ 101 or consent of instructor. A course that encompasses the juvenile justice system and the organization, functions, and jurisdiction of juvenile agencies. The processing and disposition of the youthful offender is examined. The current methods of treatments and alternatives in dealing with youthful offenders in our society are explored. (IAI Major Code CRJ 914) (SP)

CRJ 222  
Police/Community Relations  3 HRS  
An examination of the relationship between police bureaus and the communities they serve. The role of law enforcement in implementing programs to address social problems, cultural issues, and promoting community relations is reviewed. (SP)

CRJ 224  
Probation and Parole  3 HRS  
This course encompasses the history, nature and practice of the probation and parole process. Topics will include evaluation, varieties of practice, contemporary problems and future trends. The responsibilities and duties of both the probation and parole officer will be discussed. (FA)

CRJ 226  
Criminal Justice Careers Seminar  2 HRS  
Prerequisite: Sophomore standing, successful completion, with a grade of C or better, of 15 credit hours of criminal justice courses, including CRJ 101, or consent of instructor. This course provides a supervised field experience for the student to observe the practices of an approved criminal justice agency. Students will gain practical knowledge of the various operations of that agency and its related employment criteria. Classroom discussion will include topics such as resume writing, interviewing, bona fide occupational qualifications, and locating criminal justice resources on the Internet. (SP)

CRJ 299  
Internship in Criminal Justice  1-6 HRS  
Prerequisite: Sophomore standing, successful completion of CRJ 101 with a grade of C or better and 12 credit hours of criminal justice courses, ENGL 101, COMM 101 or consent of instructor. Supervised field experience in a variety of settings related to the criminal justice field including: law enforcement, court services, correctional institutions, advocacy groups or private security. Students will receive on-the-job experience as an aide or in a volunteer capacity for at least five hours per week (a total of 75 hours per semester equals one internship credit hour) to gain practical skills and experience. Students may be required to submit to a criminal history background check, as well as a driver’s license check prior to beginning an on-site experience. (VARIABLE)

COURSE DESCRIPTIONS

COMPUTER SCIENCE

CSCI 100  
Basic Computer Literacy  1 HR  
This computer literacy course assumes no prior knowledge on the part of the student and covers all aspects of basic computer use from selecting a computer to setup and successful use. Specifically, students will learn how to select a computer package that meets their needs, how to assemble the components (i.e. as traditionally received from a store), how to run the operating system, basic file system operation and maintenance, software installation, Internet use, and basic computer security. Hands-on experiences will be provided for every topic. (FA, SP, SU)

CSCI 101  
Introduction to Computer Information Science  4 HRS  
Prerequisite: Concurrent enrollment in MATH 109 is suggested. This course presents concepts of computer-based systems; computer hardware, software, and organization environments; system categories, delivery modes; systems development methods; career opportunities and responsibilities. This is a lecture course with hands-on experience with microcomputers. (FA, SP, SU)
**CSCI 110**

**Introduction to Database Management Systems** 3 HRS

Prerequisite: CSCI 101 with a grade of C or better. An Introduction to database management systems (DBMS). Covers database design, entity-relationship and relational models, schema creation, data normalization and SQL. Introduces transactions, concurrency, and recovery. (FA)

**CSCI 115**

**Discrete Structures** 4 HRS

Prerequisite: MATH 109 or equivalent, with a grade of C or better, or placement. Introduction to analysis of finite collections and mathematical foundations of sequential machines, computer system design, data structures and algorithms. Topics include sets and logic, sequences, subscripting and arrays, number systems, counting, recursion, graph theory, trees, nets, Boolean algebra, automata, and formal grammars and languages. Formal proofs (including induction) are introduced early in the course and addressed throughout the course. Connections between the mathematical theory and corresponding computer science applications are pervasive throughout the course. Computer programming labs are written in the current language used in the core Computer Science courses. This course is not intended for a Mathematics major or minor. (GECC M1 905, IAI Major Code CS 911) (FA, SP)

**CSCI 130**

**Computer Science I** 4 HRS

Prerequisite: CSCI 101 with a grade of C or better, and one of the following with a grade of C or better or placement: TMAT 103, or MATH 106, or MATH 109. The first in a sequence of courses for majors in Computer Science. Introduces a disciplined approach to problem-solving and algorithm development, in addition to an introduction to object-oriented programming and data abstraction. Covers: selection, repetition, and sequence control structures; program design, testing, and good programming style; high-level programming languages; abstract and primitive data types; variable scope and access control; classes and objects; polymorphism and inheritance; arrays, sorting and files. (IAI Major Code CS 911) (FA, SP)

**CSCI 131**

**Computer Science II** 4 HRS

Prerequisite: CSCI 130 with a grade of C or better; CSCI 115 with a grade of C or better. The second in a sequence of courses for majors in Computer Science. Covers: design and implementation of large-scale problems; abstract data types; program verification and complexity; recursion; data structures; dynamic concepts; input and output; text processing; an introduction to searching and sorting, and documentation standards. (IAI Major Code CS 912) (FA, SP)

**CSCI 135**

**Cobol Programming I** 3 HRS

Prerequisite: CSCI 130 with a grade of C or better, or equivalent. This course provides an introduction to the COBOL Programming language to solve simple business application problems. Lectures and programming lab projects emphasize program structure, language syntax, sequential file processing, table handling, sorting procedures and report logic with control breaks. Structured design, programming, and documentation techniques will be emphasized. Advanced features such as sub-programs and copy libraries will also be discussed. (VARIABLE)

**CSCI 136**

**Programming in Visual Basic** 3 HRS

Prerequisite: CSCI 130 with a grade of C or better, or equivalent. This course provides an introduction to the Visual Basic.Net programming environment, with a focus on solving small-scale business problems in the Windows environment. Lectures and programming lab projects emphasize program structure, language syntax, sequential and dynamic file processing, data handling, sorting procedures, and data collection. Object-oriented event-driven design, programming and documentation techniques will be emphasized. (VARIABLE)

**CSCI 138**

**Cobol Programming II** 3 HRS

Prerequisite: Completion of CSCI 135 with a grade of C or better, or equivalent. This course is the second in a two-semester sequence. Students will complete more advanced COBOL programming projects utilizing programming tools learned in the first semester course. Additional key topics in this course include multi-level control breaks, multi-level tables, sorting procedures, file access, and embedded SQL. Students will also complete a program in a team development environment. (IAI Major Code CS 912) (VARIABLE)

**CSCI 151**

**iPhone Programming** 4 HRS

Prerequisite: CSCI 130 with a grade of C or better or equivalent. This course introduces the iPhone platform and the Objective-C programming language. The topics covered include: mobile application guidelines, Objective-C, the iPhone development environment, Cocoa Touch, and the various service layers. Programming assignments will provide practical experience with mobile development concepts. (VARIABLE)
### COURSE DESCRIPTIONS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI 153</td>
<td>Android Development</td>
<td>4 HRS</td>
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<tr>
<td></td>
<td><strong>Prerequisite:</strong> CSCI 130 with a grade of C or better or CSCI 224 with a grade of C or better. This course introduces the Android mobile operating system. The topics covered include: mobile application guidelines in general, the Android SDK, and advanced Java concepts unique to the Android operating system. Programming assignments will provide practical experience in developing applications for Android. (VARIABLE)</td>
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<tr>
<td>CSCI 171</td>
<td>Computing for Engineering &amp; Science</td>
<td>3 HRS</td>
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<td></td>
<td><strong>Prerequisite:</strong> MATH 161 with a grade of C or better, or equivalent. This course covers the fundamental principles, methods, and concepts of computing with an emphasis on applications in the physical sciences and engineering. Basic problem solving and computing techniques will be taught using structured programming techniques. Fundamental algorithms, data structures, and ANSI C standard mathematical functions will be covered using engineering and scientific problems. Note: This course does not count for credit in a computer science program. (SP)</td>
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<tr>
<td>CSCI 220</td>
<td>C Programming</td>
<td>3 HRS</td>
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<td></td>
<td><strong>Prerequisite:</strong> CSCI 115 with a grade of C or better, or equivalent and CSCI 130 with a grade of C or better, or equivalent. This course provides a detailed study of the C Programming language and an introduction to Structured Programming methodologies. It includes program planning, design methods, C language procedures, memory management and allocation, data storage and manipulation with data structures, I/O, and efficient programming techniques. (VARIABLE)</td>
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<tr>
<td>CSCI 221</td>
<td>C++ Programming</td>
<td>3 HRS</td>
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<td><strong>Prerequisite:</strong> CSCI 131 with a grade of C or better, or equivalent. Fundamental object-oriented programming concepts; develop problem-solving skills using a structured approach; development of structured programs; the basics of C++ programming language; C++ extension to C programming language; object-oriented programming, including classes and objects, inheritance and derived classes, and reusable code. Programming assignments will provide practical experience with C++ concepts. (VARIABLE)</td>
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<tr>
<td>CSCI 224</td>
<td>Programming in Java</td>
<td>3 HRS</td>
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<td><strong>Prerequisite:</strong> CSCI 131 with a grade of C or better, or equivalent. Students who have completed CSCI 130 AND CSCI 131 will not be given credit for CSCI 224 toward their program of study. This course is intended to be both an introduction to Java and the first course in a series designed to teach the fundamentals of Java and prepare students for Java Programmer Certification and Java Developer Certification. The course covers fundamental object-oriented programming concepts and helps develop problem-solving skills using an object-oriented approach. It also covers development of programs using the techniques of object-oriented programming and design, and the basics of the Java programming language. The course will give students experience with classes and objects, inheritance and derived classes, and reusable code. Programming assignments will provide practical experience with Java and OOP concepts. (FA,SP)</td>
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<tr>
<td>CSCI 229</td>
<td>Network Programming in Java</td>
<td>3 HRS</td>
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<td><strong>Prerequisite:</strong> CSCI 131 with a grade of C or better, or equivalent. The course covers fundamental networking programming concepts and helps develop problem-solving skills using an object-oriented approach. Basic networking terminology and implementation of standard networking protocols will be covered along with security and distributed programming issues. In addition, the course will cover database connectivity and basic use. Programming assignments will provide practical experience with Java and networks. (FA)</td>
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<tr>
<td>CSCI 230</td>
<td>Graphical Programming in Java</td>
<td>3 HRS</td>
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<td><strong>Prerequisite:</strong> CSCI 131 with a grade of C or better, or CSCI 224 with a grade of C or better, or equivalent. The course covers fundamental and advanced graphical programming concepts and helps develop problem-solving skills using an object-oriented approach. Basic and advanced graphical techniques, event handling, security, and distributed programming issues will be covered. Programming assignments will provide practical experience with Java concepts. (SP)</td>
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<tr>
<td>CSCI 232</td>
<td>Enterprise Application Programming in Java</td>
<td>3 HRS</td>
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<td><strong>Prerequisite:</strong> CSCI 131 with a grade of C or better, or CSCI 224 with a grade of C or better, or equivalent. This course is intended to be both an introduction to the world of Enterprise Programming and to teach the Java 2 Enterprise Edition Platform (J2EE). The course covers advanced server-side programming concepts and helps develop problem-solving skills using an object-oriented/event-driven approach. Basic and advanced Web techniques, event handling, security, server programming, and distributed programming issues will be covered. Programming assignments will provide practical experience with Enterprise Application concepts. (VARIABLE)</td>
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CSCI 233  
Enterprise Application Programming in Java I  
Prerequisite: CSCI 131 with a grade of C or better or CSCI 224 with a grade of C or better or equivalent. This course introduces Enterprise Application Programming’s Web tier using the Java 2 Enterprise Edition (J2EE) platform. The topics covered include: Servlets, Servlet containers, Java Server Pages (JSP), tag libraries, and Web frameworks. Basic and advanced Web techniques, event handling, security, server programming, and distributed programming issues will be covered. Programming assignments will provide practical experience with enterprise application concepts. (FA)

CSCI 234  
Enterprise Application Programming in Java II  
Prerequisite: CSCI 131 with a grade of C or better, or CSCI 224 with a grade of C or better, or equivalent. This course introduces the server-side aspects of Enterprise Application Programming using the Java 2 Enterprise Edition (J2EE) platform. The topics covered include: Java Database Connectivity (JDBC), Enterprise Java Beans (EJB), Object Relational Mapping (ORM), logging, application servers, the J2EE Connector Architecture, and enterprise frameworks. Basic and advanced Web techniques, event handling, security, server programming, and distributed programming issues will be covered. Programming assignments will provide practical experience with enterprise application concepts. (SP)

CSCI 240  
Data Structures  
Prerequisite: CSCI 131 with a grade of C or better, or equivalent. Algorithmic paradigms (divide and conquer, greedy, dynamic, backtracking); recurrence relations; complexity analysis (big oh, big omega, big theta, little oh); algorithms (graphs, sorting, searching, string processing); advanced ADTs (sets, graphs, heaps, hash tables); random number generation and related algorithms. (VARIABLE)

CSCI 251  
Mobile Game Programming  
Prerequisite: DMED 120 with a grade of C or better; and one of the following with a grade of C or better: CSCI 151 or CSCI 153. This course introduces game development on mobile platforms. The topics covered include: mobile application guidelines, small device interface guidelines, and game development concepts. Programming assignments will provide practical experience with mobile development concepts. This is a project-based course in which students will design and develop a game. Students will complete a portfolio documenting their work from initial concept through application completion. (VARIABLE)

CSCI 252  
Mobile Applications Programming  
Prerequisite: One of the following with a grade of C or better: CSCI 151 or CSCI 153. This course introduces application development on mobile platforms. The topics covered include: mobile application guidelines, small device interface guidelines, UI guidelines and application development concepts. Programming assignments will provide practical experience with mobile development concepts. This is a project-based course in which students will design and develop a full mobile application. Students will complete a portfolio documenting their work from initial concept through application completion.

CSCI 253  
Mobile Communications Programming  
Prerequisite: One of the following with a grade of C or better: CSCI 151 or CSCI 153. This course introduces communications and networking development on mobile platforms. The topics covered include: mobile application guidelines, wireless networking and wireless communications concepts. Programming assignments will provide practical experience with mobile development concepts. This is a project-based course in which students will design and develop applications that use and rely on wireless communications. Students will complete a portfolio documenting their work from initial concept through application completion.

CSCI 260  
Database Management Systems  
Prerequisite: CSCI 110 with a grade of C or better. This course provides a detailed study of relational database administration with advanced concepts. It includes planning for database implementation, installing, configuring, tuning, server administration and data management with the use of structured query language. (SP)

CSCI 296  
Special Topics in Computer Technology  
Prerequisite: As set by faculty. Course will offer students an opportunity to study a topic which is (1) unique and infrequently offered as a part of their program curriculum or (2) of special interest to industry. Each student wishing to enroll in Special Topics in Technology will be reviewed based on (1) previous experience, (2) courses completed, and (3) aptitude/ability match with selected topic. (VARIABLE)
COURSE DESCRIPTIONS

DIGITAL MEDIA

DMED 101
Introduction to Digital Media 3 HRS
DMED 101 is an introduction to the major media forms used in Digital Media production, including print design, Web design, audio production, video production, animation and authoring tools. Students will also investigate the impact of digital media on society and current issues in media and technology. Basic computer skills will be expected in the areas of word processing, graphic and paint programs. (FA, SP)

DMED 110
Web Page Development 3 HRS
An introduction to the World Wide Web on the Internet and its uses as a communication tool. The course will cover essential terms and technologies, creating Web pages, critiquing Internet content and a review of ethical and legal issues. Basic computer skills will be expected, especially with word processing and graphic programs. DMED 110 is designed to appeal to students interested in studying the Internet and its many facets and specifically creating pages that can be viewed on the World Wide Web through various browsers. Course covers XHTML and CSS coding as well using Web design programs to create content. Special attention is paid to creating Web content that adheres to Web standards. Students learn basics of image manipulation. Continuing emphasis on successfully communicating through the Web, especially considering design and interactivity. (FA, SP, SU)

DMED 120
Computer Imaging and Design 3 HRS
An introduction to creating and manipulating digital images. Emphasis is placed on studying and applying basic design concepts, while dealing with common print, video and computer designing challenges faced in the business world. Computer graphic programs, including Adobe Photoshop, Illustrator and InDesign or Quark will be used. Students will also become familiar with modern production equipment such as printers and scanners. Students should be familiar with computers and have some experience with drawing programs. (FA, SP, SU)

DMED 145
Video Production 3 HRS
Prerequisite: DMED 101 or permission of instructor. An introduction to how to effectively use video production equipment to record and edit video for business, education, entertainment and personal use. Course will cover equipment, shooting techniques, composition, lighting, planning and non-linear editing. Students will complete a short video production in this course. (SP)

DMED 150
Interactive Digital Media 3 HRS
Prerequisite: DMED 120 or permission of instructor. DMED 110 is recommended. An introduction to creating interactive interfaces to be distributed through a variety of methods, including the World Wide Web, DVD or other removable media. Emphasis is placed on creating easy to navigate and professional level interfaces for a variety of applications and on successfully deploying those applications across the chosen distribution method. Authoring tools, including Adobe Flash will be used as well as image editing programs Adobe Photoshop and Adobe Illustrator. Students should be experienced with image editors, graphic design and Web design. (FA, SP)

DMED 160
Web Server Administration 3 HRS
Prerequisite: DMED 101 or CSCI 101 with a grade of C or better. Introduction to the design and use of several different current commercial Web servers. Students will install, configure, and maintain one current commercial Web server package throughout the duration of the course. (FA, SP)

DMED 170
Dynamic Web Technologies 3 HRS
Prerequisite: DMED 110 with a grade of C or better. Introduction to scripting. Covers basic scripting techniques, basic database techniques and surveys major scripting languages. (FA)

DMED 210
Advanced Web Page Design 3 HRS
Prerequisite: DMED 110 with a grade of C or better and DMED 150 with a grade of C or better. Students will create complicated, professional level Web page design to effectively communicate messages for a variety of situations. This class will pose a variety of real world challenges that students will need to complete at a professional level, including designing interfaces in HTML and Flash and deploying those interfaces to audience members who qualify to view the content. Development tools, including Adobe Dreamweaver and Flash will be used as well as image editing programs Adobe Photoshop and Illustrator. Students should be capable graphic designers and have experience with image editors, Web design tools and interactive authoring tools. (FA)
DMED 245
Advanced Video Production 3 HRS
Prerequisite: DMED 145 or permission of instructor. DMED 245 focuses on advanced video production concepts, such as live studio production, motion graphics, video compositing, studio lighting, video streaming as well as advanced issues involved in producing informational and narrative video, such as script writing, graphics production and project output using different digital methods. Students will be expected to produce several short videos on a deadline in this course. (FA)

DMED 250
Preparing Print Publications 3 HRS
Prerequisite: DMED 101 and DMED 120. Course will cover basic aspects of preparing copy, line-art and pictures for professional print. Students will build on design skills learned in DMED 120, while focusing on preparing printed pieces on the computer that are appropriate to be sent to a professional print house for printing in quantity. Issues of design, audience, interface and environment will be reviewed. (FA)

DMED 260
Computer Animation 3 HRS
Prerequisite: DMED 101 and DMED 120. Course will cover basic aspects of animation using animation software, including modeling objects and bringing them into a virtual environment to add lighting, surfaces and motion for a completed scene. Issues of design, audience, interface and environment will be reviewed. (SP)

DMED 270
JavaScript 3 HRS
Prerequisite: DMED 110 and CSCI 130 with a grade of C or better in both classes. This course provides a detailed study of JavaScript. It includes program planning, design methods, language procedures, and object-oriented programming fundamentals. (SP)

DMED 275
PHP 3 HRS
Prerequisite: DMED 110 with a grade of C or better and CSCI 130 with a grade of C or better. This course provides a detailed study of PHP. It includes program planning, design methods, language procedures, and server-side Web programming fundamentals. (VARIABLE)

DMED 290
Advanced Media Production 3 HRS
Prerequisite: DMED 145, DMED 210, and concurrent enrollment in DMED 260. This course is a capstone experience that integrates various digital media skills as students work in a team to complete projects on a weekly basis in a realistic production environment. Students create and maintain their own section of a continually updated Web site, with content they conceive, write, produce and post. (SP)

DMED 292
Capstone Experience 3 HRS
Prerequisite: DMED 245 and ART 291 or concurrent enrollment in both. The objective of this course is to provide a culminating experience for students. The capstone experience consists of five components: a project proposal, an art project(s), a research paper which contextualizes the students work in a historical, theoretical, and or social context, an artist statement, and a statement about the work created in this class. (VARIABLE)

DMED 296
Topics in Digital Media 1.5-3 HRS
Prerequisite: DMED 101 or permission of instructor. An advanced course in a specific topic in digital media communication, such as a specific software program, language or project. The course is intended to familiarize students with some of the latest technologies and trends in new media. The topic will be announced in the schedule book. Because topics studied will change each semester, DMED 296 may be repeated once for a different topic. (VARIABLE)

DMED 297
Independent Study in Digital Media 1-4 HRS
Prerequisite: DMED 145, DMED 210, and/or concurrent enrollment in, DMED 260. This course builds on the skills learned in other digital media courses, such as video production, motion graphics, computer animation and Web page design. Students will complete projects on a weekly basis in a realistic production environment. They will create and maintain their own section of a continually updated Web site, with content they conceive, write, produce and post. (VARIABLE)

DMED 299
Digital Media Internship 1-6 HRS
Prerequisite: Successful completion of DMED 101 with a grade of C or better and faculty/advisor approval. Student interns will work, in a paid or volunteer capacity, to learn about digital media applications in a variety of settings including business, industry, non-profit organization, education, and government. Interns gain practical skills and experience while being supervised on the job and through the college. A total of 75 hours equals one internship credit hour. Credit is available only for work experiences approved in advance, before the internship begins, by the digital media communications department. (VARIABLE)
COURSE DESCRIPTIONS

INTERIOR DESIGN

DSGN 110
Interior Design I 3 HRS
This course is an introduction to the principles and elements of residential interior planning and functional room analysis. Major content areas are: texture, pattern, color, light and theme, functional planning, window treatments, wall coverings and floor coverings, natural and artificial lighting, and textiles. (FA)

DSGN 111
Interior Design II 3 HRS
An introduction to interior and exterior styles featuring the study of furniture and furnishings as related to residential and commercial design. Students will also study the various design movements, furniture arrangement and accessories, and the challenges for the future. Content areas include furniture selection, styles, and furniture arrangement and wall composition; accessories; the historic heritage of architecture and design; modern architecture and design. (SP)

EARTH SCIENCE

EASC 111
Environment Earth 3 HRS
Topics course for non-science majors who desire a physical science understanding of environmental concerns. Topics may include: ground water, air quality, land management, nuclear energy, and solid waste disposal. An optional lab (EASC 122) will apply physical science principles to lecture material. (GECC P1 905) (FA, SP, SU)

EASC 121
Introduction to Earth Science 3 HRS
An introductory physical science class that surveys the fields of geology, oceanography, atmospheric science and astronomy. An optional lab (EASC 122) will apply earth science principles to lecture material. Environmental concerns will be discussed in this class. Suitable for students with minimal course work in the sciences and mathematics. (GECC P1 905) (FA, SP, SU)

EASC 122
Introduction to Earth Science Lab 1 HR
Prerequisite: EASC 111 or 121 or concurrent enrollment. A beginning college-level laboratory science course that will present basic applications with problem-solving challenges and discovery methods in the physical sciences. (GECC P1 905L) (FA, SP, SU)

EASC 151
Introduction to Weather 4 HRS
Prerequisite: Credit or concurrent enrollment in MATH 087. Survey of atmospheric processes, structure and composition. A two-hour lab each week will focus on variables that influence day-to-day weather conditions. Atmospheric environmental concerns will be discussed. (GECC P1 905L) (FA, SP)

EASC 161
Physical Geology 4 HRS
Study of the origin and types of earth materials and the processes at work in our physical environment. Topics include earthquakes, erosion, mountain building, minerals, rocks, volcanoes, and glaciers. A two-hour lab each week will emphasize lecture material. Field trip required. (GECC P1 907L) (FA, SP)

EASC 162
Historical Geology 4 HRS
Focuses on the history of the Earth since its formation. Includes analysis of sedimentary rock systems, evolution and life history, plate tectonic changes through time and age determination methods. Emphasizes the origin and evolution of life, illustrating changing faunas and floras through time; the effects of an evolving atmosphere, changing climate and continental drift. (VARIABLE)

EASC 297
Independent Study in Earth Science 1-3 HRS
Prerequisite: ENGL 101 and permission of the instructor. Intensive work in an area of the physical sciences of special interest to the student. Each individual project is to culminate in a comprehensive written report. (VARIABLE)

ECONOMICS

ECON 101
Principles of Microeconomics 3 HRS
Prerequisite: MATH 096, MATH 099, or equivalent. Microeconomics, including utility, supply and demand, and product and resource pricing with specific emphasis on associated problems of American economy. (GECC S3 902) (FA, SP, SU)

ECON 102
Principles of Macroeconomics 3 HRS
Prerequisite: Successful completion of ECON 101 with a grade of C or better, or equivalent. Introduction to the American economic system with emphasis on macroeconomics, including national income accounting, employment theory and fiscal and monetary policies. (GECC S3 901) (FA, SP, SU)

ECON 220
Comparative Economic Systems 3 HRS
Prerequisite: ECON 101 and 102 or equivalent. Comparative analysis of several types of economic systems. Discussion of alternative models of economic decision-making. Case studies of such economies as China, Japan, South Africa, Sweden, and Russia. (SP)
EDUCATION

EDUC 101
Introduction to Education 3 HRS
This course provides an introduction to the American education system and to teaching as a profession. Throughout the course students will be offered a variety of perspectives on education including: historical, philosophical, social, legal, and ethical issues in a diverse society. A study of organizational structure and school governance will also be included. A minimum 15-hour clinical component is required for this class. (FA, SP)

EDUC 102
Education Field Experience 3 HRS
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 32 hours in the clinical setting and a weekly discussion with course instructor and classmates, is planned, guided and evaluated by the course instructor and can occur in a variety of educational settings. This course is designed to permit students to determine whether they wish to become a teacher or educator paraprofessional. (VARIABLE)

EDUC 105
Students with Disabilities 3 HRS
Prerequisite: EDUC 101; concurrent enrollment in, or successful completion of, PSY 209. This survey course provides an introduction to educating exceptional students. Topics include the historical, philosophical and legal foundations in special education, an overview of the fundamentals in the field of special education, the characteristics of individuals with disabilities, the programs that serve them under the Individuals with Disabilities Education Act (IDEA), and the diversity of the populations of individuals with disabilities. A required component of this course includes real life experiences with an individual(s) with disabilities by either participating in the Heartland Peer Partners Program OR conducting school observations in special education settings. A total of 15 hours of field experience is required for this course. (FA, SP)

EDUC 135
The Multicultural Classroom 3 HRS
Prerequisite: EDUC 101. This course provides an introduction to multiple subcultures present in the American classroom. It will include theories and processes for understanding and working with culturally diverse groups in a classroom setting. It will explore the symbiotic relationship between schools and their cultural context and recent trends with regards to diversity and achievement.

EDUC 163
Introduction to Coaching Athletics 3 HRS
This course is a three credit hour education offering that focuses on the critical components that are involved in the profession of coaching athletics. The course has no prerequisites, and is open to anyone interested in developing a foundation for an athletic coaching experience from little league to high school to the collegiate level. Throughout the semester, this course will cover coaching philosophy, coaching ethics, law and liability, leadership skills, fundraising, dealing with parental issues, mental toughness, sports first aid and injury prevention, career opportunities, current issues in coaching and sports administration. Several area coaches, from all different levels of play, will serve as guest speakers for this course. Successful completion of the course leads to certification by the Illinois High School Association and 40 other states that utilize the certification. (FA, SP)

EDUC 200
Using Technology in Education 3 HRS
Prerequisite: EDUC 101 or equivalent; basic skills in keyboarding, word processing, and spreadsheet strongly recommended. This course will introduce educators to the knowledge and skills required to demonstrate their proficiency in the current technology standards for teaching. The course focuses on both knowledge and performance, and includes hands-on technology activities. (FA, SP)

EDUC 205
Language Development 3 HRS
Prerequisite: PSY 209. This course is a study of normal language developments from birth through school age and an understanding of how children may progress through language development stages at differing rates. Students will also develop an understanding of the effects of diversity, including cultural and linguistic diversity on language development. (VARIABLE)

EDUC 208
Principles of Reading 3 HRS
Prerequisite: EDUC 101. This course is a study of various methods of teaching reading in the elementary school. It will include sequences in skill development and evaluation of current literacy trends, aims, and practices. Students will also learn techniques for improving comprehension, evaluation of age-appropriate literature, use of technology to support reading, a variety of reading assessments, and strategies for word recognition and vocabulary development. (FA)

EDUC 209
Language Arts in Elementary School 3 HRS
Prerequisite: EDUC 101. EDUC 209 is an introduction to language arts – reading, writing, listening, and speaking – in the elementary school. The course includes recent trends in literacy, techniques for building comprehension, strategies for teaching communication skills, and teaching skills to students whose first language is not English. (SP)

EDUC 210
Using Computers in Education 3 HRS
This course is designed to introduce current and future educators and trainers to the foundations and applications of educational computing. (VARIABLE)

EDUC 215
Online Teaching 3 HRS
This course is designed to introduce current and future educators and trainers to methods and practices employed in online teaching and training. (VARIABLE)
EDUC 220  
**Educational Psychology**  3 HRS  
*Prerequisite: PSY 101.* This course provides an introduction to psychological principles underlying educational practice. Theories concerning cognitive and psychological development, human learning, and motivation are studied with emphasis on application for instruction, including assessment. Emphasis will also be placed on learner-centered instruction and diversity. (FA, SP)

EDUC 296  
**Selected Topics in Education**  1-4 HRS  
An in-depth study of selected topics in education. The content and structure of the course will vary according to the topic and instructor. May be repeated once with a different topic, for a total of 6 credit hours. Specific topic will be stated on student’s transcript. (VARIABLE)

**ELECTRICIAN APPRENTICE**

ELAP 111  
**Electrician Apprentice I**  4 HRS  
*Prerequisite: Admission to the IBEW Apprenticeship Program; concurrent employment as an indentured electrician apprentice.* This course covers basic fundamentals of electricity, size of wires, sources of electricity, conduits, fasteners, fittings and materials; also the applied mathematics related to these items. (VARIABLE)

ELAP 112  
**Electrician Apprentice II**  4 HRS  
*Prerequisite: ELAP 111.* This course will investigate the scope of work an electrical contractor and their association with the National Electrical Contractors Association (NECA). Topics include AC and DC circuits, various wiring systems and safety precautions. (VARIABLE)

ELAP 121  
**Electrician Apprentice III**  4 HRS  
*Prerequisite: ELAP 112.* Course introduces the effective use of meters and test equipment. Components to be studied include transformers, capacitors, and rectifiers. Related math and safety topics are included as topics. (VARIABLE)

ELAP 122  
**Electrician Apprentice IV**  4 HRS  
*Prerequisite: ELAP 112.* This course covers National Electric Code, applied science and math, sketching schematics, rigging, fire alarm systems, and basic refrigeration and air conditioning. (VARIABLE)

ELAP 125  
**Electrician Apprentice-Teledata III**  4 HRS  
*Prerequisites: ELAP 112.* This course covers advanced topics in DC theory and circuits, introductory topics relating to telephones and their circuitry/cabling systems, and the National Electrical Code as it relates to wire and wiring. (VARIABLE)

ELAP 126  
**Electrician Apprentice-Teledata IV**  4 HRS  
*Prerequisites: ELAP 112.* This course covers advanced topics in DC theory and circuits, introductory networking concepts, grounding and bonding fundamentals, and other related circuit/cable/raceway topics. (VARIABLE)

ELAP 127  
**Electrician Apprentice Residential III**  4 HRS  
*Prerequisite: ELAP 112.* This course is a study of various terms, wiring tasks, wiring methods, materials and associated NEC requirements as appropriate for residential wiring. (VARIABLE)

ELAP 128  
**Electrician Apprentice Residential IV**  4 HRS  
*Prerequisite: ELAP 127.* This course covers the theory, applications, calculations and connections associated with transformers and power distribution systems commonly used in the residential electrical field. (VARIABLE)

ELAP 131  
**Electrician Apprentice V**  4 HRS  
*Prerequisite: ELAP 122.* Explores advanced electrical theory related to AC current, electrical and mechanical specifications, protective control and starter relays. (VARIABLE)

ELAP 132  
**Electrician Apprentice VI**  4 HRS  
*Prerequisite: ELAP 131.* Covers troubleshooting electrical circuits, equipment, complex circuits and controls and application of the National Electrical Code. (VARIABLE)

ELAP 135  
**Electrician Apprentice-Teledata V**  4 HRS  
*Prerequisites: ELAP 126.* This course covers electricity concepts (including reactance, Kirchhoff’s Law, Thévenin’s Theorem and Norton’s Theorem), electronics components (including semiconductors, transistors and amplifiers), integrated circuits, and closed-circuit television (CCTV) surveillance systems. (VARIABLE)

ELAP 136  
**Electrician Apprentice-Teledata VI**  4 HRS  
*Prerequisite: ELAP 135.* This course covers closed-circuit television (CCTV) surveillance systems, electronic security (including ID systems and locks) and use of test instruments; along with home automation and nurse call systems. This course will also cover advanced topics in cabling, grounding and bonding. (VARIABLE)

ELAP 137  
**Electrician Apprentice Residential V**  4 HRS  
*Prerequisite: ELAP 128.* Introduces the students to residential wiring practices and methods, the NEC requirements and residential blueprint interpretations. Topics include standard residential wiring procedures and practices, NEC requirements, wiring diagrams and wiring layouts. Upon completion, students should be able to read blueprints and know most code requirements. (VARIABLE)
**ELAP 138**

**Electrician Apprentice Residential VI** 4 HRS

Prerequisite: ELAP 137. Provides the student with information on how to interpret residential blueprints, wiring diagrams, and layouts and will teach them to wire many different circuits in accordance with the National Electric Code. Emphasis is placed on applying the National Electric Code, and actual wiring of panels, service and branch circuits. Upon completion, students should be able to interpret and wire most aspects of a residential application to code. (VARIABLE)

**ELAP 141**

**Electrician Apprentice VII** 4 HRS

Prerequisite: ELAP 132. Course will cover topics related to the installation of fiber optics, the general principles of industrial motor controls and power generation. There will be strong emphasis placed upon measurement within these topics. (VARIABLE)

**ELAP 142**

**Electrician Apprentice VIII** 4 HRS

Prerequisite: ELAP 141. Studies digital electronics and logical controllers typical to industry. Code calculations relative to industrial settings. There will be strong emphasis placed upon measurement within these topics. (VARIABLE)

**ELAP 151**

**Electrician Apprentice IX** 4 HRS

Prerequisite: ELAP 142. Introduces steps and practical experience in fire alarm system and smoke detector start-up procedures, with an introduction to digital instrumentation. (VARIABLE)

**ELAP 152**

**Electrician Apprentice X** 4 HRS

Prerequisite: ELAP 151. Evaluates installation methods and design of control systems, such as: motion detectors, (PLC) Programmable Logic Controllers, timers and counters, and calculating capacities for high voltage systems. (VARIABLE)

**ELAP 211, 212, 221, 222, 231, 232, 241, 242, 251, 252**

**Electrician Internship - Semesters 1-10** 1 HR Each

Prerequisite: Admission to the IBEW Electrician Apprenticeship Program. The electrician internship is to be repeated each semester throughout the (5) five years of the electrical apprenticeship program. This course is designed to offer the apprentice valuable field experience. (VARIABLE)

**ELECTRONICS TECHNOLOGY**

**ELTC 102**

**DC Electronics** 3 HRS

Prerequisite: Concurrent enrollment in MATH 109 or TMAT 103 is suggested. DC Electronics deals with the descriptive and analytical relationship between voltage, current, resistance, power, and energy in series, parallel and series/parallel DC circuits. Ohm’s law, Kirchhoff’s laws, and network theorems will be applied to DC circuits. Laboratory experiences complement the theories studied and allow student to use test instrument and measuring techniques. (FA, SP)

**ELTC 103**

**AC Electronics** 3 HRS

Prerequisite: ELTC 102 with a grade of C or better, or instructor permission. AC electronics is a study of alternating current and its uses. Course topics include magnetism, alternating voltage and current, inductance, capacitance, time constants, resonance, and electronic devices. Laboratory experiences complement the theories studied and allow students to use test instruments and measuring techniques. (FA, SP)

**ELTC 206**

**Digital Electronics and Microprocessors** 3 HRS

Prerequisite: ELTC 102 with a grade of C or better. Digital Electronics and Microprocessors is the study of operation, characteristics, and applications of digital circuits. Students will study numbering systems, codes, logic gates, Boolean algebra, logic circuits, flip-flops, counter and timers, interfacing the analog world and memory devices. The student will also be introduced to microprocessors and microcomputers. (SP)

**ELTC 207**

**Solid State Electronics Troubleshooting & Measurements** 3 HRS

Prerequisite: ELTC 103 with a grade of C or better, or instructor permission. The course is a study of the operation, characteristics, measuring and troubleshooting electronic, solid state devices. Course topics include using test instruments to measure and troubleshoot power supplies, control circuits and energy delivery systems. (FA)

**ELTC 212**

**Automation & Control Electronics** 3 HRS

Prerequisite: ELTC 206 with a grade of C or better, or MAIN 222 with a grade of C or better, or instructor permission. Automation and Control Electronics is the study of automating a process. The course covers controlling motors, fluid-power systems and mechanical systems. Application of microprocessor controllers, transducers and sensors to automate a process is studied. Laboratory experiences complement the theories investigated. (SP)

**ELTC 220**

**Data Communications** 3 HRS

Prerequisite: ELTC 206 with a grade of C or better, or instructor approval. This course is an introduction to the operation, characteristics, and applications of analog and digital data communications. Topics include electromagnetic signals, optical media, analog and digital modulation forms, and telecommunication modes. This course provides a knowledge base of current data communications concepts and terminology as well as introducing emerging technologies in the data communication field. (FA)
EMERGENCY MEDICAL SERVICES

EMT 101
Emergency Medical Technician--Basic 8 HRS
Prerequisite: Healthcare Provider CPR certification and high school diploma or GED must be on file. An introduction to the principles and practices of pre-hospital emergency care based upon the current U.S. Department of Transportation National Highway Traffic Safety national standard curriculum for providers of primary medical care at scenes of accident and/or illness. This course contains a variety of skills, which require fine-motor coordination. Students must also be physically able to lift and transfer patients safely and correctly. EMT 101 meets federal and state guidelines for basic EMT training, and students who successfully complete this course will be able to take the Illinois State or National Registry EMT-Basic licensure exam. (FA, SP)

EMT 220
EMT-Intermediate I 11 HRS
Prerequisites: Completion of MATH 087 with a grade of C or better or placement in MATH 096 or higher. An active EMT-Basic License. Completion of the Advanced EMT Certificate Pre-Requisite Checklist is required prior to registration. EMT 220 is the first of a two-semester training program designed for students seeking EMT-Intermediate licensure. Successful completion of both EMT 220 and EMT 221 will qualify students for field preceptorships and licensure examinations. EMT 220 describes the intermediate's role and unique aspects of the pre-hospital environment, provides an introduction to advanced patient assessment and emergency care, advanced airway management, shock, and emergency pharmacology. A thorough presentation of trauma management and respiratory emergencies completes the semester. The course combines lecture, practical exercises, and hospital and field clinical rotations to facilitate student learning. This course meets for 8 hours lecture and 6 hours clinical for 11 hours credit (FA)

EMT 221
EMT Intermediate II 11 HRS
Prerequisites: EMT 220; valid EMT-B license; acceptance into the Advanced Level EMT Training Program. Students may be required to purchase malpractice insurance. EMT 220 is second of a two-semester training program designed for students seeking EMT-Intermediate licensure. Successful completion of both EMT 220 and EMT 221 will qualify students for field preceptorships and licensure examinations. EMT 221 begins with an in-depth look at the cardiovascular system, introducing students to electrophysiology and cardiac rhythm interpretation, cardiovascular pharmacology, and techniques of managing cardiovascular disorders. Emergencies unique to pediatric and geriatric patients are addressed, as are those involving endocrine, allergic, toxicological, obstetric, gynecological, and behavioral presentations. Students may expect a lecture format with practical skills applications in classroom, hospital, and field venues. This course meets for 8 hours lecture and 6 hours clinical for 11 hours credit. (SP)

EMT 230
EMT-Paramedic I 11 HRS
Prerequisite: Completion of BIOL 121, BIOL 181, and BIOL 182 or concurrent enrollment in 182 or equivalent. An active IL EMT-Basic or EMT-Intermediate license. Completion of the Advanced EMT Certificate Pre-Requisite Checklist is required prior to registration. First in a sequence of three courses designed to prepare students for EMT-Paramedic licensure. Students must successfully complete all courses to qualify for licensure examinations. EMT 230 utilizes cognitive, psychomotor, and affective standard objectives specified in the U.S. Department of Transportation 1998 EMT-Paramedic National Standard Curriculum. The curriculum's medical division is presented this semester with an emphasis on cardiac emergencies. Students learn to recognize dysrhythmias, administer cardiac medications, and assess and manage cardiovascular disorders. Respiratory, endocrine, toxicological, and neurological emergencies among others are discussed with emphasis on assessment-based management techniques. Didactic formats include lecture and group learning. This course meets for 9 hours lecture and 12 hours clinical for 11 hours credit. (SP)

EMT 231
EMT-Paramedic II 11 HRS
Prerequisite: EMT 230. Second in a sequence of three courses designed to prepare students for EMT-Paramedic licensure. Students must successfully complete all courses to qualify for licensure examinations. EMT 231 utilizes cognitive, psychomotor, and affective standard objectives specified in the U.S. Department of Transportation 1998 EMT-Paramedic National Standard Curriculum. Students are exposed to airway management and ventilation, patient assessment, and trauma divisions of the curriculum, including advanced airway care, advanced patient assessment and physical examination techniques, and advanced care and management of traumatized victims. The semester concludes with a look at special needs patients. Didactic formats include lecture and group learning. This course meets for 9 hours lecture and 12 hours clinical for 11 hours credit. (SP)

EMT 232
EMT-Paramedic III 11 HRS
Prerequisite: EMT 231. Third in a sequence of three courses designed to prepare students for EMT-Paramedic licensure. Students must successfully complete all courses to qualify for licensure examinations. EMT 232 utilizes cognitive, psychomotor, and affective standard objectives specified in the U.S. Department of Transportation 1998 EMT-Paramedic National Standard Curriculum. The curriculum's medical division is presented this semester with an emphasis on cardiac emergencies. Students learn to recognize dysrhythmias, administer cardiac medications, and assess and manage cardiovascular disorders. Respiratory, endocrine, toxicological, and neurological emergencies among others are discussed with emphasis on assessment-based management techniques. Didactic formats include lecture and group learning. This course meets for 9 hours lecture and 12 hours clinical for 11 hours credit. (FA)
ENGLISH

ENGL 080
Grammar Fundamentals  3 HRS
ENGL 080 is an intensive developmental course in the principles of grammar, usage, and mechanics, designed to promote the writing of grammatically correct and structurally effective sentences that convey the intended meaning. ENGL 080 uses a process approach to correct grammar, acceptable usage, and effective writing mechanics, such as punctuation, capitalization, spelling, and basic format. Students are required to write sentences and short essays that are appropriate within the academic setting. The course is designed to prepare students for the placement essay examination. The results on the placement essay examination determine the final grade in the course. Credit for the course does not apply to graduation. The course may be repeated three times. (FA, SP, SU)

ENGL 094
Writing Skills Review I  3 HRS
Prerequisite: Satisfactory score on English placement exam or consent of the department. Concurrent enrollment in READ 091 is strongly recommended. A reading/writing course that uses an error analysis approach to review English fundamentals, including grammar and sentence structure, punctuation, usage and mechanics. The course introduces students to audience, invention, arrangement and purpose in composing. Course grades will be determined by portfolio assessment. (FA, SP, SU)

ENGL 095
Writing Skills Review II  3 HRS
Prerequisite: Satisfactory score on English placement exam or successful completion of ENGL 094 with a grade of C or better. Concurrent enrollment in READ 091 is strongly recommended. A reading/writing course that offers a rhetoric based review of composing for developing writers. The course offers students extensive practice in reading and writing for various public audiences. Students learn to shape rough preliminary texts into more complex and mature ones. ENGL 095 provides a foundation for college level writing. Course grades will be determined by portfolio assessment. (FA, SP, SU)

ENGL 101
Composition I  3 HRS
Prerequisite: ENGL 095 with a grade of C or better or satisfactory score on English placement exam. Placement in ENGL 101 presupposes competence in English grammar, mechanics, punctuation, and spelling. An introduction to college-level writing, with training in the skills needed at each phase of the writing process, including generating ideas about a topic, determining a purpose, forming a controlling idea, analyzing the needs of your audience, organizing and planning your writing, and composing effective sentences, paragraphs, and essays. ENGL 101 is intended to prepare students to write effectively for a variety of audiences and purposes. A research paper is required. Course grades will be determined by portfolio assessment. (GECC C1 900R) (FA, SP, SU)

ENGL 102
Composition II  3 HRS
Prerequisite: ENGL 101 with a grade of C or better. ENGL 102 is a course that focuses on the rhetorical strategies used in argumentative writing, including logical analysis, critical thinking, the interpretation and evaluation of primary and secondary sources, and the conventions of academic and professional discourse. A research paper is required as part of a final portfolio. Course grades will be determined by portfolio assessment. (GECC C1 901R) (FA, SP, SU)

ENGL 107
Technical Writing  3 HRS
Prerequisite: Satisfactory completion of ENGL 101 or consent of the department. A study of the characteristics, concepts, and procedures involved in the preparation of scientific, technical, and industrial communications, providing models for and practice in writing descriptive, instructional, and analytical material, professional correspondence, and informal and formal reports. This course also includes attention to elements used to augment reports (illustrations, abstracts, summaries) and organizational patterns for oral and written presentations whose purpose and audience are clearly demarcated. Emphasis is upon current practice in professions and trades. (FA, SP)

ENGL 111
Introduction to Literature  3 HRS
Prerequisite: Completion of, or concurrent enrollment in, ENGL 101 is strongly recommended. Reading and discussion of representative works from the major genres, with the aim of providing competence in critical reading and analysis, knowledge of formal characteristics, and appreciation of literary excellence. (GECC H3 900) (FA, SP, SU)

ENGL 112
Understanding Fiction  3 HRS
Prerequisite: Completion of, or concurrent enrollment in, ENGL 101 is strongly recommended. Reading and discussion of works of fiction, chiefly short stories, from a variety of authors and periods, with the aim of providing competence in critical judgment and analysis, knowledge of formal characteristics, and appreciation of literary excellence. (GECC H3 901) (FA)
ENGL 113
Understanding Drama 3 HRS
Prerequisite: Completion of, or concurrent enrollment in, ENGL 101 is strongly recommended. Reading and discussion of selected dramatic works, with the aim of providing competence in critical judgment and analysis, knowledge of formal characteristics, and appreciation of literary excellence. (GECC H3 902) (VARIABLE)

ENGL 114
Understanding Poetry 3 HRS
Prerequisite: Completion of, or concurrent enrollment in, ENGL 101 is strongly recommended. Reading and discussion of selected poems, with the aim of providing competence in critical reading and analysis, knowledge of formal characteristics, and appreciation of literary excellence. (GECC H3 903) (SP)

ENGL 118
Children’s Literature 3 HRS
Prerequisite: Completion of ENGL 101 with a grade of C or better. An introduction to a wide variety of children’s literature, which may include such genres as fantasy, fairy tales, folklore, myths and legends, poetry, nonsense rhymes, historical fiction, picture books, and so forth. The course defines the parameters of children’s literature as literature for, about, or by children from infancy to the pre-teen years. The course encourages critical thinking and development of analytical and evaluative strategies that are used in the understanding of children’s literature. (FA, SP)

ENGL 119
Adolescent Literature 3 HRS
Prerequisite: Completion of ENGL 101 with a grade of C or better. An introduction to a wide variety of adolescent literature, which might include such genres as fantasy, drama, classic texts, realistic fiction, the problem novel, series, and texts dealing with a variety of themes including marginalization, sexuality, technology, diversity, disability, the supernatural, and so forth. Although the course focuses on literature written for an adolescent audience, the course will also analyze cultural and literary assumptions about adolescents and the ideologies that result from such assumptions. The course encourages critical thinking and the development of analytical and evaluative strategies that are used in the understanding of adolescent literature. (FA, SP)

ENGL 121
Science Fiction and Fantasy Literature 3 HRS
Prerequisite: Completion of ENGL 101 with a grade of C or better. A review of major works in the science fiction and fantasy genres, including short stories, novels, and film. The course will examine themes to these genres, including alien encounters, time travel, magic, technology, and literary elements such as character, theme, plot, and symbol. (SP)

ENGL 206
Creative Writing 3 HRS
An introductory course in writing in the principal bellesletristic genres, providing extensive practice in writing and in-class analysis and discussion of student work, with particular attention to the creative process and the development of technique. (FA, SP, SU)

ENGL 207
Beginning Narrative Fiction Writing 3 HRS
Prerequisite: ENGL 101 with a grade of C or better. ENGL 206 with a grade of C or better, or consent of instructor. This course provides a continuation of skills learned in ENGL 206 with an emphasis on the creation of narrative fiction. Requirements include analysis and practical application of writing strategies, peer workshops, and a creative portfolio with a critical introduction that demonstrates an understanding of the structure, elements, and critical terminology of writing narrative fiction. Topics to be covered include historical trends and practices, theoretical and cultural influences, contemporary practices, and analysis of current publication opportunities. (VARIABLE)

ENGL 209
Intro to Creative Writing-Poetry 3 HRS
Prerequisite: ENGL 101 with a grade of C or better. ENGL 206 with a grade of C or better, or consent of instructor. This course provides a continuation of skills learned in ENGL 206 with an emphasis on the creation of poetic writing and publication. Requirements include analysis and practical application of past and current trends in writing and publishing poetry, peer workshops, and a creative portfolio with a critical introduction that demonstrates an understanding of the structure, elements, and critical terminology of poetics. Topics to be covered include historical trends and practices, theoretical and cultural influences, contemporary poetic practices, requirements for interaction in poetry workshops, and current publication opportunities and analysis. (VARIABLE)
ENGL 210
Introduction to Autobiography and Life Writing 3 HRS
Prerequisite: ENGL 101 with a grade of C or better. ENGL 206 with a grade of C or better, or consent of instructor. This course provides a continuation of skills learned in ENGL 206 with an emphasis on the creation of autobiography, memoir and other non-fiction writing and publication. Requirements include analysis and practical application of past and current trends in writing and publishing autobiography, memoir and other non-fiction, peer workshops, and a creative portfolio with a critical introduction that demonstrates an understanding of the structure, elements, and critical terminology of autobiography, memoir and non-fiction. Topics to be covered include historical trends and practices, theoretical and cultural influences, contemporary autobiography, memoir and non-fiction practices, requirements for interaction in workshops, and analysis of current publication opportunities. (VARIABLE)

ENGL 231
American Literature I 3 HRS
Prerequisite: Completion of, or concurrent enrollment in, ENGL 101. A survey of major writers from the colonial period to the Civil War. (GECC H3 914) (FA)

ENGL 232
American Literature II 3 HRS
Prerequisite: Completion of, or concurrent enrollment in, ENGL 101 is strongly recommended. A survey of major writers from the Civil War to the present. (GECC H3 915) (SP)

ENGL 233
Burned and Banned Literature 3 HRS
Prerequisite: ENGL 101 with a grade of C or better. What causes texts to be challenged, banned and burned? In the “anything goes” age of YouTube and Facebook, are “forbidden” texts still a possibility? English 233 will examine the history of when and why various texts have become “forbidden content” for the public. We’ll also look at the cultural impact of censorship on intellectual freedom and privacy issues by reading/watching/listening to literature, music, film and other texts from the classics, popular culture, and even from the “innocent” realms of children’s literature. This course will explore issues concerning copyright, intellectual freedom, information access and more—issues that affect your personal privacy, civil rights and your ability to participate in today’s information-rich society.

ENGL 241
Survey of English Literature I 3 HRS
Prerequisite: Completion of, or concurrent enrollment in, ENGL 101 is strongly recommended. Development of English literature from its beginnings to roughly 1790. (GECC H3 912) (FA)

ENGL 242
Survey of English Literature II 3 HRS
Prerequisite: Completion of, or concurrent enrollment in, ENGL 101 is strongly recommended. Development of English literature from roughly 1790 to the present, including works by native writers in the decolonized parts of the former British Empire. (GECC H3 913) (SP)

ENGL 234
African-American Literature 3 HRS
Prerequisite: Completion of, or concurrent enrollment in, ENGL 101 is strongly recommended. The study of poetry, drama, fiction, and essays by African-Americans. The selections highlight the contribution that these authors make to American Literature historically and currently. (GECC H3 910D) (FA)

ENGL 255
Women in Literature 3 HRS
Prerequisite: Completion of, or concurrent enrollment in, ENGL 101 is strongly recommended. Discussion and analysis of literature by and about women. The course will look at both canonical and non-canonical authors. (GECC H3 911D) (FA)

ENGL 270
African Literature 3 HRS
Prerequisite: Completion of, or concurrent enrollment in, ENGL 101 is strongly recommended. Discussion and analysis of African Literature from the ancient Egyptian to the present. (GECC H3 908N) (SP)

ENGL 271
Asian Literature 3 HRS
Prerequisite: Completion of, or concurrent enrollment in, ENGL 101 is strongly recommended. Reading and analysis of representative masterpieces from Asia. (GECC H3 908N) (VARIABLE)

ENGL 272
Latin American & Caribbean Literature 3 HRS
Prerequisite: Completion of, or concurrent enrollment in, ENGL 101 is strongly recommended. Reading and analysis of representative masterpieces from Latin America and the Caribbean. (GECC H3 908N) (VARIABLE)
ENGR 110
Engineering Graphics 3 HRS
The course includes the use of traditional and computer-based methods as tools in engineering graphics. Topics covered will include text creation, sketching, instrument usage, charts and diagrams, pictorial drawings, orthographic projection, auxiliary views, sectioned views, dimensioning, production drawings, engineering design concepts, and fundamental descriptive geometry. (IAI Majors Codes EGR 941, IND 911) (FA)

ENGR 271
Engineering Mechanics: Statics 3 HRS
Prerequisite: PHYS 171 and credit, or concurrent enrollment in, MATH 162.
Mechanics is the study of the effects that forces produce on bodies. This is a course in statics, the branch of mechanics in which bodies are at rest or moving at constant velocity. Topics include a study of force systems, equilibrium, beams, trusses, friction, center of gravity and moment of inertia. (IAI Major Code EGR 942) (FA)

ENGR 272
Engineering Mechanics: Dynamics 3 HRS
Prerequisite: ENGR 271. Mechanics is the study of the effects that forces produce on bodies. This is a course in dynamics, the branch of mechanics devoted to the study of bodies that experience accelerations due to unbalanced forces. Topics include kinematics, translation, rotation, acceleration, work, energy, and momentum. (IAI Major Code EGR 943) (SP)

FILM
FILM 101
Introduction to Film Studies 3 HRS
Prerequisite: Completion of, or concurrent enrollment in, ENGL 101 is strongly recommended. An examination of film as an art form and as a social practice, with attention given to aesthetics, genre, elements of visual storytelling, and criticism. The course will explore visual composition, movement, sound, editing, and ideology in selected American and foreign films. (GECC F2 908) (FA, SP)

FILM 211
History of Film 3 HRS
Prerequisite: Completion of, or concurrent enrollment in, ENGL 101 is strongly recommended. A survey of American and international cinemas with a focus on the classical Hollywood narrative and its derivatives. (GECC F2 909) (VARIABLE)

FREN
FREN 101
French I 4 HRS
A beginning course in French, with emphasis on the development of basic listening, speaking, reading, and writing skills. Basic vocabulary, essentials of French grammar and syntax, correct pronunciation and intonation, and the use of actual speech patterns are covered. Students with two or more years of high school French should not enroll in FREN 101. (FA)

FREN 102
French II 4 HRS
Prerequisite: FREN 101 or equivalent. A continuation of French I, with emphasis on expanding the basic conversational vocabulary and more detailed study of grammatical principles and syntactic patterns. (SP)

FREN 201
French III 4 HRS
Prerequisite: FREN 102 with a grade of C or better, or comparable knowledge with the consent of the instructor. Intensive practice in conversation and composition, combined with a review of grammatical and syntactic principles to attain advanced intermediate proficiency in speaking, writing, and reading in French.
FREN 202  
French IV  4 HRS  
Prerequisite: FREN 201 or equivalent. A continuation of FREN 201, with emphasis on expanding the basic conversational vocabulary and more detailed study of grammatical principles and syntactic patterns, along with an expansion of knowledge of French culture as appropriate for speaking and behaving effectively with native speakers. Activities include class reading of short stories, plays, poetry and other literary forms as an introduction to French literature. (GECC H1 900) (SP)

GENS 103  
Information Technology Skills  1 HR  
An introduction to skills necessary in accessing current information technologies needed by students and members of the community while at Heartland Community College. Students will learn to use a computer, basic Windows concepts, basic word processing, and research/communication tools. Course will be revised as needed to keep pace with current technologies and changes in instructional delivery methods. (FA, SP, SU)

GENS 104  
Library Research Skills  1 HR  
An introduction to research skills, this course covers the production, organization, and retrieval of information and knowledge within a societal context. Concepts include creating strategies for locating, evaluating, and incorporating information into a written product. Intellectual freedom, copyright, and plagiarism will be examined. Principles learned in this course will apply to evaluation and analysis of research in other courses. Completion of or, concurrent enrollment in, ENGL 094 is strongly recommended. (FA, SP)

GENS 105  
Life Success  3 HRS  
This course will help students gain awareness of their academic career and personal selves and facilitate development in each of these areas. Focus will be placed on gaining knowledge of self, identifying areas of strength and those needing improvement and mastering the tools necessary to achieve growth in these life areas. Students cannot receive credit for both GENS 105 and GENS 100, GENS 101, or GENS 102. (FA, SP, SU)

GENS 106  
College Success  1 HR  
A foundational course in active learning strategies and effective study skills that focuses on the learner's role and responsibility in the learning process. (FA, SP, SU)

GENS 107  
Personal Success  1 HR  
An introduction to success skills necessary for taking personal responsibility for positive life changes with special emphasis on definition of self and self-esteem, as well as the development of strategies for improvement of self-esteem and conflict. (FA, SP)

GENS 108  
Career Choice  1 HR  
Students explore significant factors such as interests, abilities, values and personality preferences as they relate to career choices. Standardized measurement instruments, peer feedback, career information and resource persons enable the individuals to explore themselves and the world of work. (FA, SP)

GENS 109  
Preparation for College Success  3 HRS  
A beginning course focusing on the learner's academic and social preparedness for developmental and subsequent college-level coursework. Successful completion of this course will demonstrate students' ability to benefit from instruction at the college level and will result in enrollment in READ 070.

GENS 110  
Economic Geography  3 HRS  
A study of relationships between economic activities and geographical associations. Includes trade and transportation routes, economic interdependence of nations, and geographical influence on world conditions. (GECC S4 903N) (VARIABLE)

GENS 111  
Political Geography  3 HRS  
A geographical study of state, national, and world regions with political emphasis in geographical implications on political structures. Includes human relationships with the natural environment, landform distribution and variations, climatic areas, and cultural, economic, environmental, and political patterns. (VARIABLE)

GERMAN  
GERM 101  
German I  4 HRS  
A beginning course in German, with emphasis on the development of basic listening, speaking, reading, and writing skills. Basic vocabulary, essentials of German grammar and syntax, correct pronunciation and intonation, and the use of actual speech patterns are covered. Students with two or more years of high school German should not enroll in GERM 101. (FA)

GERM 102  
German II  4 HRS  
Prerequisite: GERM 101 or equivalent. A continuation of GERM 101, with emphasis on expanding the basic conversational vocabulary and more detailed study of grammatical principles and syntactic patterns. (SP)

GERM 201  
German III  4 HRS  
Prerequisites: GERM 101 and 202 or equivalent. Intensive practice in conversation and composition, combined with a review of grammatical and syntactic principles to improve speaking skills, written composition, and the reading of German. (FA)
GIS 101
Fundamentals of GIS 3 HRS
Fundamentals of GIS will provide an introduction to geographic information systems (GIS) and global positioning systems. The first part of the course will focus on different types of GIS’s and their capabilities; GIS data collection and input; GIS data types and basic mapping concepts. Students will be introduced to ArcGIS software. The second part of the course will focus on the history, operation and applications of global positioning systems (GPS). Students will be using GPS receivers for navigating and mapping.

GIS 171
Remote Sensing 3 HRS
Remote Sensing will provide an overview (as the applications are virtually unlimited) of the principles of remote sensing and image processing. Students will learn about satellite imagery and aerial photography as data sources for geographic information systems, along with image enhancement, classification techniques and spatial relationships.

GIS 201
Applications of GIS 3 HRS
Prerequisite: GIS 101. Applications of GIS will provide opportunities for project-based learning with additional hands-on experience. Topics will include addressing geographic problems involving street networks, continuously varying map features (such as elevation) and those requiring 3D visualization. Students will use ArcGIS software, along with other software, as appropriate.

HEBREW
HEBR 101
Hebrew I 4 HRS
An introduction to biblical and modern Hebrew, emphasizing skills in reading, reading comprehension and basic vocabulary, simple writing, and systematic study of grammatical structures. The original Hebrew biblical text will be used along with other reading selections. Students will acquire a basic knowledge of the language along with some knowledge of the culture. (VARIABLE)

HIST 101
Western Civilization to 1500 3 HRS
Prerequisite: Completion of, or concurrent enrollment in, ENGL 101 or its equivalent. This course covers the main stream of Western civilization from the first millennium B.C. to 1500. The course considers religious, economic, and cultural trends and developments as well as the major political events of the period. The focus of the course is on Europe but the great Middle Eastern civilizations and cultural contributions are considered as they impact Europe and help shape the West. Special attention is given to individuals and their contributions as well as to the rise of nations. (GECC S2 902) (FA, SP)

HIST 102
Western Civilization Since 1500 3 HRS
Prerequisite: Completion of, or concurrent enrollment in, ENGL 101 or its equivalent. This course covers the development of the modern West in terms of the great movements of the past five centuries: The Reformation, The Enlightenment, Absolutism and the rise of the nation state, the French Revolution, Industrialization, the emergence of modern political ideology, the World Wars, the Cold War and the roots of the present political situation. The course emphasizes watershed events in the realm of religion, politics, economics, artistic and cultural developments, and war. Special attention is given to the contributions of individuals in shaping the modern world. (GECC S2 903) (FA, SP)

HIST 107
Survey of British History I 3 HRS
Survey of British history from the early Britons to 1714. Topics covered include early Britons and Roman invasions, emergence of England, Norman conquest and relation with Europe, conquest of Wales, wars between England and Scotland, the War of the Roses, Henry VIII and English Reformation, 1688 Revolution, Parliament, and rise of the House of Windsor. (VARIABLE)

HIST 108
Survey of British History II 3 HRS
Survey of British history from 1714 to present. Topics covered include Whigs, Tories, and Walpole as “First Prime Minister,” Scotland, Wales and “Celtic Nationalism,” the Irish Question, growth of the British Empire in India and North America, American Revolution, Industrial Revolution, Gladstone, Disraeli and Victorian Britain, the rise of the Labour Party, the Irish Revolution, the Common Market, and Britain today. (VARIABLE)

HIST 135
History of the US to 1865 3 HRS
Prerequisite: Completion of, or concurrent enrollment in, ENGL 101 or its equivalent. This course covers the major political, social, economic and diplomatic trends that have shaped the United States from the early explorations of America to the Civil War and Reconstruction. (GECC S2 900) (FA, SP, SU)

HIST 136
History of the US Since 1865 3 HRS
Prerequisite: Completion of, or concurrent enrollment in, ENGL 101 or its equivalent. This course covers the major political, social, economic and diplomatic trends that have shaped the United States from the end of the Civil War to the present. (GECC S2 901) (FA, SP, SU)
HIST 150  
**Latin American History**  3 HRS  
The history of Latin America from Pre-Columbian civilizations to the present will be covered. Special emphasis will be placed on developing historical and cultural understanding of the nations that emerged in the 19th century and their growth and development to the present. This course utilizes a comparative approach to political, economic and social history. (GECC S2 910N) (VARIABLE)

HIST 210  
**African-American History**  3 HRS  
*Prerequisite: ENGL 101 with a grade of C or better.* This course examines major political, social and economic events in African-American history. The topics to be included are: the African background; slavery; emancipation; the Civil War and Reconstruction; Blacks in the 20th Century; the civil rights movement; and social, cultural and economic aspects of black history. (SP)

HIST 240  
**History of the American Frontier**  3 HRS  
*Prerequisite: Completion of, or concurrent enrollment in, ENGL 101.* Westward movement and the influence of the frontier on American life and institutions are covered. Focus on local and Midwestern context. (VARIABLE)

HIST 250  
**The Russian Empire, 1890 to Present**  3 HRS  
Learn of historical forces which led to the rise and fall of the USSR. Topics include extension into the Far East, the Russo-Japanese War, the overthrow of the Czar, the Revolution of 1917, Stalinism, World War II expansion of the Empire, the Cold War and military build-up, Perestroika, and recent revolutions in the Republics. (VARIABLE)

HIST 259  
**History of Illinois**  3 HRS  
This course presents Illinois history from the earliest times to the present. Includes political, economic, social, cultural, educational, and constitutional developments. (SP)

HIST 261  
**Non-Western Civilization I**  3 HRS  
This course is designed as an introduction to the study of non-western civilizations from their earliest origins to the early to mid-seventeenth century. The cultural, political, economic and social roots will be explored. An appreciation of the organizing principles and philosophical and religious tenets of these diverse civilizations will be developed through in-depth readings on selected topics in all of the following areas: East Asian, South Asian, Western and Central Asian, African and native American. (GECC S2 904N) (FA)

HIST 262  
**Non-Western Civilization II**  3 HRS  
This course is designed as an introduction to the study of non-western civilizations from the late fifteenth century to the present. The cultural, political, economic and social roots will be explored. An appreciation of the organizing principles and philosophical and religious tenets of these diverse civilizations will be developed through in-depth readings on selected topics in all of the following areas: East Asian, South Asian, Western and Central Asian and African. (GECC S2 905N) (SP)

HIST 288  
**What Is Race?**  3 HRS  
*Prerequisite: ENGL 101 or equivalent with a grade of C or better.* The course explores the historic and scientific context of scientific inquiries into race. Topics include: scientific and pseudo-scientific concepts related to definitions of race, the ranking of races, eugenics, the development of scientific racism, and refutations of scientific racism. (VARIABLE)

HIST 296  
**Special Topics in History**  1-3 HRS  
*Prerequisite: As set by faculty.* Course will provide an in-depth study of selected topics in history. The content and structure of the course will vary according to the topic and instructor(s). The course may be repeated up to three times with a different topic, for a total of 9 credit hours. Specific topic title will be stated on student’s transcript. (VARIABLE)
COURSE DESCRIPTIONS

HLTH 104
BLS for Healthcare Providers 0.5 HRS
The American Heart Association (AHA) Basic Life Support (BLS) for Healthcare Providers. Course has no specific prerequisites. The vast majority of participants will consist of individuals preparing for emergency medical services, nursing, and other healthcare providers. This course meets the requirements for lifeguards, police, firefighters, childcare workers, and lay workers who are completing prerequisites for the BLS Instructor's Course, EMT 101, and the nursing curriculum. (FA, SP)

HLTH 105
Stress Management 2 HRS
This course focuses on the effects that stress has on physical and emotional health. Emphasis will be on the identification of stressors, stressful reactions, and healthful strategies to decrease stress.

HLTH 110
Medical Terminology 3 HRS
Through the study of medical prefixes, roots, and suffixes, students will learn how to define and use medical terms as they relate to body structure and function, medical procedures, and disease processes. Spelling, pronunciation and abbreviations will also be emphasized. (FA, SP)

HLTH 111
Diseases of the Human Body 3 HRS
Prerequisite: BIOL 181 and completion of, or concurrent enrollment in, BIOL 182 or completion of BIOL 121. An introduction to the current understanding of disease processes across the life span. This course examines the major health problems in the United States, emphasizing etiology, risk factors, gender differences, physiologic changes of specific diseases and treatment approaches. (SP)

HLTH 116
Health Effects of Recreational Drugs 3 HRS
Content will address the use, misuse, and abuse of legal and controlled drugs and their medical, pharmacological, legal, and economical impacts that they have on the individual, one's relationships, and society. A brief history of drug use in the world and America will also be studied. (SP)

HLTH 118
Personal Health and Wellness 3 HRS
Principles covering responsible behavior and risk factors influencing one's physical health, psychological health, and sexual health throughout the lifespan will be studied. (FA)

HLTH 120
Nutrition 3 HRS
Principles and concepts of nutrition will be emphasized along with the functions and sources of nutrients. Factors affecting nutrition throughout the life span, potential nutritional problems, and nutritional planning will be studied. (FA, SP)

HLTH 131
Principles of Weight Management 3 HRS
The class will focus on the impact of weight loss/gain on chronic disease development, psychological influences and physiological processes that impact weight management, nutritional and physical activity principles, and evaluation of popular weight management methods. At the end of this course, students will be able to create a nutritious eating plan and physical activity program for their particular lifestyles and health goals. A field trip(s) is/are tentatively planned. (SP)

HLTH 135
Pharmacology for Healthcare Professionals 3 HRS
This course provides a broad overview of the history, applications, metabolism, and terminology of prescribed drugs for the allied health professional. It will also include a systemic review of the most commonly prescribed drugs/medications and pharmacological references. This course cannot be substituted for NURS 113 or any other NURS course. (SP)

HLTH 140
Walking for Health 2 HRS
Prerequisite: Concurrent enrollment or completion of ENGL 095 and READ 091. This course emphasizes a beginner's walking program (ie., 10,000 steps per day) to promote health and decrease the risk of disease. Other topics include benefits of exercise, assessment of fitness levels, the body's adaptation to exercise, injury prevention, and basic nutrition. This course includes weekly walking labs.

HLTH 141
Walking/Jogging Lab 2 HRS
Prerequisites: Concurrent enrollment or completion of ENGL 095 and READ 091; and completion of HLTH 140 or equivalent with grade of C or better. This course is a continuation of HLTH 140 – Walking for Health, and focuses on improving cardiovascular health, speed, and endurance. Students will meet during the semester for lecture activities and for physiological testing, but will complete activity labs on their own.

HLTH 142
Introduction to Strength Training 2 HRS
Prerequisite: Concurrent enrollment or completion of ENGL 095 and READ 091. This introductory course in strength training emphasizes muscle anatomy and physiology, adaptive responses of muscle tissue, safety procedures, relationship to chronic disease, and types of strength training routines using machines and free weights. At the end of the semester, students will be required to formulate their own personal strength training routine using scientific principles.

HLTH 143
Strength Training Lab 2 HRS
Prerequisites: Concurrent enrollment or completion of ENGL 095 and READ 091 and completion of HLTH 142 or equivalent with grade of C or better. This course is a continuation of HLTH 142 – Introduction to Strength Training, and focuses on improving lifting form and physical strength. Students will meet during the semester for lecture activities and for physiological testing, but will complete activity labs on their own.
HLTH 202  
**Professional Issues in Health Care**  
3 HRS  
This course will emphasize legal aspects and professional issues that affect all medical and allied-health care professionals. Specific topics include overview of the healthcare system, specialties and scopes of practice, confidentiality and patient rights, liability, medical records, culture and diversity issues, and professionalism in the workplace. Students are encouraged to relate the information to their desired profession for all assignments. (SP)

HLTH 209  
**Advanced Medical Terminology**  
3 HRS  
Prerequisite: HLTH 110 or equivalent with a grade of C or better. This course will introduce word parts and abbreviations relating to pharmacology, radiography, eyes/ears, endocrine system, integumentary, oncology, psychiatry/mental health, history/physical examination, and surgery. Word building and defining medical terms, recalling abbreviations and eponyms, spelling, diagnostic procedures, medical conditions, and pronunciation regarding all body systems will also be emphasized. Since this is a continuation of HLTH 110, concepts from that class will be revisited often. (SP)

HLTH 293  
**Medical Transcription Practicum**  
3 HRS  
Prerequisite: GPA of 2.0 or better in medical transcription program. This course will be the capstone for the medical transcription certificate. Students will gain experience as a medical transcriptionist under the supervision of a site supervisor and a college instructor. (SU)

HLTH 296  
**Special Topics in Health**  
1-6 HRS  
Prerequisite: Cumulative grade point average of 2.0 or higher and sophomore standing or consent of instructor. The purpose of this course is to develop a greater knowledge of health topics and to influence the beliefs and behaviors of students to achieve a greater state of health. In all cases, the knowledge and skills students gain here can be transferred to situations one may reasonably encounter in the health and medical industries. Refer to the schedule book for specific topics offered. (VARIABLE)

HLTH 299  
**Internship in Health**  
1-6 HRS  
Prerequisite: Successful completion of at least 15 semester credit hours, including ENGL 101 and COMM 101. Supervised field experience in a variety of settings related to the healthcare field, including educational institutions, governmental agencies, and public and private health care facilities. Students will receive on-the-job experience, in a volunteer or paid capacity, for at least five hours per week (a total of 75 hours per semester equals one internship credit hour) to gain practical skills and experience. (VARIABLE)

HONR 101  
**Honors Seminar I**  
3 HRS  
Prerequisite: Admission to Heartland Community College Honors Program. This course will introduce students to college life at HCC as an honors student with an emphasis on critical thinking, problem solving, oral and written communication, and understanding diversity in a global context. The course will also afford students a chance to engage in academic work outside the formal classroom such as community service, service learning, field trips, or other similar experiences. Finally, this course will give students an opportunity to explore specific, timely, complex, and cross-disciplinary course content as determined by the instructor and influenced by the Phi Theta Kappa International Honor Society of the Two Year College study topics. (FA)

HONR 201  
**Honors Seminar II**  
3 HRS  
Prerequisite: Admission into HCC Honors Program and sophomore standing. Through classroom and a variety of individualized experiences, this course will give honors students at HCC the opportunity to design, create, and publicly present original work that reflects their understanding of what it means to be an educated person, a scholar, and a responsible citizen. The course requires a final presentation that demonstrates a synthesis of the student's experiences in the Honors Program and their learning about themselves, their discipline, and the Phi Theta Kappa International Honor Society of the Two Year College's study topic relevant to their time in the program. (SP)

**HUMANITIES**

HUMA 100  
**Cultural Tour**  
3 HRS  
An introduction to major art forms, including music, art, painting, sculpture and architecture through travel to various countries or regions of the United States. These arts will be considered by examining the constituent elements and formal qualities that are characteristic of the art form as well as by studying their relationship to one another and to the societies from which they developed. (VARIABLE)

HUMA 100  
**Introduction to the Humanities**  
3 HRS  
An introduction to major art forms, including music, literature, theatre, film, painting, sculpture, and architecture. Each of these arts will be considered by examining the constituent elements and formal qualities that are characteristic of the art form, as well as by studying their relationships to one another and to the societies from which they developed. (GECC HF 900) (FA, SP, SU)
COURSE DESCRIPTIONS

HUMA 201
Western Humanities I 3 HRS
Prerequisite: ENGL 101 or equivalent with a grade of C or better. Discussion and analysis of major cultural achievements of the Western tradition, as expressed in philosophy, religion, art, music, and literature, from earliest times to the Renaissance. Broadly interdisciplinary in approach, this course emphasizes not only the connections between those artistic and literary expressions that Western society has traditionally regarded as significant and the socio-political, economic, and historical conditions that in part gave rise to them, but also the continuing role for the idea of tradition itself as a factor in the intellectual heritage of the West. (GECC HF 902) (FA)

HUMA 202
Western Humanities II 3 HRS
Prerequisite: ENGL 101 or equivalent with a grade of C or better. Discussion and analysis of major cultural achievements of the Western tradition, as expressed in philosophy, religion, art, music, and literature, from the Renaissance to modern times. Broadly interdisciplinary in approach, this course emphasizes not only the connections between those artistic and literary expressions that Western society has traditionally regarded as significant and the socio-political, economic, and historical conditions that in part gave rise to them, but also the continuing role for the idea of tradition itself as a factor in the intellectual heritage of the West. (GECC HF 903) (SP)

HUMA 203
Non-Western Humanities 3 HRS
Prerequisite: ENGL 101 or equivalent with a grade of C or better. Interdisciplinary survey of the significant intellectual and artistic achievements of several non-Western cultures (Africa, Asia, the Caribbean, and Latin America) through selected works of literature, philosophy, visual art, and music and other performing arts, as well as a comparative examination of their values, motifs, and aesthetics with those of Western cultural expression. (GECC HF 904N) (FA, SP)

HUMA 213
Civilization and Culture of Latin America 3 HRS
Prerequisite: ENGL 101 or equivalent with a grade of C or better. Interdisciplinary survey of the significant intellectual and artistic achievements of several Latin American cultures through selected works of literature, philosophy, visual art, and music and other performing arts, as well as a comparative examination of their values, motifs, and aesthetics with those of other cultural expressions. (GECC HF 904N) (VARIABLE)

HUMA 221
American Popular Culture 3 HRS
Prerequisite: ENGL 101 or equivalent with a grade of C or better. An intensive and critical investigation of contemporary life and values. Includes study of the nature of popular culture in social and political change and social history as reflected in popular music, radio, television, movies, sports, advertising and printed materials intended for a mass audience. (FA, SP)

HUMA 242
British Culture and Society 3 HRS
Prerequisite: ENGL 101 or equivalent with a grade of C or better. An examination of contemporary social, cultural, and political life in Britain, focusing on such subjects as the Monarchy and Parliament, the political parties and the electoral systems, media, art and architecture, leisure and humor, the idea of “class,” educational system, trade unions, and geographical diversity. For study abroad program only. (VARIABLE)

HUMA 250
Classical Mythology 3 HRS
Prerequisite: ENGL 101 or equivalent with a grade of C or better. An interdisciplinary introduction to classical Greek and Roman mythology, from the myths of creation to the legends of gods and heroes. Myths and legends are related not only to their own time and culture but are traced through the later art and culture of Western civilization - through their expression in literature, painting, sculpture, music, and film - revealing how they have influenced thought, art, and cultural events that are still with us today. (GECC H9 901) (FA, SP, SU)

HUMA 290
Culture and Science 3 HRS
Prerequisite: ENGL 101 or equivalent with a grade of C or better. Interdisciplinary study tracing the interrelation between culture and science and the impact of science and the natural world on philosophy, religion, and art from ancient to contemporary civilizations. This study includes both classroom and field experiences. (VARIABLE)

HUMA 296
Special Topics in Interdisciplinary Humanities 1-3 HRS
Prerequisite: ENGL 101 with a grade of C or better. This course focuses on a particular topic of cultural and interdisciplinary significance that draws on research from at least two disciplines among the arts, history, languages, literature, philosophy, religion, and cultural studies. The course conducts critical inquiry into cultural expressions, practices, trends, arrangements, and artifacts. Because topics and research studied will change each semester, HUMA 296 may be repeated for a total of six credits toward graduation. (VARIABLE)

HUMA 299
Internship in the Humanities & Fine Arts 1-6 HRS
Prerequisite: Completion of, or enrollment in, 12 semester credit hours. Supervised field experience in a variety of settings related to the humanities and/or fine arts, including educational institutions, governmental agencies, businesses, and public and private museums, art galleries, and performance centers. Students will receive on-the-job experience in a volunteer or paid capacity for at least five hours a week (a total of 75 hours a semester equals on internship credit hour) to gain practical skills and experience. Work experience must be approved in advance by the internship coordinator. (VARIABLE)
LABORER APPRENTICE

ILAP 111
Craft Orientation and Safety Training 3 HRS
Prerequisite: Admittance to the Illinois Laborers & Contractors program. This course provides an introduction to the construction craft industry. It covers basic information related to health and safety and specific information related to first aid, OSHA, highway workzone safety and hazard communication. Students will review basic math for application in the construction craft industry. (VARIABLE)

ILAP 112
Mason Tending 3 HRS
Prerequisite: ILAP 111. This course includes lecture, lab and work experience. This course provides students the technical knowledge and skills involved with erecting scaffolding, mixing grout and mortar, use of forklifts, and correctly tending the mason. (VARIABLE)

ILAP 113
Concrete Practices & Procedures 3 HRS
Prerequisite: ILAP 112. This course includes lecture, lab and work experience. The contents include concrete practices and procedures, use of tools and power equipment, estimating quantities, and finishing techniques. (VARIABLE)

ILAP 114
Asphalt Technology and Construction 3 HRS
Prerequisite: ILAP 113. This course includes lecture, lab and work experience. The contents include preparation of a subgrade and safe use of equipment to apply and finish an asphalt surface. (VARIABLE)

ILAP 121
Asbestos Abatement 3 HRS
Prerequisite: ILAP 114. This course includes lecture, lab and work experience. Students are prepared for asbestos abatement in a work environment. Additional course topics include federal, state, and local regulatory requirements and the use of personal protective equipment and clothing. (VARIABLE)

ILAP 122
Principles of Pipelaying 3 HRS
Prerequisite: ILAP 121. This course includes lecture, lab and work experience. The contents include trenching and excavation safety, pressure pipe laying techniques, utility line and grade, and gravity flow piping systems. (VARIABLE)

ILAP 123
Introduction to Blueprint Reading 3 HRS
Prerequisite: ILAP 122. This course includes lecture, lab and work experience. Students will learn to interpret information incorporated into an architectural drawing; it is necessary to learn to read a ruler and scales and be able to use and convert between different scales and measurement systems. Course will examine plans, elevations, and sections, detail and assembly drawings, and structural, mechanical, plumbing, and electrical drawings. (VARIABLE)

ILAP 131
Basic Surveying 3 HRS
Prerequisite: ILAP 123. This course includes lecture, lab and work experience. The contents include basic construction surveying, line and grade checking, and laser tracking leveling. (VARIABLE)

ILAP 132
Bridge Construction 3 HRS
Prerequisite: ILAP 131. This course includes lecture, lab and work experience. The contents focus on worker and workplace safety. Topics include personal protective equipment, electrical and excavation hazards, scaffolding, hoisting, and rigging. (VARIABLE)

ILAP 133
AGC Hazardous Waste Worker 4 HRS
Prerequisite: ILAP 132. This course covers the types of hazards and situations that may be encountered at a hazardous waste job site, the protective measures and equipment to use, and associated safety and health measures. (VARIABLE)

ILAP 211
Laborer Internship I 3 HRS
Prerequisite: Admittance to the Illinois Laborers & Contractors program. The Laborer Internship is to be repeated each year throughout the three (3) years of the laborer apprentice program. This course is designed to offer the apprentice valuable field experience. (VARIABLE)

ILAP 221
Laborer Internship II 3 HRS
Prerequisite: Admittance to the Illinois Laborers & Contractors program. The Laborer Internship is to be repeated each year throughout the three (3) years of the laborer apprentice program. This course is designed to offer the apprentice valuable field experience. (VARIABLE)

ILAP 231
Laborer Internship III 3 HRS
Prerequisite: Admittance to the Illinois Laborers & Contractors program. The Laborer Internship is to be repeated each year throughout the three (3) years of the laborer apprenticeship program. This course is designed to offer the apprentice valuable field experience. (VARIABLE)
INDEPENDENT STUDY

INDP 297
Independent Study 1-6 HRS
Prerequisite: Completion of ENGL 101 with a grade of C or better. (This prerequisite may be waived with permission of the chair of the division in which the study is undertaken.) Advanced study, special project, or experiment, under supervision of an instructor, in an area of special interest to the student. This course provides an opportunity for students to do more advanced or extended work in a subject than current course offerings allow. A minimum of 45 hours of combined classroom/laboratory and supervised study time is required for each hour of credit. A plan, containing information about the nature of the study, criteria for evaluation, semester hours assigned, name of the faculty advisor assigned, and the division chair’s approval must be submitted prior to registration. This plan, along with a copy of the course project and the faculty member’s assessment report, will remain on file in the division office. The student’s transcript will show the discipline in which the independent study was completed, and it will identify the subject of the study. INDP 297 may be repeated once for a total of no more than 6 semester hours credit in independent study.

INSURANCE

INSR 115
Life and Health Insurance I 3 HRS
Provides students with an introduction to the principles of insurance, the process of becoming insured, and the policy owner’s contractual rights. The course includes information on the features of individual and group life insurance, health insurance, and annuity products. In addition, this course is designed to prepare the student to successfully sit for the Fellow, Life Management Institute (FLMI) 280 examination. (VARIABLE)

INSR 116
Life and Health Insurance II 3 HRS
Focuses on the organization of insurance companies and the environment in which they operate. Examines specific company operations such as marketing, actuarial, underwriting, and financial activities. In addition, this course is geared to prepare the student to successfully sit for the Fellow, Life Management Institute (FLMI) 290 examination. (VARIABLE)

INSR 130
Customer Relations in Insurance 2 HRS
This course is designed to give the student a solid base of knowledge in the following areas of customer service: understanding customer service concepts and strategies, building a customer service culture, developing a customer service strategy, understanding customer and customer service research, establishing and measuring the performance of customer service systems, and developing a dedicated customer service staff. In addition, this course is geared to prepare the student to successfully sit for the Associate, Customer Service Program (ACS 100) examination. (VARIABLE)

INSR 140
Legal Aspects of Life & Health Insurance 3 HRS
Life and health insurance companies operate in a legal environment that affects each company’s products and operations. The basic features of contract law, property law, agency law, and corporate law are presented in this course. In addition, this course is geared to prepare the student to successfully sit for the Fellow, Life Management Institute (FLMI) 310 examination. (VARIABLE)

INSR 150
Marketing Life and Health Insurance 3 HRS
Marketing principles and the function of marketing as an integral aspect of the life and health insurance industry are covered in this course. In addition, this course is geared to prepare the student to successfully sit for the Fellow, Life Management Institute (FLMI) 320 examination. (VARIABLE)

INSR 160
Information Management in Insurance 3 HRS
Provides an understanding of the importance and use of information management in insurance companies. The course introduces students to information systems concepts, management science, the hardware and software components of computer systems, and the statistical tools used in decision making. In addition, this course is geared to prepare the student to successfully sit for the Fellow, Life Management Institute (FLMI) 340 examination. (VARIABLE)

INSR 170
Financial Services Environment 3 HRS
Provides a foundation in economic principles and general investment practices of the insurance industry. This course promotes an understanding of the financial environment in which insurance companies operate. In addition, this course is geared to prepare the student to successfully sit for the Fellow, Life Management Institute (FLMI) 351 examination. (VARIABLE)

INSR 180
Accounting for Life & Health Insurance 3 HRS
Provides a broad-based exposure to financial and managerial accounting in life and health insurance companies. The corporate and regulatory environment in which accounting functions occur is also explored in this course. In addition, this course is geared to prepare the student to successfully sit for the Fellow, Life Management Institute (FLMI) 361 examination. (VARIABLE)

INSR 190
Insurance Administration 3 HRS
Describes the insurance administration activities involved in individual and group life and health insurance and annuities. Focus is on administrative activities in underwriting, reinsurance, claims, and policy owner service. In addition, this course is geared to prepare the student to successfully sit for the Fellow, Life Management Institute (FLMI) 301 examination. (VARIABLE)
ITALIAN

ITAL 101
Italian I
This beginning course is designed to develop elementary proficiency in listening, reading, writing and speaking in Italian. Course content includes basic vocabulary, essentials of Italian grammar and syntax, correct pronunciation and intonation, and the use of actual speech patterns, and basic elements of Italian culture. (FA)

ITAL 102
Italian II
Prerequisite: ITAL 101 with a grade of C or better, or equivalent. This course is an intermediate-level course for third semester Italian students. Its purpose is to help students gain proficiency in the four language skills (listening, speaking, writing and reading) and develop a strong sense of grammatical accuracy. ITAL 201 is designed to build fluency and accuracy in the language, improve reading and listening skills, and increase knowledge of the Italian culture. (FA)

ITAL 201
Italian III
Prerequisite: ITAL 102 with a grade of C or better, or equivalent. This course is an intermediate-level course for third semester Italian students. Its purpose is to help students gain proficiency in the four language skills (listening, speaking, writing and reading) and develop a strong sense of grammatical accuracy. ITAL 201 is designed to build fluency and accuracy in the language, improve reading and listening skills, and increase knowledge of the Italian culture. (FA)

ITAL 202
Italian IV
Prerequisite: ITAL 201 with a grade of C or better, or equivalent. This course is an intermediate-level course for fourth semester Italian students. Its purpose is to help students gain proficiency through extensive practice in conversation, writing and reading of selected texts, while implementing vocabulary, improving grammar structure accuracy and increasing knowledge of the Italian culture.

JAPANESE

JAPN 201
Japanese III
Prerequisite: JAPN 101 and 102. Intensive practice in conversation and composition, combined with a review of grammatical and syntactic principles to improve speaking skills, oral composition, and the reading and writing of Romaji script, additional kanji, and the kana syllabaries. (FA)

JAPN 202
Japanese IV
Prerequisite: JAPN 101, 102, and 201. Continued practice in oral and written expression, with an emphasis on the development of vocabulary and syntax necessary for sustained conversation in Japanese. A final review of grammar is combined with composition exercises based on readings about Japanese culture and society. (GECC H1 900) (SP)

LATIN

LAT 101
Latin I
A beginning course in Latin, emphasizing the acquisition of grammatical skills and vocabulary and the development of reading and writing ability. The course will also encourage reading aloud with correct pronunciation and will include adjunct material concerning life and letters in ancient Rome. Students with two or more years of high school Latin should not enroll in LAT 101. (VARIABLE)

LAT 102
Latin II
Prerequisite: LAT 101. A continuation of Latin I, with an emphasis on the acquisition of further and more complex grammatical skills as well the development of students’ vocabulary in order to enhance reading and writing ability. The course will also continue to develop the skill of reading aloud and will include further adjunct material concerning life and letters in ancient Rome. Students with one or two years of high school Latin may enroll in LAT 102. (VARIABLE)
MAINTENANCE

MAIN 101
Industrial Electricity and Systems  3 HRS
Prerequisite: TMAT 103 or instructor approval. Industrial Electricity and Systems is a basic course in the operation, characteristics, and applications of industrial electricity and industrial systems. This course covers function and practice of industrial controls in systems such as fluid power, mechanical, and electrical. This course stresses the theory and practice of industrial electricity as it relates to industrial systems and other technological fields. (FA, SP)

MAIN 102
Mechanical Systems  3 HRS
This course examines general mechanical and physics principles and how they apply to common mechanical devices. Students will also experience hands-on sessions where they will install and maintain mechanical equipment. (SP)

MAIN 104
Air Conditioning and Refrigeration  3 HRS
Prerequisite: MAIN 101 suggested. This course introduces general air conditioning and refrigeration principles and how they are applied in industrial facilities. The course also includes the operation and maintenance of the individual components and functions of industrial cooling equipment. (VARIABLE)

MAIN 201
Electrical Wiring and Maintenance  3 HRS
Prerequisite: MAIN 101 with a grade of C or better, or ELTC 103 with a grade of C or better. This course covers electrical safety and components; includes principles of installation of electrical circuits within a facility. Labs emphasize principles of component selection, installation and maintenance of electrical distribution systems. (SP)

MAIN 202
Fluid Power Systems  3 HRS
Prerequisite: TMAT 103. This course examines basic fluid power theories and advantages, schematic reading and development, equipment specification and installation, and maintenance and rebuilding of individual components. Troubleshooting techniques will be emphasized. (FA)

MAIN 220
Machine Installation and Maintenance  3 HRS
Prerequisite: ELTC 206 with a grade of C or better, ELTC 207 with a grade of C or better, or MAIN 222 with a grade of C or better. This course covers the process required for the planning and actual installation of industrial machinery. The course includes preventive maintenance and planning for in-plant operations. (VARIABLE)

MAIN 221
Heating Systems  3 HRS
Prerequisite: MAIN 101 suggested. Heating Systems is a course in theory, operation, and maintenance of residential and industrial heating systems. Topics include boilers, forced air furnaces, their operation, disassembly, inspection, and repair. Preventative maintenance procedures and regulations governing maintenance programs are also discussed. (VARIABLE)

MAIN 222
Industrial Controllers  3 HRS
Prerequisite: MAIN 101 with a grade of C or better, or ELTC 102 with a grade of C or better. This course covers the application and programming of programmable logic controllers (PLCs). Topics include: theory and operation of controllers; and ladder logic program development and implementation. (FA)

MATH

MATH 070
Fundamentals of Math  3 HRS
Prerequisite: Placement by assessment. Designed for students who need to develop basic arithmetic skills before taking Beginning Algebra. Topics include basic operations with whole numbers, fractions, decimals, signed numbers, and solving equations. Problem solving will be stressed throughout the course. (FA, SP, SU)

MATH 087
Beginning Algebra  4 HRS
Prerequisite: Math 070 with a grade of C or better, or assessment. Topics include real numbers, order of operations, ratios, proportions, percents, exponents, polynomials, factoring, rational expressions, linear and quadratic equations, and inequalities. Problem solving will be stressed throughout the course. (FA, SP, SU)

MATH 096
Inter Algebra for Bus & Soc Sci  3 HRS
Prerequisite: MATH 087 with a grade of C or better, or assessment. Topics include functions, linear and nonlinear functions, systems of equations and modeling problems. Problem solving will be stressed throughout the course. A graphing calculator is required for this course. Instruction will be based on a TI-83+. (FA, SP, SU)

MATH 098
Geometry  3 HRS
Prerequisite: MATH 087 with a grade of C or better, or equivalent, or assessment. This course fulfills a geometry requirement for students who have not previously studied the subject or who need a review of geometry. The course includes geometric constructions using a straight-edge, protractor, and compass. In addition, it introduces traditional “two-column” proofs; such proofs reinforce higher-order logical skills that are important in many professions. Topics include triangles, polygons, similarity, Pythagoras’ Theorem, and circles. (FA)
MATH 099  Intermediate Algebra for Math & Science  5 HRS
Prerequisite: MATH 087 and MATH 098 with a grade of C or better, (concurrent enrollment in MATH 098 will be allowed), or assessment. Topics include linear, quadratic, polynomial, rational and radical functions, inequalities, systems of linear equations and inequalities. Problem solving will be stressed throughout the course. Note, a graphing calculator is required for this course (instruction will be based on a TI 89). (FA, SP, SU)

MATH 106  College Algebra for Bus & Soc Sci  4 HRS
Prerequisite: MATH 096 or MATH 099 with grade of C or better and MATH 098 (or high school geometry or equivalent) with grade of C or better or assessment. A brief review of basic algebraic concepts and introduction to more advanced concepts. Topics are viewed graphically, as well as algebraically. Topics include graphing and analyzing linear, logarithmic, and exponential functions, systems of linear equations, logic, and counting techniques. Note, a graphing calculator is required for this course (instruction will be based on a TI 83+). (FA, SP, SU)

MATH 109  College Algebra for Math & Science  4 HRS
Prerequisite: MATH 099 with a grade of C or better, or equivalent, or assessment. The main concept of this course is the notion of a function. Polynomial, radical, rational, exponential, and logarithmic functions are studied from a symbolic, as well as graphical, perspective. The course is intended to prepare college students for studying calculus. Additional topics include: linear systems of equations, matrix algebra, series and sequences, and analytic geometry. Graphing utilities are used extensively as learning tools. Note, a graphing calculator is required for this course (instruction will be based on a TI 89). (FA, SP, SU)

MATH 111  Finite Math for Business and Social Science  4 HRS
Prerequisite: MATH 106 or MATH 109 with grade of C or better, or equivalent, or assessment. This class focuses on applications of the following topics: matrices, matrix algebra, linear programming, sets and counting techniques, probability, and the mathematics of finance. Note, a graphing calculator is required for this course (instruction will be based on a TI 83+). (GECC M1 906) (FA, SP, SU)

MATH 128  Trigonometry  3 HRS
Prerequisite: MATH 099 with a grade of C or better, or equivalent, or assessment. This course begins with a definition of the six trigonometric functions. The course work follows an investigation of these functions, their graphs, their relationships to one another, and ways in which they can be used in a variety of applications. Specific applications include triangles, vectors, polar and parametric equations, and conic sections. The course is designed to equip students with an understanding of trigonometry necessary for the study of calculus. Note, a graphing calculator is required for this course (instruction will be based on a TI 89). (FA, SP, SU)

MATH 131  Explorations in Mathematics  3 HRS
Prerequisite: MATH 096 or MATH 099 (or assessment) with grade of C or better. This course is designed to equip students with an understanding of the relationship of mathematics to other disciplines. Specific applications include triangles, vectors, polar and parametric equations, and conic sections. Note, a graphing calculator is required for this course (instruction will be based on a TI 89). (FA, SP, SU)

MATH 135  Mathematics for Elementary Teachers I  3 HRS
Prerequisite: MATH 098 (or high school geometry), and either MATH 096 or MATH 099 (or assessment) with a grade C or better, or equivalent. This course focuses on mathematical reasoning and problem solving; and provides instruction in the teaching of mathematics at the elementary grade level. Topics include properties of whole numbers and rational numbers, the four basic arithmetic operations, and problem solving through various representations including algebraic. (FA)

MATH 136  Mathematics for Elementary Teachers II  3 HRS
Prerequisite: MATH 135 with a grade of C or better or equivalent or permission of instructor. This course focuses on mathematical reasoning and problem solving; and provides instruction in teaching mathematics at the elementary grade level. Topics include algebra, probability, statistics, geometry, measurement, and the use of manipulatives and technology in the elementary school classroom. Note, a scientific calculator is required for this course (a graphing calculator is also acceptable). (GECC M1 903) (SP)

MATH 141  Introduction to Statistics  4 HRS
Prerequisite: MATH 096 or MATH 099 with grade of C or better, or assessment and MATH 098 (or at least one year of high school geometry with a grade of C or better). A course in statistics that introduces various topics in probability and statistics, and demonstrates a variety of real life applications. Some of the topics covered are sampling techniques and simulation, data organization, distributions, measure of central tendency and variability, probability, estimation, and hypothesis testing. A graphing calculator is required for this course (instruction will be based on a TI 83+). (GECC M1 902) (FA, SP, SU)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 142</td>
<td>Business Statistics</td>
<td>4 HRS</td>
<td>MATH 106 or MATH 109, with grade of C or better, or equivalent, or assessment</td>
</tr>
<tr>
<td>MATH 151</td>
<td>Calculus for Business &amp; Social Science</td>
<td>4 HRS</td>
<td>MATH 106 with grade of C or better or equivalent, or assessment</td>
</tr>
<tr>
<td>MATH 161</td>
<td>Calculus I</td>
<td>4 HRS</td>
<td>MATH 109 and MATH 128, with grade of C or better, or equivalent, or assessment</td>
</tr>
<tr>
<td>MATH 162</td>
<td>Calculus II</td>
<td>4 HRS</td>
<td>MATH 161 with a grade of C or better, or equivalent</td>
</tr>
<tr>
<td>MATH 163</td>
<td>Calculus III</td>
<td>4 HRS</td>
<td>MATH 162 with a grade of C or better, or equivalent</td>
</tr>
<tr>
<td>MATH 271</td>
<td>Linear Algebra</td>
<td>4 HRS</td>
<td>MATH 162 with a grade of C or better, or equivalent</td>
</tr>
<tr>
<td>MATH 272</td>
<td>Differential Equations</td>
<td>4 HRS</td>
<td>MATH 163 with a grade of C or better, or equivalent</td>
</tr>
<tr>
<td>MATH 296</td>
<td>Special Topics in Math</td>
<td>1-4 HRS</td>
<td>Faculty approval</td>
</tr>
</tbody>
</table>

Notes:
- A statistics course that emphasizes applications of statistics to business. Topics include data organization, frequency distributions, measures of central tendency and variability, probability theory, probability distributions, sampling, estimation, hypothesis testing, and regression analysis.
- A graphing calculator is required for this course (instruction will be based on a TI 83+).
- This course is not intended for a mathematics major or minor.
- A graphing calculator is required for this course (instruction will be based on a TI 89).
- Concepts are examined in three representations: numerically, graphically, and symbolically.
- Linear Algebra includes vectors and matrices, vector spaces and subspaces, linear independence and dependence, transformations, basis and dimension, determinants, and orthogonality.
- Differential Equations includes first order linear equations with constant coefficients, undetermined coefficients, exact equations, separation of variables, solution by Laplace transforms, and partial differential equations.
- Special Topics in Math will offer students an opportunity to study a topic which is (1) unique and infrequently offered as a part of their program curriculum or (2) of special interest to mathematics. Each student wishing to enroll in Special Topics in Mathematics will be reviewed based on (1) previous experience, (2) courses completed, and (3) aptitude/ability match with selected topic.
MATH 297
Independent Study in Mathematics 1-3 HRS
Prerequisite: ENGL 101 and MATH 109 or equivalent, or assessment, and permission of the instructor. Intensive work in an area of mathematics of special interest to the student. Each individual project is to culminate in a comprehensive written report. (VARIABLE)

MANUFACTURING TECHNOLOGY

MFTG 110
Manufacturing Processes I 3 HRS
The course is designed to help students develop an understanding of the basic materials and processes used in manufacturing. Topics include engineering materials, traditional and nontraditional machining processes, flexible and computer-integrated manufacturing. (FA, SP)

MFTG 120
Computer Numerically Controlled Manufacturing 4 HRS
Prerequisite: MFTG 110. This course provides an introduction to numerical control (NC) and computer numerical control (CNC) and the programming of CNC machines. Emphasis is placed on the fundamentals of NC/CNC lathe and mill operations and good programming practices. (SP)

MFTG 205
Statics & Strength of Materials 3 HRS
Prerequisite: PHYS 161 or TPHY 103. The course serves as an introduction to the strength of materials, methods of determining the stresses and deflections of basic load-carrying members. The laboratory is designed to supplement the classroom presentation and give the student a clearer understanding of the response of components and structures to external loads. The concept of principle stress is emphasized. (VARIABLE)

MFTG 215
Statistics and Quality Control 3 HRS
This course focuses on the fundamentals basic to the control and improvement of quality materials, products, and processes, services, and systems. The principles of industrial statistics are applied to the analysis of data, control of product and process, and the evaluation of human resources, materials, equipment, and systems in meeting design specifications for products or services during production end use. (IAI Major Code IND 914) (VARIABLE)

MFTG 216
Statistical Process Control 2 HRS
The course focuses on the fundamentals basic to the control and improvement of quality materials, products, processes, services, and systems. The principles of industrial statistics are applied to the analysis of data, control of product and process. Course will cover collection of data, calculation of basic parameters, and the creation, interpretation and application of control charts. (VARIABLE)

MFTG 220
Materials Science 3 HRS
The course is a study of the basic chemical and physical principles determining the nature, behavior and treatments of materials for modification of structure and mechanical properties. Application of laboratory methods occurs in relation to the examination, treatment and evaluation of metals and alloys. (IAI Major Code IND 912) (VARIABLE)

MFTG 230
Integrated Manufacturing Systems 3 HRS
The course acquaints the student with the concepts of integrated manufacturing systems, emphasizing the impact of computer technology in improving traditional manufacturing systems. Topics discussed reflect the challenges of implementing computer-integrated systems; the benefits and costs of planning and implementing automated manufacturing systems; and the changes in managerial style needed to effectively implement the integration of emerging computer technologies. (VARIABLE)

MILITARY SCIENCE

MSC 101
Introduction to Military Science 1 HR
An introduction to the organization, mission, and functions of the Army. Covers the basic problem solving and time management techniques necessary for basic military operations. Also examines the service components and describes how each is important in accomplishing the Army mission. (FA)

MSC 102
Introduction to Leadership & Tactics 1 HR
An introduction to military leadership and basic military skills. Students examine common leadership traits and techniques necessary to accomplish military objectives. Military skills such as map reading and field hygiene are also presented. (SP)

MSC 111
Applied Leadership II 2 HRS
Gives students comprehensive knowledge of all aspects of military land navigation. Covers the grid reference system and how to use it to determine the precise coordinates of any known point. Examines techniques useful for successfully navigating from one known point to the next. (SP)

MSC 112
Introduction to Military Leadership 2 HRS
Introduction to principles, responsibilities, techniques of military leadership and problems of leadership in the military environment. Students will learn the basic principles of leadership, counseling, and management skills. Students are introduced to the role and responsibilities of the Army Noncommissioned Officer (NCO). The effective application of communication skills in solving problems and accomplishing various missions is also included. (FA)
MATERIALS AND LOGISTICS MANAGEMENT

MTRL 101
**Basics of Supply Chain Management** 3 HRS
Students explore the basic concepts in managing the flow of materials in a supply chain. In the basics course students will get a complete overview of material flow, from internal and external suppliers, to and from an organization. (VARIABLE)

MTRL 210
**Master Planning of Resources** 3 HRS
Prerequisite: MTRL 101. Students will explore processes used to develop sales and operations plans and identify and assess internal and external demand and forecasting requirements. The course focuses on the importance of producing achievable master schedules that are consistent with business policies, objectives, and resource constraints. (VARIABLE)

MTRL 220
**Detailed Scheduling & Planning** 3 HRS
Prerequisite: MTRL 101. Students focus on the various techniques for material and capacity scheduling. The course includes detailed descriptions of material requirements planning (MRP), capacity requirements planning (CRP), inventory management practices, and procurement and supplier planning. (VARIABLE)

MTRL 230
**Execution & Control of Operations** 3 HRS
Prerequisite: MTRL 101. Students focus on the areas of prioritizing and sequencing work, executing work plans and implementing controls, reporting activity results, and providing feedback on performance. The course explains techniques for scheduling and controlling production processes, the execution of quality initiatives and continuous improvement plans, and the control and handling of inventories. (VARIABLE)

MTRL 240
**Strategic Management & Resources** 3 HRS
Prerequisite: MTRL 101. Candidates explore the relationship of existing and emerging processes and technologies to manufacturing strategy and supply chain-related functions. The course addresses three main topics: aligning resources with the strategic plan, configuring and integrating operation processes to support the strategic plan, and implementing change. (VARIABLE)

**MACHINE TOOL TECHNOLOGY**

MTT 101
**Machine Tool I** 4 HRS
This course introduces the student to precision measuring tools, hand tools and their uses for machining and layout. The student will perform basic machining tasks which includes the use of drilling machines, bandsaw and engine lathes. (VARIABLE)

MTT 110
**Toolmaking I** 3 HRS
Prerequisite: Completion of, or concurrent enrollment in, MTT 101. An introduction to the fundamentals of tool design and toolmaking. The student will review designs of basic jigs, gages and fixtures for specific machining applications. Design and fabrication of various tooling will be required. Dimensional accuracy and machining efficiency will be emphasized. (VARIABLE)

MTT 150
**Ferrous Metallurgy** 3 HRS
A comprehensive study of refining properties, mechanical properties and physical properties of ferrous materials, including the theory of alloys, heat treatment and testing. (VARIABLE)

MTT 201
**Machine Tool II** 3 HRS
Prerequisite: MTT 101. An introduction to common types of milling machines, surface grinders and their accessories. The course acquaints the student with the basic machine parts, procedures of set-up and operations of machining for general tool room usage. (VARIABLE)

MTT 210
**Toolmaking II** 3 HRS
Prerequisite: MTT 110. A comprehensive study of mass production tooling such as punch press dies, roll formers and injection molds. Emphasis will be placed on die construction and repair/maintenance of production tools. The students will be required to develop and implement a new build or repair procedure for a given die or mold. Dimensional accuracy and machining efficiency will be evaluated. (VARIABLE)

**MUSIC**

MUSI 104
**Group Instruction-Basic Guitar** 2 HRS
An introduction to playing the acoustic guitar, with practice in simple chords and melodies. Previous experience in music and in playing guitar are not required. Students need to furnish their own guitar. (FA, SP, SU)

MUSI 105
**Class Piano I** 2 HRS
An introduction to reading and performing keyboard music along with the fundamentals of music theory. Particular focus is on learning and performing musical scales, chords, and short piano pieces. Some goals of this course are to stimulate interest in performing music, to provide information about music fundamentals, and ultimately to enhance each student's appreciation for music. (FA, SP, SU)

MUSI 106
**Class Voice I** 2 HRS
An introduction to reading and performing vocal music with the fundamentals of music theory. Particular focus is on learning and performing musical scales, exercises, and short songs. Some of the goals of this course are to stimulate interest in performing music, to provide information about music fundamentals, and ultimately to enhance each student's appreciation for music. (FA, SP)
Rehearsal and performance in jazz ensemble.

MUSI 145
Jazz Ensemble 1 HR
Rehearsal and performance in jazz ensemble. (VARIABLE)

MUSI 120
Choir 1 HR
Repertoire of choral works from the Renaissance to the present, with an emphasis on the students’ vocal development and improved musicianship. No audition required. (FA, SP)

MUSI 10
Music History and Literature I: Antiquity to the 18th Century 4 HRS
Prerequisite: ENGL 101. This course focuses on music as an art in western civilization from Antiquity to 1750, emphasizing the study of representative musical works and styles of major periods of music history: Antiquity, the Middle Ages, the Renaissance, and the Baroque era. Particular attention is given to understanding musical works, aesthetics, and concepts in their historical, social, and cultural contexts. (FA)

MUSI 155
Introduction to Opera 3 HRS
An introductory course in opera, from its earliest inception in the Baroque era to the twentieth century. The major operas experienced in the course through video and recorded performance are related to their own time and culture, and the student is made familiar with the myths, legends and stories that gave rise to opera’s plots, characters, and dramatic actions. The ability to read music is not required for enrollment in MUSI 150. (GECC F1 900) (FA, SP, SU)

MUSI 150
Music Appreciation 3 HRS
An introduction to music appreciation and theory for students who do not intend to major in music. This course is designed to provide familiarity with the elements of music and with various musical forms and stylistic periods so the students can actively and perceptively listen to a wide variety of music. The ability to read music is not required for enrollment in MUSI 150. (GECC F1 900) (FA, SP, SU)

MUSI 110
Music Theory, Keyboard, and Aural Skills 4 HRS
A beginning course in music theory includes introductory materials in harmony, form, analysis and compositional methods. This is the first in a four-semester sequence of courses in music theory for those intending to major in music. The music theory component includes introductory materials in diatonic and chromatic harmony, form, analysis and compositional methods. The keyboard component involves the performance of major and minor scales and harmonization of simple melodies. Aural skills covered in this course include the sequential development of ear training, sight singing, and dictation. (FA)

MUSI 111
Music Theory, Keyboard, and Aural Skills II 4 HRS
Prerequisite: MUSI 110. A course in music theory including introductory materials in harmony, form, analysis and compositional methods. This is the second in a four-semester sequence of courses in music theory for those intending to major in music. The music theory component includes introductory materials in diatonic and chromatic harmony, form, analysis and compositional methods. The keyboard component involves the performance of major and minor scales and harmonization of simple melodies. Aural skills covered in this course include the sequential development of ear training, sight singing, and dictation. (FA)

MUSI 15
Non-Western Music 3 HRS
A survey of representative music of selected cultures of the non-western world, with an emphasis on understanding music in cultural and social contexts. (SP)

MUSI 160
Applied Music Instruction for Nonmajors 1-2 HRS
Individual music instruction for students on a particular instrument or voice, for 30 or 60 minutes a week. MUSI 196 is for students who do not intend to major in music. The lessons will be appropriate for the skill of the student. The lessons are designed to stimulate interest in the respective instrument, in performing music, in learning and applying music fundamentals, and in understanding the aesthetical qualities of music. Graduation credit for nonmajor applied music lessons is limited to four hours. (FA, SP)

MUSI 170
Music History & Literature I: Antiquity to the 18th Century 4 HRS
Prerequisite: ENGL 101. This course focuses on music as an art in western civilization from Antiquity to 1750, emphasizing the study of representative musical works and styles of major periods of music history: Antiquity, the Middle Ages, the Renaissance, and the Baroque era. Particular attention is given to understanding musical works, aesthetics, and concepts in their historical, social, and cultural contexts. (FA)

MUSI 171
Music History and Literature II: The Classical Era to the Present 4 HRS
Prerequisite: ENGL 101. This course focuses on music as an art in western civilization from 1750 to the present time, emphasizing the study of representative musical works and styles of major periods of music history. Particular attention is given to understanding musical works, aesthetics, and concepts in their historical, social, and cultural contexts. (SP)

MUSI 196
Applied Music Instruction for Nonmajors 1-2 HRS
Prerequisite: Completion of MUSI 196 with a grade of C or better. Individual instruction for students on a particular instrument or voice, for 30 or 60 minutes a week. MUSI 197 is for students who do not intend to major in music. The lessons will be appropriate for the skill of the student. The lessons are designed to stimulate interest in the respective instrument, in performing music, in learning and applying music fundamentals, and in understanding the aesthetical qualities of music. Graduation credit for nonmajor applied music lessons is limited to four hours. (FA, SP)

MUSI 197
Applied Music Instruction for Nonmajors 1-2 HRS
Prerequisite: Completion of MUSI 196 with a grade of C or better. Individual instruction for students on a particular instrument or voice, for 30 or 60 minutes a week. MUSI 197 is for students who do not intend to major in music. The lessons will be appropriate for the skill of the student. The lessons are designed to stimulate interest in the respective instrument, in performing music, in learning and applying music fundamentals, and in understanding the aesthetical qualities of music. Graduation credit for nonmajor applied music lessons is limited to four hours. (FA, SP)
MUSI 198
**Applied Music Instruction for Nonmajors** 1-2 HRS
Prerequisite: Completion of MUSI 197 with a grade of C or better. Individual instruction for students on a particular instrument or voice, for 30 or 60 minutes a week. MUSI 198 is for students who do not intend to major in music. The lessons will be appropriate for the skill of the student. The lessons are designed to stimulate interest in the respective instrument, in performing music, in learning and applying music fundamentals, and in understanding the aesthetical qualities of music. Graduation credit for nonmajor applied music lessons is limited to four hours. (FA, SP)

MUSI 199
**Applied Music Instruction for Nonmajors** 1-2 HRS
Prerequisite: Completion of MUSI 198 with a grade of C or better. Individual instruction for students on a particular instrument or voice, for 30 or 60 minutes a week. MUSI 199 is for students who do not intend to major in music. The lessons will be appropriate for the skill of the student. The lessons are designed to stimulate interest in the respective instrument, in performing music, in learning and applying music fundamentals, and in understanding the aesthetical qualities of music. Graduation credit for nonmajor applied music lessons is limited to four hours. (FA, SP)

MUSI 200
**Applied Instruction in Music** 2 HRS
Prerequisite: Consent of the instructor or the associate dean. Individual instruction in voice or a particular instrument for 60 minutes a week. The lessons will be appropriate for the skill of the student. MUSI 200 lessons are designed for students who intend to major in music in a bachelor's degree program. The lessons will incorporate representative solo and study materials for the respective instrument and will guide the student in acquiring a basic knowledge of the care and use of the instrument, knowledge and interpretation of the appropriate literature for the instrument, and performance skills, including both preparation and opportunities for public performance. Both attendance and performance at student recitals are required. Performance evaluation is juried. Graduation credit for applied lessons for music majors is limited to eight hours. (FA, SP)

MUSI 201
**Applied Instruction in Music** 2 HRS
Prerequisite: Completion of MUSI 200 with a grade of C or better. Individual instruction in voice or a particular instrument for 60 minutes a week. The lessons will be appropriate for the skill of the student. MUSI 201 lessons are designed for students who intend to major in music in a bachelor's degree program. The lessons will incorporate representative solo and study materials for the respective instrument and will guide the student in acquiring a basic knowledge of the care and use of the instrument, knowledge and interpretation of the appropriate literature for the instrument, and performance skills, including both preparation and opportunities for public performance. Both attendance and performance at student recitals are required. Performance evaluation is juried. Graduation credit for applied lessons for music majors is limited to eight hours. (FA, SP)

MUSI 202
**Applied Instruction in Music** 2 HRS
Prerequisite: Completion of MUSI 201 with a grade of C or better. Individual instruction in voice or a particular instrument for 60 minutes a week. The lessons will be appropriate for the skill of the student. MUSI 202 lessons are designed for students who intend to major in music in a bachelor's degree program. The lessons will incorporate representative solo and study materials for the respective instrument and will guide the student in acquiring a basic knowledge of the care and use of the instrument, knowledge and interpretation of the appropriate literature for the instrument, and performance skills, including both preparation and opportunities for public performance. Both attendance and performance at student recitals are required. Performance evaluation is juried. Graduation credit for applied lessons for music majors is limited to eight hours. (FA, SP)

MUSI 203
**Applied Instruction in Music** 2 HRS
Prerequisite: Completion of MUSI 202 with a grade of C or better. Individual instruction in voice or a particular instrument for 60 minutes a week. The lessons will be appropriate for the skill of the student. MUSI 203 lessons are designed for students who intend to major in music in a bachelor's degree program. The lessons will incorporate representative solo and study materials for the respective instrument and will guide the student in acquiring a basic knowledge of the care and use of the instrument, knowledge and interpretation of the appropriate literature for the instrument, and performance skills, including both preparation and opportunities for public performance. Both attendance and performance at student recitals are required. Performance evaluation is juried. Graduation credit for applied lessons for music majors is limited to eight hours. (FA, SP)
MUSI 210
Music Theory, Keyboard, and Aural Skills III 4 HRS
Prerequisite: MUSI 111. A course in music theory with focus on intermediate materials in harmony, form, analysis and compositional methods. This is the third in a four-semester sequence of courses in music theory for those intending to major in music. The music theory component includes intermediate materials in diatonic and chromatic harmony, dissonance in tonal music, contrapuntal techniques, form, analysis and compositional methods. The keyboard component involves the performance of major, minor, and chromatic scales and harmonization of chromatic melodies. Aural skills covered in this course include the sequential development of ear training, sight singing, and dictation. (FA)

MUSI 211
Music Theory, Keyboard, and Aural Skills IV 4 HRS
Prerequisite: MUSI 210. A course in music theory with focus on advanced materials in harmony, form, analysis and compositional methods. This is the fourth in a four-semester sequence of courses in music theory for those intending to major in music. The music theory component includes advanced materials in modal and chromatic harmony, form, analysis and compositional methods with particular emphasis on late nineteenth and twentieth-century techniques. The keyboard component involves the performance of major, minor, and chromatic scales and arpeggios and harmonization of chromatic, modal, and atonal melodies. Aural skills covered in this course include the sequential development of ear training, sight singing, and dictation. (SP)

MUSI 260
Jazz, Blues and Rock ‘N’ Roll 3 HRS
An exploratory history of various types and styles of African-American music in the United States and the Caribbean which manifested themselves in the forms of blues, jazz, rock ‘n’ roll, and other related musical types. (GECC F1 905D) (FA, SP, SU)

MUSI 296
Special Topics in Music 1-3 HRS
Prerequisite: Some topics will require ENGL 101 with a grade of C or better. This is an advanced course in music, with variable content that is focused on research, theory, and application in a particular area of music (such as Critical Theory and the Study of Music, Theory and Practice of the Blues, Film Music, etc.). Readings will center on current developments in the study of music and may have an interdisciplinary, social, scientific, ethnographic, and/or critical perspective. Because topics and research studied will change each semester, MUSI 296 may be repeated for a total of six credits toward graduation. (VARIABLE)

COMPUTER NETWORKING

NETW 122
Routing Protocols and Concepts 3 HRS
Prerequisite: Completion of NETW 121 with a grade of C or better. This is the second of four courses in the Cisco Networking Academies designed to provide students with classroom and laboratory experience in current and emerging networking technology. Instruction includes, but is not limited to; network terminology and protocols specifications, LANs, WANs, Ethernet, TCP/IP Addressing Protocol, dynamic routing, and the network administrator’s role and function. Particular emphasis is given to the use of problem-solving to solve networking problems. (FA)

NETW 123
Local Area Networks 3 HRS
Prerequisite: Completion of NETW 122 with a grade of C or better. This is the third of four courses in the Cisco Networking Academies designed to provide students with a comprehensive and practical approach to learning the technologies and protocols needed to design and implement a converged switch network. Instruction includes, but is not limited to, Fast Ethernet, LAN switching methods, LAN segmentation on routers, and switches. The course explains how to configure a switch to implement Virtual LANs, VTP, Inter-VLAN routing and Spanning Tree Protocol in a converged network. (SP)

NETW 124
Wide Area Networks 3 HRS
Prerequisite: Completion of NETW 123 with a grade of C or better. This is the last of four courses in the Cisco Networking Academies designed to provide students with classroom and laboratory experience in network services required applications in enterprise networks. Instruction includes, but is not limited to, Frame Relay features, router commands to monitor and configure Frame Relay LMs, and subinterfaces. Students will learn how to implement data link protocols and WAN security concepts. (SP)
NETW 150
Workstation Operating Systems 3 HRS
Prerequisite: CSCI 101. This course presents the features of a workstation operating system and takes a detailed look at command line based and graphical user interface based microcomputer operating systems. The class will be taught using Windows 98, Windows 2000, Windows XP and DOS in a Windows format. Includes discussion concerning network operating systems, and functional criteria for operating system design, job management, task management, data management, resource allocation and dump and trace facilities. (FA, SP, SU)

NETW 151
PC Hardware Maintenance & Repair 3 HRS
Prerequisite: CSCI 101. This course covers the common microcomputer hardware maintenance functions. This course is not intended to train experienced technicians but rather to assist the common microcomputer user concerning basic maintenance functions and to determine when to call an expert technician for help. This course also covers basic installation procedures for commercial microcomputer software. (FA, SP)

NETW 160
Introduction to Networking 3 HRS
Prerequisite: CSCI 101. This course is an introduction to hardware and software used in data communication and networking. Topics include personal computer hardware, operating systems, connecting to a network and the Internet, network addressing, network services, wireless technology, basic security and troubleshooting. This course provides a knowledge base of networking concepts and terminology in preparation for more advanced study of networks with a basic understanding of digital data and communications. Practical experience with networks is part of the course. (FA, SP)

NETW 162
Networking Technologies 4 HRS
Prerequisite: NETW 150 with a grade of C or better. This course provides students with a comprehensive overview of the TCP/IP protocol stack including its history, development, current applications, and future implications. This will include the presentation of both the TCP/IP model of networking and the OSI reference model. It also helps students as a beginning technical course for more advanced networking courses. Topics are basic TCP/IP functionality and how it relates to the OSI reference model, related LAN and WAN protocols, TCP/IP network addressing, security, routing, monitoring and managing IP networks. (SP)

NETW 166
Windows Workstation Administration 3 HRS
Prerequisite: NETW 150 with a grade of C or better. This course prepares students to setup and support the Microsoft Windows workstation operating system. It also helps prepare students for the related Microsoft certification exam. (FA)

NETW 167
Windows Server Administration 3 HRS
Prerequisite: NETW 166 with a grade of C or better or concurrent enrollment. This course prepares students to install and configure Microsoft Windows Server. Various file systems and disk management functions, administering the operating system, network protocols, and remote access are included. It also helps prepare students for the Microsoft Certified Professional examination. (FA)

NETW 168
Managing a Windows Network Environment 3 HRS
Prerequisite: Completion of NETW 167 with a grade of C or better. The goal of this course is to provide the knowledge required by System Administrators, Network Administrators, and IT professionals who implement, manage and troubleshoot existing network and server environments based on the Microsoft Windows® platform. These skills are generally required in medium to large size organizations that maintain user desktops and servers, spanning multiple physical locations via Large Area Networks (LANs) and the Internet or Intranets. This course will help prepare for the MCSA/MCSE certification exam, “Implementing, Managing, and Maintaining a Microsoft Windows Server 2003 Network Infrastructure”. (VARIABLE)

NETW 170
Network Security Fundamentals 3 HRS
Prerequisite: NETW 124 or NETW 167 with a grade of C or better, or concurrent enrollment. The goal of this course is to provide a comprehensive overview of the network security for System Administrators, Network Administrators, and IT professionals who implement, manage and troubleshoot existing network and server environments. These skills cover an understanding of general security concepts, communication security, infrastructure security, cryptography and operational & organizational security. This course will help prepare for the CompTIA's “Security+” certification exam. (SP)
NETW 172
**Wireless Networking with Security**  3 HRS
*Prerequisite: NETW 122.* This course is designed to introduce students to the topics pertaining to the Cisco Wireless LAN Support Specialist certification. The course will introduce and extend the students' knowledge of, and practical experience with, wireless networks. The concepts covered in this course will help individuals develop practical experience in skills related to designing, planning, and implementing wireless networks. Also covered in this course will be in-depth discussions of the continued operation and troubleshooting of wireless networking security. (VARIABLE)

NETW 181
**UNIX Fundamentals**  3 HRS
*Prerequisite: NETW 162.* Fundamental command-line features of the UNIX environment including file system navigation, file permissions, the vi text editor, command shells, and basic network use. (VARIABLE)

NETW 182
**Linux Administration**  3 HRS
*Prerequisite: NETW 150 with a grade of C or better.* The goal of this course is to provide the knowledge and skills necessary for managing and implementing Linux networking and security. The course introduces networking technologies and protocols, then moves into configuring a Linux network using a variety of command line and graphical utilities. Specific protocols and applications are covered, including the r-utilities, NFS, Samba, and FTP, plus business-critical services such as email, Web, and DNS. Also included is a discussion of security in the context of protecting business assets and user privacy, with emphasis on system administrator ethics. Cryptography and encrypted protocols lay a foundation for discussion of specific Linux security tools, including PAM, sudo, and GPG. User, file, and network security are covered. The network security discussion includes firewalls, VPNs, and utilities such as nmap, ethereal, and the SAINT profiling tool. (VARIABLE)

NETW 183
**Linux Security**  3 HRS
*Prerequisite: NETW 182 with a grade of C or better.* The goal of this course is to provide the knowledge and skills necessary for managing and implementing Linux networking and security. The course introduces networking technologies and protocols, then moves into configuring a Linux network using a variety of command line and graphical utilities. Specific protocols and applications are covered, including the r-utilities, NFS, Samba, and FTP, plus business-critical services such as email, Web, and DNS. Also included is a discussion of security in the context of protecting business assets and user privacy, with emphasis on system administrator ethics. Cryptography and encrypted protocols lay a foundation for discussion of specific Linux security tools, including PAM, sudo, and GPG. User, file, and network security are covered. The network security discussion includes firewalls, VPNs, and utilities such as nmap, ethereal, and the SAINT profiling tool. (VARIABLE)

NETW 208
**Data and Cabling Systems**  3 HRS
*Prerequisite: NETW 121 or NETW 160 or concurrent enrollment in either.* Data and Cabling Systems is the study of operation, characteristics, and applications of data cabling. Students will study safety, troubleshooting and installation of various data cabling systems. The student will be introduced to current cabling methods and emerging cabling technologies. (VARIABLE)

NETW 221
**Advanced Routing**  3 HRS
*Prerequisite: Completion of NETW 124 with a grade of C or better or current CCNA certificate.* This is one of several advanced courses in the CISCO Networking Academy designed to provide students with classroom and laboratory experience in current and emerging networking technology. Instruction focuses on advanced routing and using Cisco routers connected in local area networks (LANs) and wide area networks (WANs) typically found at medium to large network sites. (VARIABLE)

NETW 223
**Advanced Switching**  3 HRS
*Prerequisite: Completion of NETW 124 with a grade of C or better or active CCNA Certificate.* This is one of several advanced courses in the CISCO Networking Academy designed to provide students with classroom and laboratory experience in current and emerging networking technology. Instruction focuses on advanced switching and using Cisco switches connected in campus networks and WANs typically found at medium to large network sites. (VARIABLE)

NETW 261
**Windows Network Infrastructure**  3 HRS
*Prerequisite: NETW 167 with a grade of C or better.* The goal of this course is to provide the knowledge required by System Administrators, Network Administrators, and IT professionals who install, configure, manage, and support a network infrastructure that uses the Windows® server products. This course helps prepare for the related Microsoft certification exam. (VARIABLE)

NETW 262
**Windows Directory Services**  3 HRS
*Prerequisite: NETW 167 with a grade of C or better.* The goal of this course is to provide the knowledge and skills necessary for System Administrators, Network Administrators, and IT professionals who install, configure, manage, and support network directory services. This course helps prepare students for a Microsoft certification exam. (VARIABLE)

NETW 263
**Windows Security**  3 HRS
*Prerequisite: NETW 170 and NETW 167 with a grade of C or better.* This course focuses on implementing and administering network security in a Windows Server 2003 environment. This course helps prepare for the MCSE Exam 70-299 Implementing and Administering Security in a Microsoft Windows Server 2003 Network. (VARIABLE)
NETW 271
Cisco Router Security 3 HRS
Prerequisite: NETW 124. This is an advanced course in the CISCO Networking Curriculum. The course is designed to provide students with classroom and laboratory experience in securing Cisco Routers and interrelated networks. Instruction will focus on network security essentials, attack threats and basic router management. Secure router administration, authentication, configuring RADIUS and TACACS+ servers, access lists, cryptography along with intrusion detection and VPN configuration will also be covered. (VARIABLE)

NETW 272
Configuring Cisco PIX Boxes 3 HRS
Prerequisite: NETW 172. This is the second of five advanced courses in the CISCO Networking Academies designed to provide students with classroom and laboratory experience in configuring Cisco PIX boxes and the networks they are connected to. Instruction focuses on network security essentials, attack threats and basic PIX Box management. Routing and Multicast, DHCP, PIX translations, and connections, PIX box access lists will be covered. Configuring RADIUS and TACACS+ servers, advanced protocols and intrusion detection, PIX failover and system maintenance, along with VPN configuration and management will also be covered. (VARIABLE)

NETW 283
Introduction to Voice Over IP 3 HRS
Prerequisite: NETW 124. Introduction to Voice Over IP is designed to help students focus specifically on the objectives for the CCNA Voice IIUC 640-460 exam. The class is designed to prepare individuals to understand the concepts necessary to connect IP phones to the LAN infrastructure. Students will also be educated in the key voice terms and features of Voice over IP systems. Knowledge of how to configure and apply basic Call Manager Express phone systems will be covered as well as the configuration of gateways and trunks. Students will also be exposed to some of the newest systems for the Smart Business Communications Suite. (VARIABLE)

NETW 296
Special Topics in Networking 1-4 HRS
Prerequisite: As set by faculty. Course will offer students an opportunity to study a topic which is (1) unique and infrequently offered as a part of their program curriculum or (2) of special interest to industry. Each student wishing to enroll in Special Topics in Networking will be reviewed based on (1) previous experience, (2) courses completed, and (3) an aptitude/ability match with selected topic. (VARIABLE)

NURSING

NURS 110
Nursing Assistant 8 HRS
Prerequisites: Satisfactory score on HCC’s Reading Placement Exam; authorization for criminal background check (required by Illinois law); physical exam, including TB test; uniform purchase. The course prepares individuals to function as nursing assistants in nursing homes, hospitals, and private homes. Basic nursing knowledge and skills required to care for individuals in a manner that respects their dignity. The course contains a variety of skills which require fine-motor coordination. Students must also be physically able to lift and transfer patients safely and correctly. NURS 110 meets federal and state guidelines for nursing assistant training, and students who successfully complete this course will be eligible to take the competency evaluation required for nursing assistants. The 8-week course format meets 11 hours for 8 hours credit and the 16-week course format meets 11 hours for 8 hours credit. (Lec 5 Lab 3) (FA, SP)

NURS 112
Introduction to Nursing 1 HR
Prerequisite: Acceptance into the nursing program. This course focuses on the development of the individual as a nursing student and the conceptual and theoretical aspects of nursing practice and health care using Orem’s self-care model. The student will explore the evolution of professional nursing and the foundation of the science and art of nursing. A basic understanding of moral problems and a variety of resolutions, as well as gaining insight to health care delivery issues, understanding the legal parameters of nursing care, and exploring the influences of nursing politics will be developed. (SU, FA)

NURS 113
Medication Principles for Nurses 1 HR
Prerequisite: Enrollment in the nursing program or department approval. This course is designed to provide nursing students with a systematic review of medications and various methods of calculating dosages. Students will develop an understanding of basic pharmacology principles and calculation methods to safely administer medications. Topics include basic pharmacology, systems of measurement to safely calculate dosages, and basic medication administration principles. Critical thinking applied to safe administration of medications will be emphasized throughout the course. This course does not fulfill the general education mathematics requirement(s) for either the A.A. degree or the A.S. degree. (FA)
NURS 117
Fundamentals of Nursing  8 HRS
Prerequisites: Successful completion of or concurrent enrollment in BIOL 181, NURS 112, NURS 113 and PSY 101. This course in nursing fundamentals builds upon expanded knowledge and skills acquired as a certified nursing assistant (CNA). Orem's self-care model will be utilized by the student to develop and begin using critical thinking pathways. Scientific principles and clinical skills increase in complexity. Campus laboratory experience focuses on continued development of dexterity and proficiency of psychomotor skills. Planned faculty-supervised experiences in the clinical area provide students with the opportunity to implement their knowledge and skill in the provision of direct client care. (FA)

NURS 122
Community-Based Nursing  1 HR
Prerequisite: Concurrent enrollment in, or completion of, NURS 112. This course introduces the student to the practice of community health nursing using Orem's self-care model. The focus is on foundational knowledge required to practice in community settings, including communication, teaching and learning, health promotion, and disease prevention. Quality management and use of power, politics, and public policy will be explored in creating and maintaining new health care delivery systems in the community. (SP, SU)

NURS 134
Nursing Individuals with Chronic Illness  5 HRS
Prerequisite: NURS 112, NURS 113, NURS 117 and PSY 101 and concurrent enrollment in, or successful completion of, NURS 122, BIOL 182, and ENGL 101. The focus of this course is on the nursing care of clients with the most commonly experienced alterations of perfusion, oxygenation, nutrition, elimination, regulatory processes, and integumentary problems. Orem's self-care model will be utilized by the student to apply critical thinking pathways to the individual with chronic health problems. Clinical skills, based on scientific principles, increase in complexity. Campus laboratory experience focuses on continued development of dexterity and proficiency of psychomotor skills. Planned faculty-supervised experiences in the clinical area will afford students the opportunity to implement their accrued knowledge and skill in providing nursing care. This is an 8-week course which meets 15 hours for 5 hours credit. (Lec 2.5 Lab 2.5) (SP)

NURS 135
Nursing Childbearing/Rearing Families  5 HRS
Prerequisite: NURS 134 and PSY 101 and concurrent enrollment in, or successful completion of, BIOL 182, ENGL 101, and NURS 122. This course of obstetrical and pediatric nursing focuses on the family utilizing Orem's self-care model. A beginning application of critical thinking pathways will be developed in this specialized content area. The campus laboratory experiences focus on the assessment of the pregnant individual, the newborn, and application of growth and development principles. Planned faculty-supervised experiences in the clinical area, as well as the community, provide students with the opportunity to implement their knowledge and skills. This is an 8-week course which meets 15 hours for 5 hours credit. (Lec 2.5 Lab 2.5) (SP)

NURS 136
Practical Nursing  6 HRS
Prerequisite: Successful completion of NURS 122, NURS 135, BIOL 182, ENGL 101 and PSY 101. The focus of this course is the provision of nursing care to adult clients with acute and chronic health problems of the most commonly experienced alterations in sexuality, immunologic responses, mobility, sensori-neural processes, and mental health. Orem's self-care model will be used as a foundation for nursing practice. Students are provided a faculty-supervised opportunity to utilize the nursing process, nursing skills, and theoretical knowledge in an acute care setting. The standards of practical nursing as set forth by the state of Illinois are presented. After successful completion of NURS 136, the student will be able to proceed to NCLEX-PN examination. This is an 8-week course which meets 18 hours for 6 hours credit. (Lec 3 Lab 3) (SU)

NURS 165
IV Therapy for LPNs  2 HRS
Prerequisite: State of Illinois Licensed Practical Nurse. The course is designed to provide LPNs with the knowledge and skills necessary to safely administer intravenous therapy under the direction of a registered nurse, physician or dentist. Content to be covered includes basic anatomy and physiology, use of equipment, the processes of venipuncture, maintenance and discontinuance of intravenous flow, as well as the legal aspects of intravenous therapy. The course includes faculty-supervised laboratory application of selected skills in an acute care setting. This course meets 2.5 hours for 2 hours credit. (Lec 1.5 Lab .5) (VARIABLE)
**COURSE DESCRIPTIONS**

**NURS 232**  
**Leadership & Management in Nursing**  
1 HR  
Prerequisite: NURS 122, NURS 135, BIOL 182, ENGL 101 and PSY 101; concurrent enrollment in, or successful completion of, NURS 240; NURS 241, BIOL 191 and ENGL 102. The need for awareness of economic, political, and regulatory forces that impact the delivery of care will be considered in light of the nursing role in the management of care. Students will examine systems and mechanisms of case management, effective delegation, teamwork strategies, and evaluation of allied personnel. They will explore change theory as a means to develop personal strategies to facilitate and support changes in health care delivery that will result in quality outcomes for clients. (FA)

**NURS 240**  
**Mental Health Nursing**  
4 HRS  
Prerequisite: NURS 122, NURS 135, BIOL 182, ENGL 101 and PSY 101; concurrent enrollment in, or successful completion of, NURS 232, BIOL 191 and ENGL 102. The focus of this course is provision of nursing care to children and adults with alterations in mental health. Orem's self-care model will be used to apply critical thinking pathways to the individual with acute and chronic mental health problems. Case studies and audiovisuals will be used in the campus laboratory to enhance student learning. Planned faculty-supervised clinical experiences in a variety of community settings in addition to observational experiences will provide students with the opportunity to implement their accrued knowledge and skills with individuals of varying problems and age groups. This is an 8-week course which meets 12 hours for 4 hours credit. (Lec 2 Lab 2) (FA)

**NURS 241**  
**Nursing Care of Individuals with Acute Health Problems I**  
4 HRS  
Prerequisite: NURS 122, NURS 240, BIOL 182, ENGL 101 and PSY 101; concurrent enrollment in, or successful completion of, NURS 232, BIOL 191 and ENGL 102. This course in medical-surgical nursing focuses on clients with alterations in mobility, regulatory processes, sensori-neural processes and sensory deprivation. Orem's self-care model will be utilized by the student to apply critical thinking pathways to the individual with acute health problems. Scientific principles and clinical skills increase in complexity. Campus laboratory experiences enhance the development of increased dexterity and proficiency of techniques. Planned faculty-supervised experiences in acute care facilities provide students with the opportunity to implement their accrued knowledge and skill in providing nursing care. Clinical experiences are completed by observational experiences in specialty areas. This is an 8-week course which meets 12 hours for 4 hours credit. (Lec 2 Lab 2) (FA)

**NURS 242**  
**Contemporary Nursing**  
1 HR  
Prerequisite: NURS 232, NURS 241, BIOL 191, and ENGL 102; concurrent enrollment in, or successful completion of, NURS 245, COMM 101, and SOC 101. This course is designed to reinforce previously learned concepts and introduce new concepts that are essential for entry into the practice of professional nursing. There will be an emphasis on the characteristics of health care delivery worldwide. Student development will be a continuing focus as students evaluate strategies to secure positions in nursing that are compatible with personal capabilities. Legal requirements for entry into practice will be reviewed. Elements of role transition will be examined as well as techniques of professional collegial relationships, networking skills, and life long learning. (SP)

**NURS 245**  
**Nursing Care of Individuals with Acute Health Problems II**  
5 HRS  
Prerequisite: NURS 232, NURS 241, BIOL 182, BIOL 191, ENGL 102, and PSY 101 and concurrent enrollment in, or successful completion of, COMM 101, NURS 242, and SOC 101. This course in medical-surgical nursing focuses on clients with acute alterations in oxygenation, perfusion, nutrition and sexuality. Critical thinking pathways will be applied holistically utilizing Orem's self-care model when caring for individuals with acute health problems. Campus laboratory experiences allow the student to practice more complex psychomotor skills. Planned faculty-supervised experiences in acute care facilities provide the student the opportunity to implement a more sophisticated knowledge base and skill level. The students also plan and deliver a supervised group health teaching project in the community. Clinical experiences are complemented by observational experiences in specialty areas. This is an 8-week course which meets 15 hours for 5 hours credit. (Lec 2.5 Lab 2.5) (SP)

**NURS 246**  
**Nursing Care of the Individual with Complex Health Problems**  
5 HRS  
Prerequisite: NURS 232, NURS 245, BIOL 182, BIOL 191, ENGL 102, and PSY 101 and concurrent enrollment in, or successful completion of, COMM 101, NURS 242, and SOC 101. This course in medical-surgical nursing focuses on clients with complex alterations in nutrition, regulatory processes, and immunological functioning. Critical thinking pathways will be chosen using Orem's self-care model when caring for individuals and families with complex health problems. Faculty-supervised campus laboratory and clinical experiences will provide an opportunity for students to analyze the depth and breadth of the nursing role in complex situations in health care. Planned faculty-supervised experiences in acute care facilities provide students with the opportunity to implement leadership and management concepts with their peers, as well as providing care to individuals with complex health problems. This is an 8-week course which meets 15 hours for 5 hours credit. (Lec 2.5 Lab 2.5) (SP)
NURS 250  
**Adult Health Assessment**  2 HRS  
*Prerequisite: State of Illinois RN or LPN license or NURS 241.* A course in the health assessment of the adult client using a systems approach, while providing a foundation for assessment and diagnosis utilizing the nursing process. Campus laboratory experiences with partners will provide students the opportunity to implement their knowledge and skills in assessing the adult client. This course meets 3 hours for 2 hours credit. (Lec 1 Lab 1) (VARIABLE)

**OFFICE TECHNOLOGY**

OTEC 101  
**Keyboarding**  1 HR  
An introductory course in business technology designed to develop basic data input skills. The course provides instruction in keyboard and machine control techniques. Emphasis is placed on correct skill building. Credit will not be awarded for students who have previously taken OTEC 103. (FA, SP)

OTEC 102  
**Document Formatting**  1 HR  
*Prerequisite: OTEC 101 or assessment.* An introductory course in office technology designed to develop basic word processing skills. Emphasis is placed on efficient use of the most popular word processing software package. Credit will not be awarded for students who have previously taken OTEC 103. (FA, SP)

OTEC 104  
**Office Simulation**  1 HR  
This course involves all phases of general office work, including creating and maintaining common office forms (paper and electronic using appropriate software); answering multiline telephone systems and taking and routing messages; operating, maintaining, and troubleshooting common business machines; and calendaring and managing time. This course should prepare Office Basics students with practical skills for all phases of office work and issues relevant to office work ethics. (SP)

OTEC 112  
**Records Management**  3 HRS  
This course involves the organization and management of records systems, including storage, retention, transfer and disposition of records. Manual, mechanical and electronic methods of records management will be studied. (FA)

OTEC 118  
**Machine Transcription/Proofreading**  3 HRS  
*Prerequisite: OTEC 102 or OTEC 103.* This course assists the student in developing the necessary skills on a transcribing machine to produce business correspondence with speed and accuracy. In addition, students will learn proofreading techniques and skill in locating errors. (FA)

OTEC 120  
**Medical Transcription**  3 HRS  
*Prerequisites: OTEC 118, ACSM 155; and completion of, or concurrent enrollment in HLTH 111, 135, and 209.* OTEC 120 is designed as the entry level course focusing on formatting of reports, editing and proofreading transcribed work, and going through a systemic approach reviewing medical terminology, anatomy and physiology as well as pharmacology topics and how they are interrelated to medical transcription. Students will discuss issues of confidentiality and the impact of speech recognition technology on the field of medical transcription. (SP)

OTEC 121  
**Advanced Medical Transcription**  3 HRS  
*Prerequisites: Successful completion of OTEC 120 with a grade of C or better.* This course provides hands-on transcription experience for students to develop skill in interpreting oral dictation of health records to electronic and written form. Students will practice advanced skills in medical transcription by transcribing simulated recordings of a variety of experiences including those involving professional and medical ethical and legal situations. (SU)

OTEC 140  
**Office Procedures**  3 HRS  
*Prerequisite: ACSM 153 or 155, BUSN 115 or ENGL 106, OTEC 102 or OTEC 103.* A capstone course for the Office Technology certificate program. Topics include presentation of business communication, travel arrangements, preparations for meetings and conferences, human relations, telecommunications, processing mail, and working with customers and clients. (SP)

OTEC 296  
**Topics in Office Technology**  1-6 HRS  
*Prerequisite: None.* This course will offer students an opportunity to study a special topic or current issue which is unique and infrequently offered as part of their program. The course is intended to familiarize students with some of the latest trends in office technology. The topic will be announced in the schedule book. Because topics studied will change each semester, OTEC 296 may be repeated up to a total of 6 credit hours. (VARIABLE)

**PHILOSOPHY**

PHIL 101  
**Introduction to Philosophy**  3 HRS  
An introduction to philosophical questioning and to the rudiments of philosophical ways of reasoning. This course will examine some key notions of the history of philosophy, especially in the areas of metaphysics, epistemology, ethics, and social/political philosophy. (GECC H4 900) (FA, SP)

PHIL 105  
**Introduction to Non-Western Philosophy**  3 HRS  
An introduction to non-western philosophical questioning and to the rudiments of non-western philosophical ways of reasoning. This course will examine some key notions of the history of non-western philosophy, especially in the areas of metaphysics, epistemology, ethics, and social/political philosophy, in particular the traditions found in Africa, India, Eastern Asia, and the Mideast. (GECC H4 903N) (FA, SP)
### COURSE DESCRIPTIONS

**PHIL 111**  
**Logic**  
3 HRS  
An introduction to the forms of inductive and deductive reasoning including modern symbolic logic. (GECC H4 908) (FA, SP)

**PHIL 114**  
**Ethics**  
3 HRS  
An introduction to the study of moral philosophy. This course will provide an introductory historical survey of the major ethical systems and will consider their application to contemporary moral problems. (GECC H4 904) (SU)

**PHIL 201**  
**History of Philosophy I**  
3 HRS  
An introduction to the history of philosophy from the ancient Greeks to the end of the medieval era. This course will examine key ideas of various major philosophers from the Western tradition including the philosophers of Athens (the Pre-Socratics, Socrates, the Sophists, Plato, and Aristotle), the Hellenistic philosophers (the Epicureans, Stoics, and Skeptics), and the medieval religious philosophers (Augustine, Anselm, and Aquinas). (GECC H4 901) (FA)

**PHIL 202**  
**History of Philosophy II**  
3 HRS  
An introduction to the history of philosophy from the beginning of the seventeenth century to the present. This course will examine key ideas of various major philosophers from the Western tradition including the philosophers of the early modern period (Hobbes, Descartes, Locke, Berkeley, Hume, and Kant), of the nineteenth century (Hegel, Marx, Kierkegaard, Nietzsche, and the utilitarians), and various movements in twentieth-century philosophy (pragmatism, logical atomism, logical positivism, ordinary language philosophy, and phenomenology). (GECC H4 902) (SP)

**PHIL 214**  
**Healthcare Ethics**  
3 HRS  
An introduction to important theories in moral philosophy and important issues in healthcare ethics. Students will learn to use ethical theories and philosophical concepts to evaluate various perspectives on issues such as professional conduct, patients' rights, privacy, genetic engineering, death and dying, euthanasia, and abortion. (VARIABLE)

**PHIL 296**  
**Studies in Philosophy**  
3 HRS  
An introductory philosophy course with variable content that focuses on an area of philosophy such as Philosophy of Religion, Feminist Philosophy, non-Western Philosophy, or Existentialism. Students will critically interpret and analyze philosophical texts that are representative of a particular sub-field of philosophy. Because the subjects and texts will vary each semester, PHIL 296 may be repeated for a total of six credit hours. (VARIABLE)

### PHYSICS

**PHYS 110**  
**Physics in Everyday Life**  
3 HRS  
Prerequisite: MATH 087 with a grade of C or better. This is an elementary course that emphasizes principles and applications of mechanics, heat, sound, and electricity. The course is presented with an emphasis on observations and descriptions being used to illustrate basic problem-solving principles and laws, with students learning to solve problems applying these principles and laws. (GECC P1 901) (FA, SP, SU)

**PHYS 161**  
**College Physics I**  
5 HRS  
Prerequisite: MATH 109 or MATH 127 with a grade of C or better or assessment with MATH 128 or equivalent recommended. The first semester of a year-long general physics course, based on mathematics through algebra and trigonometry, but not including calculus. Topics include mechanics, heat and thermodynamics, wave motion, and sound. Laboratory activities stress development of measurement, observational, and analytical skills, and are based on lecture topics. (GECC P1 900L) (FA)

**PHYS 162**  
**College Physics II**  
5 HRS  
Prerequisite: PHYS 161 or equivalent with a grade of C or better. The second semester of a year-long general physics course, based on mathematics through algebra and trigonometry, but not including calculus. Topics include electricity, magnetism, optics, and modern physics. Laboratory activities stress development of measurement, observational, and analytical skills, and are based on lecture topics. (SP)

**PHYS 171**  
**Mechanics**  
4 HRS  
Prerequisite: MATH 161, and credit, or concurrent enrollment in, MATH 162. First course in a calculus-based physics sequence for students in engineering, mathematics, physics, and chemistry. Topics include Newton's Laws, work and energy, oscillations, transverse waves, systems of particles, and rotations. Laboratory activities stress development of measurement, observational, and analytical skills, and are based on lecture topics. Students may not receive credit for both PHYS 171 and PHYS 161. (GECC P2 900L) (SP)

**PHYS 172**  
**Electricity & Magnetism**  
4 HRS  
Prerequisite: PHYS 171, and credit, or concurrent enrollment in, MATH 163. This is the second course in a calculus-based physics sequence for students in engineering, mathematics, physics, and chemistry. 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 geometrical optics. Laboratory activities stress development of measurement, observational, and analytical skills, and are based on lecture topics. Students may not receive credit for both PHYS 172 and PHYS 162. (FA)
**PHYS 173**  
**Fluids & Thermal Physics**  
**2 HRS**  
*Prerequisite: PHYS 171, and credit, or concurrent enrollment in, MATH 163.*  
This is the third course in a calculus-based physics sequence for students in engineering, mathematics, physics, and chemistry. Topics include fluid motion, propagation of heat and sound, temperature and kinetic theory of gases, heat capacity and latent heat, first law of thermodynamics, heat engines and the second law, and introduction to statistical mechanics. Laboratory activities stress development of measurement, observational, and analytical skills, and are based on lecture topics. Students may not receive credit for both PHYS 173 and PHYS 162. (IAI Major Code EGR 913) (SP)

**PHYS 174**  
**Quantum Physics**  
**2 HRS**  
*Prerequisite: PHYS 172 and credit, or concurrent enrollment in, MATH 163.*  
This is the fourth course in a calculus-based physics sequence for students in engineering, mathematics, physics, and chemistry. Topics include interference and diffraction, photons and matter waves, the Bohr atom, uncertainty principle, and wave mechanics. Laboratory activities stress development of measurement, observational, and analytical skills, and are based on lecture topics. Students will not receive credit for both PHYS 174 and PHYS 162. (SP)

**POS 101**  
**American Government and Politics**  
**3 HRS**  
*Prerequisite: PHYS 171, and credit, or concurrent enrollment in, MATH 163.*  
A study of the structure and processes of American government and politics. Topics studied include the Constitution, the presidency, Congress, the federal court system, political parties and elections, foreign policy formulation, and current controversial issues. Special focus on the dynamics of government will also include discussions on the role of the media in politics, civil rights, and economics. (GECC SS 900) (FA, SP, SU)

**POS 124**  
**State and Local Politics**  
**3 HRS**  
A study of sub-units of government in America. This study includes state and local systems and their interrelationships with the American federal system of government. Topics covered in this course include: the governors, the legislature, the state judiciary, finance, urban government, political participation and federalism. Successful completion of this course certifies the student has met the state requirements concerning the Illinois and Federal Constitutions. (GECC SS 902) (FA, SP)

**POS 145**  
**Politics of Mid East, Central/ South America, Asia**  
**3 HRS**  
The Middle East, Central and South America and Asia from the standpoint of the politics of international relations, social/economic change, internal factionalism, revolution, warfare and religion. (GECC SS 906N) (SP)

**POS 220**  
**Comparative Governments**  
**3 HRS**  
*Prerequisite: As set by faculty.*  
An examination of the structure, function, and political processes of selected world governments. The course demonstrates political differences that distinguish one nation's political institutions from another. (GECC SS 905) (VARIABLE)

**PSY 101**  
**Introduction to Psychology**  
**3 HRS**  
The study of psychology as a science and the determinants of human personality and functioning. This course also focuses on how we may use the principles of physical and emotional/cognitive growth, learning, personality functioning and coping, and social interactions in our everyday lives. (GECC SS 904) (FA, SP, SU)

**PSY 203**  
**Abnormal Psychology**  
**3 HRS**  
*Prerequisite: PSY 101.*  
The examination of the major types of psychological disturbance; terminology in use today, the diagnostic categories and criteria, as well as a general introduction to treatment methods. (IAI Major Code PSY 905 (FA, SP)
PSY 207  
**Introduction to Child Psychology**  3 HRS  
*Prerequisite: PSY 101.* Child psychology is the study of human development from birth through adolescence. The course will examine the series of stages which occur in development prior to adolescence, define these stages and identify characteristics, resources, behaviors and problems during this developmental period. The contributions of a variety of individuals and schools of thought will be drawn from in order to provide a balanced perspective representing modern psychological understandings. (GECC S6 903) (FA)

PSY 209  
**Human Growth & Development**  3 HRS  
*Prerequisite: PSY 101.* Study of human development from conception to death. Includes research methods and developmental theories. Addresses all the major areas of development (physical, social, emotional and cognitive) and the interaction among these areas. (GECC S6 902) (FA, SP, SU)

PSY 210  
**Social Psychology**  3 HRS  
*Prerequisite: PSY 101.* Social Psychology is the study of feelings, motivations, perceptions, and behaviors of individuals in social situations. It includes study of our personal perceptions and attitudes towards others; interpersonal dynamics; and the broader social and cultural context in which social behavior occurs. Knowledge of interpersonal understanding, effective communication, and group dynamics are emphasized. Includes specific study of the social psychology of politics, business, and law. (GECC S8 900) (FA, SP)

PSY 215  
**Introduction to Child & Adolescent Psychology**  3 HRS  
*Prerequisite: PSY 101.* The study of human development from birth through adolescence. The course will examine the series of stages which occur in development through adolescence, define these stages and identify characteristic resources, behaviors, and problems during this developmental period. The contributions of a variety of individuals and schools of thought will be drawn from in order to provide a balanced perspective representing modern psychological understandings. (GECC S6 904) (VARIABLE)

PSY 216  
**Adolescent Psychology**  3 HRS  
*Prerequisite: PSY 101.* A study of human growth and development during adolescence. Social, physical, intellectual, emotional, and personality growth patterns will be covered. Emphasis will be placed on theories of development, contemporary research, and current issues. (GECC S6 904) (SP)

PSY 217  
**Adult Development and Aging**  3 HRS  
*Prerequisite: PSY 101.* This course will serve as an introduction to the changes that occur from early adulthood through old age. Topics may include: career choice and development; mate selection and marriage; conventional and nonconventional families; theories of adult personality development; mid- and late-life transitions; aging; and dying, death and bereavement. (GECC S6 905) (VARIABLE)

PSY 218  
**Psychology of Parenting**  3 HRS  
*Prerequisite: PSY 101.* This course provides an overview of psychological issues relevant to parenting. Key theories and relevant research findings that directly apply to effective and ineffective parenting throughout the lifespan are presented. Topics include historical and theoretical influences, cultural influences, parenting from birth to adulthood, grandparenthood, special challenges in parent-child relationships, loss and grief, and parenting strategies and techniques. (VARIABLE)

PSY 220  
**Personality**  3 HRS  
*Prerequisite: PSY 101.* A study of contemporary theories of personality. An examination of the origins, development, assumptions, implications, and current issues surrounding each theory will be emphasized. (IAI Major Code PSY 907) (VARIABLE)

PSY 223  
**Human Sexuality**  3 HRS  
*Prerequisite: PSY 101.* A study of the social and psychological aspects of human sexuality. Topics include sexual development, cultural influences, gender identity, sexual dysfunction, love and relationships. Emphasis will be placed on the mental and emotional aspects of human sexuality as well as current issues. (FA, SP)

RAD 111  
**Fundamentals of Radiologic Sciences I**  2 HRS  
*Prerequisites: Acceptance into the radiography program and concurrent enrollment in, or prior successful completion of, BIOL 181, RAD 112 and RAD 113.* This is an introductory course in radiologic technology touching briefly on the hospital environment, radiation protection, and medical ethics and law. Also included is an overview of patient care with emphasis on patient communication, cultural diversity, age-specific needs, body mechanics and patient transfer. (SP)
COURSE DESCRIPTIONS: RAD-SOC

RAD 112
Radiographic Procedures I
6 HRS
Prerequisites: Acceptance into the radiography program and concurrent enrollment in, or successful completion of, BIOL 181, RAD 111 and RAD 113. This course includes detailed instruction in radiographic anatomy, patient positioning, proper beam-part-image receptor alignment and image analysis for chest, abdomen, upper extremities, shoulder girdle, lower extremities, pelvis and hip. A laboratory component is included. (SP)

RAD 113
Radiography Clinical I
2 HRS
Prerequisites: Acceptance into the radiography program and concurrent enrollment in, or prior successful completion of, BIOL 181, RAD 111 and RAD 112. This course provides clinical opportunities for practical experience in applying knowledge and skills presented in RAD 111 and RAD 112. Students will observe, assist patients and perform basic radiographic procedures under the direct supervision of an ARRT-registered radiographer. Emphasis is on chest, abdomen, upper extremities, shoulder girdle, bony thorax, pelvis and hip procedures, with clinical competency testing in those areas. (SP)

RAD 121
Fundamentals of Radiologic Sciences II
3 HRS
Prerequisites: Successful completion of BIOL 181, RAD 111, RAD 112, RAD 113, and concurrent enrollment in, or satisfactory completion of, RAD 122 and RAD 123. This course focuses on the proper concepts of patient care. This includes information on isolation and sterile techniques, vital signs, tubes, catheters, emergency care, contrast media, basic pharmacology and venipuncture. (SU)

RAD 122
Radiographic Procedures II
3 HRS
Prerequisites: Successful completion of BIOL 181, RAD 111, RAD 112, RAD 113 and concurrent enrollment in, or successful completion of, RAD 121 and RAD 123. This course includes detailed instruction in radiographic anatomy, patient positioning, proper beam-part-image receptor alignment and image analysis for bony thorax, spinal column, SI joints, scoliosis series, long bone measurement/bone age studies, and fluoroscopic studies of the esophagus, upper gastrointestinal system, and small bowel. A laboratory component is included. (SU)

RAD 123
Radiography Clinical II
2 HRS
Prerequisites: Successful completion of BIOL 181, HLTH 110, RAD 111, RAD 112, RAD 113 and concurrent enrollment in, or successful completion of, RAD 121, and RAD 122. This course provides clinical opportunities for practical experience in applying knowledge and skills presented in all RAD courses. Students will assist patients and perform routine radiographic procedures with emphasis on previously learned radiographic procedures, lower extremities, spinal column, SI joints, scoliosis series and long bone measurement/bone age studies. Students assume greater responsibility during exams, continue competency testing and begin working toward mastery of clinical practice. Skills are refined under direct and indirect supervision of an ARRT-registered radiographer. (FA)

RAD 124
Radiographic Imaging I
3 HRS
Prerequisites: Successful completion of RAD 121, RAD 122, RAD 123 and concurrent enrollment in, or successful completion of, BIOL 182, RAD 132, and RAD 133. This course includes instruction in the multiple energy transformations required for the production of radiographic images. Current imaging equipment and emerging technology are discussed. The nature of ionizing radiation, its control and interactions with the body are included. (FA)
## COURSE DESCRIPTIONS

### RAD 211  
**Fundamentals of Radiologic Sciences II**  
3 HRS  
Prerequisites: Successful completion of BIOL 182, RAD 132, 133, and RAD 134 and concurrent enrollment in, or successful completion of, ENGL 101, RAD 213, RAD 214, and RAD 215. This course includes an orientation to the processing area, darkroom chemistry, processing procedures, equipment and artifacts. It also requires familiarization with the distinction between optimal and suboptimal quality radiographic images as well as methods of improvement. Quality Control is also mentioned as a way of maintaining optimal quality images. Advanced modalities of ultrasound, radiation therapy and nuclear medicine are briefly discussed. (SP)

### RAD 213  
**Radiography Clinical IV**  
4 HRS  
Prerequisites: Successful completion of BIOL 182, RAD 132, 133, and RAD 134 and concurrent enrollment in, or successful completion of, ENGL 101, RAD 211, RAD 214, and RAD 215. This course provides clinical opportunities for practical experience in applying theories, knowledge and skills presented in all previous RAD courses. Students will assist patients and perform all routine radiographic procedures. Students continue to assume greater responsibility during radiographic exams, continue competency testing and document progress towards mastery of clinical practice under primarily indirect supervision of an ARRT-registered radiographer. (SP)

### RAD 214  
** Radiographic Imaging II**  
3 HRS  
Prerequisites: Successful completion of BIOL 182, RAD 132, 133, and RAD 134 and concurrent enrollment in, or successful completion of, ENGL 101, RAD 211, RAD 213, and RAD 215. Integrating the information covered in RAD 134, this course deals with the image properties of density, contrast, recorded detail, distortion and all factors affecting these characteristics. Digital and analog image processing, emerging imaging technology and sensitometry are included. A laboratory component is included. (SP)

### RAD 215  
**Cross Sectional Anatomy**  
2 HRS  
Prerequisites: Successful completion of BIOL 182, RAD 132, RAD 133, and RAD 134 and concurrent enrollment in, or successful completion of, ENGL 101, RAD 211, RAD 213, and RAD 214. This is an introductory course in cross sectional anatomy. It will provide the basics of head, thorax and abdominal anatomy identification in the axial, coronal and sagittal planes using CT and MRI images and related illustrations. (SP)

### RAD 223  
**Radiography Clinical V**  
2 HRS  
Prerequisites: Successful completion of ENGL 101, RAD 211, RAD 213, RAD 214, and RAD 215 and concurrent enrollment in, or successful completion of, BUSN 130. This course provides clinical opportunities for practical experience in applying theories, knowledge and skills presented in all previous RAD courses. Students will assist patients and perform all routine radiographic procedures. Students continue to assume greater responsibility during radiographic exams, continue competency testing and document progress towards mastery of clinical practice under primarily indirect supervision of an ARRT-registered radiographer. (SU)

### RAD 223  
**Radiography Clinical VI**  
4 HRS  
Prerequisites: Prior successful completion of BUSN 130, RAD 223, and concurrent or successful completion of Math elective, RAD 234, RAD 235, and RAD 236. This course provides clinical opportunities for practical experience in applying theories, knowledge and skills presented in all previous RAD courses. Students assume maximum responsibility during exams, complete competency testing, and document mastery of clinical practice. Final proficiency testing is administered under direct supervision of a faculty member or head clinical instructor. (FA)

### RAD 234  
**Radiation Biology and Protection**  
2 HRS  
Prerequisites: Successful completion of BUSN 130 and RAD 223 and concurrent enrollment in, or successful completion of, a Math elective, RAD 233, RAD 235 and RAD 236. This course focuses on the effects of ionizing radiation on living tissue. Radiation effects are discussed from the molecular and cellular level to whole body systems. Acute and long term effects are explored. Patient and personnel protection from the effects of ionizing radiation is emphasized. Information discussed includes federal and state radiation health and safety requirements governing the radiology department and personnel, hazards and usefulness of radiation, and the responsibilities of the radiographer. (FA)

### RAD 235  
**Radiographic Pathology**  
2 HRS  
Prerequisites: Successful completion of BUSN 130, RAD 223 and concurrent enrollment in, or successful completion of, MATH 106, RAD 233, RAD 234, RAD 236. This course introduces concepts related to various disease etiologies and processes, especially as they apply to radiology. Terminology and disease classifications are discussed. The basic manifestations of pathologies of various body systems, including respiratory, digestive, urinary, skeletal, endocrine, cardiovascular, nervous and reproductive, are examined. The course emphasizes the effect of pathology on the technical factors used to obtain a radiographic image, and its radiographic appearance. Appropriate radiographic imaging procedures and interventional techniques are identified. (FA)
RAD 236  
Radiography Seminar  2 HRS  
Prerequisites: Prior successful completion of BUSN 130, RAD 223, and concurrent enrollment in, or successful completion of, MATH 106, RAD 233, RAD 234, and RAD 235. This is a capstone course intended to integrate the student’s previous learning and provide preparation for the ARRT examination and the workplace. It is an interactive course with an emphasis on critical thinking and problem solving skills. Educational activities are varied and include review of knowledge in the registry content areas, enactment of case scenarios, mock registries, resume writing, job interview skills and competitive games. This course must be successfully completed as part of the graduation requirements. (FA)

READING

READ 070  
Basic Reading  3 HRS  
Prerequisite: Placement by assessment. Basic Reading is a laboratory course that provides students with instruction and practice in essential reading skills at a foundational level. (FA, SP)

READ 090  
Reading Improvement I  3 HRS  
Prerequisite: Placement by assessment, completion of READ 070 with a grade of P, or equivalent. Reading Improvement I is an intermediate course in reading and vocabulary development that addresses academic and pleasure reading tasks. Students are provided with instruction and practice that will enable them to become members of a “reading community” and successfully complete briefer types of readings often utilized in entry-level college courses. (FA, SP)

READ 091  
Reading Improvement II  3 HRS  
Prerequisite: Placement by assessment, completion of READ 090 with a grade of C or better, or equivalent. Reading Improvement II is an advanced course in reading and vocabulary development that emphasizes academic reading tasks. Students are provided with instruction and practice that will prepare them to successfully meet the full range of reading demands typical of entry-level college courses. (FA, SP, SU)

READ 101  
College Reading in the Content Areas  1 HR  
Prerequisite: Placement by assessment or completion of READ 091 with a grade of C or better. READ 101 is a college-level course in reading and vocabulary development. Students are provided with instruction and practice in efficient information processing strategies that will prepare them to successfully meet the full range of reading demands typical of any undergraduate course. (FA, SP)

RENEWABLE ENERGY & ENVIRONMENTAL CONTROLS

REEC 110  
Green Building Technology  3 HRS  
Prerequisite: TMAT 103, or instructor approval. Green Building Technology explores construction, maintaining and managing buildings using sustainable techniques. Topics in this course will include concepts such as: energy efficiency, conservation, construction techniques, health issues associated with a building facility, and incorporating renewable energy into the facility. (FA)

REEC 140  
Renewable Energy Concepts I  3 HRS  
Prerequisite: REEC 110 with a grade of C or better, and ELTC 102 with a grade of C or better. Renewable Energy Concepts explores the technologies used in renewable energy systems. The course will cover making, distributing and installing renewable energy systems. Specific systems include, photovoltaic, wind, geothermal, solar heating and biomass. Lab activities will include proper set up and installing renewable energy systems, measure energy usage and controlling renewable energy systems. (SP)

REEC 210  
Building Automation  3 HRS  
Prerequisite: MAIN 222 with a grade of C or better or instructor approval. Building Automation explores basics of building envelopes. The course will cover controlling HVAC, lighting, electrical systems, and the surrounding environment. Building Automation will incorporate blue print reading, engineering drawings, apply maintenance techniques and incorporate construction concepts. (VARIABLE)

REEC 240  
Renewable Energy Concepts II  3 HRS  
Prerequisite: REEC 140 with a grade of C or better, and ELTC 103 with a grade of C or better. Renewable Energy Concepts II applies the technologies used in renewable energy systems. The course will cover distributing, installing, troubleshooting, evaluating and designing renewable energy systems. The student will perform intensive lab activities on photovoltaic, wind, solar and geothermal heating, and emerging technologies. (FA)
COURSE DESCRIPTIONS

RELIGION

RELI 150
Understanding Religion 3 HRS
Prerequisite: Completion of ENGL 101 with a grade of C or better, or concurrent enrollment, is recommended. Understanding religion is an introduction to the concept and phenomenon of religion, religious study, and the role that religion plays within society and culture. It also introduces the nature, origin, beliefs, major expressions, and practices of religion. (GECC H5 900) (VARIABLE)

RELI 215
Major World Religions 3 HRS
An introduction to comparative religious study. This course will examine the basic tenets, beliefs, and practices of major world religions, including Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, Islam, and some forms of tribal religion, using historical, psychological, sociological, phenomenological, and structuralist approaches. (GECC H5 904N) (FA, SP, SU)

RELI 220
History of Christianity 3 HRS
A history of the Christian church from apostolic times to the present, with an emphasis upon doctrinal and institutional development. (VARIABLE)

RELI 230
Religion in American Society 3 HRS
A survey of the various religions found in America, and the different roles which religion has played in helping to shape American culture. Examines the contributions of religion to American culture, the development of religious freedom, civil religion, Native American religions, African-American religions and the emergence of new forms of belief and practice, as well as variety of religious issues confronting American society today. (GECC H5 905) (FA, SP, SU)

RELI 260
Literature of the Bible 3 HRS
Prerequisite: Completion of, or concurrent enrollment in, ENGL 101 is strongly recommended. Discussion and analysis of selected texts from the Old and New Testaments, with special attention to the sources and styles of biblical literary techniques. (GECC H5 901) (SP)

RELI 296
Special Topics in Religious Studies 1-3 HRS
Prerequisite: Completion of ENGL 101 with a grade of C or better. This is an advanced course in religious studies that, depending on the particular topic of the course, introduces students to the structures, meanings, intentions, historical frameworks, cultural dynamics, psychological factors, literary expressions, aesthetic presentations and interpretations, and philosophical formulations, as well as the personal, communal, and universal dimensions of religion as found in such aspects as myth, symbol, ritual, ethics, community, sacred writings, religious experience (mysticism), religious thought, and contemplation. Because topics and research studied will change each semester, RELI 296 may be repeated for a total of six credits. (VARIABLE)

SCI 299
Internship in Science 1-6 HRS
Prerequisite: Completion of 12 semester hours including one college level course in math/science and faculty/advisor approval. Students will work with faculty to select an area of specialization in their math/science-related program. Students gain practical work experience in this selected field. Students must complete 75 work hours for each credit hour. Each candidate for the Internship in Science will be reviewed and selection will be based on (1) previous experience, (2) courses completed, and (3) aptitude/ability match with internship site needs. Students may receive up to 6 internship credits toward graduation. (VARIABLE)

SOCIOLOGY

SOC 101
Sociology 3 HRS
This course provides an introduction to the scientific study of society. Topics include power and inequality, change, deviance, education, occupations, organizations, family/gender, religion, and racial/ethnic groups. Students will develop a critical understanding of social forces. (GECC S7 900) (FA, SP, SU)

SOC 102
Social Problems 3 HRS
A study of the structural sources of social problems and the role of the U.S. in global social problems. The course examines such issues as global inequality, threats to the environment, urban problems, poverty, crime and health care delivery. (GECC S7 901) (FA, SU)

SOC 110
Sociology of Gender 3 HRS
This course will examine various theories of gender role development and persistence in society. Topics include the impact of socialization of females and males, gender roles in the labor market, politics, marriage and family, feminism and masculinism. (FA, SU)
SOC 135
Sociology of Marriage and Family 3 HRS
The sociological investigation of marriage and family, with particular attention to the impact of social institutions on marriage and family structure, various marriage and family arrangements and their consequences, interactions within marriage and family, abuse, divorce, and widowhood. (GECC S7 902) (FA, SP, SU)

SOC 200
Population and Society 3 HRS
Prerequisite: SOC 101 & MATH 087. This course provides an introduction to the study of human population from a sociological perspective. Issues covered will include mortality, fertility, migration, population composition, and the relationship between population and the environment. (SP)

SOC 220
Social Stratification 3 HRS
An exploration of differences in the economic, political, and social power of groups and a study of how power differences explain various social inequalities. Class, sex, race/ethnicity, age, occupational, educational, and global inequalities are among the subjects discussed. (VARIABLE)

SOC 222
Sociology of Death and Dying 3 HRS
Sociological aspects of death and dying. Includes historical changes in attitudes toward and causes of death, cultural diversity in the meanings and rituals surrounding death, coping with dying and grief, age differences in dealing with death, suicide, funerals, and legal issues regarding death. (FA, SP)

SOC 225
Organizations and Occupations 3 HRS
Study of the social sources of occupational rewards, prestige, decision-making, hiring, worker control, leadership, organizational culture and related topics. The course focuses on work in bureaucratic organizations and the professions. Also treated are other types of work settings, such as trades, skilled labor, unpaid labor (e.g. housework), and illegal work. (VARIABLE)

SOC 263
Sociology of Deviant Behavior 3 HRS
Prerequisite: SOC 101. Examines the sociological study of the origins, causes, and control of deviance and deviant behavior. Considers deviance through various theoretical perspectives. Emphasis is placed on individual and group deviance, resulting from societal norms and values. Areas to be covered include drug use, sexual deviance, criminal behavior, marginal deviance, and career deviance. (FA, SP)

SOC 296
Special Topics in Sociology 1-4 HRS
Course will provide an in-depth study of selected topics in sociology. The content and structure of the course will vary according to the topic and instructor(s). May be repeated up to three times with a different topic, for a total of 6 credit hours. Specific topic title will be stated on student’s transcript. (VARIABLE)

SPANISH

SPAN 101
Spanish I 4 HRS
SPAN 101 is a beginning course in Spanish, with emphasis on the development of basic listening, speaking, reading, and writing skills. Course content includes basic vocabulary, essentials of Spanish grammar and syntax, correct pronunciation and intonation, and the use of actual speech patterns. Students with two or more years of high school Spanish should not enroll in SPAN 101. (FA, SP, SU)

SPAN 102
Spanish II 4 HRS
Prerequisite: SPAN 101 with a grade of C or better, or equivalent proficiency. This course is a second semester beginning course in Spanish continuing to develop basic listening, speaking, reading, and writing skills. Course content includes additional basic vocabulary, essentials of Spanish grammar and syntax, correct pronunciation and intonation, and the use of actual speech patterns. (FA, SP, SU)
SPAN 201  
**Spanish III**  4 HRS  
*Prerequisite: SPAN 101 and SPAN 102 or equivalent.* Intensive practice in conversation and composition, combined with a review of grammatical and syntactic principles to improve speaking skills, oral composition, and the reading and writing of Spanish.  
(FA, SP, SU)

SPAN 202  
**Spanish IV**  4 HRS  
*Prerequisite: SPAN 201 or proficiency equivalent as determined by the instructor.* An advanced intermediate level extension of Spanish 201, Spanish 202 emphasizes mastery communications skills: reading, writing, speaking and listening. These skills are applied to written discourse and oral discussion of selected advanced intermediate level readings from the world of Peninsular Spanish and Spanish American literature. Since comprehensibility of oral and written expression is tested, the student is expected to independently research grammar and syntax based on the foundation of concepts presented in previous coursework as well as information available in the suggested companion grammar reference text. In each Spanish communications skill area, the student is guided, encouraged, and tested to acquire oral/aural and literary memory. To that end, it is expected that the student is willing to venture learning risks into the newly explored territories. (GECC H1 900)  
(FA, SP, SU)

SPAN 296  
**Special Topics in Spanish**  1-3 HRS  
*Prerequisite: SPAN 102 with a grade of C or better or 4 years of high school Spanish or consent of the instructor.* This is an intermediate course in Spanish. This course is intended to prepare the students who desire fluency in Spanish. The students will gain confidence if they are willing to try some guided risk-taking. SPAN 296 is structured to offer the framework for conversing in Spanish in a natural manner. The course will stress vocabulary building, listening, speaking, and writing. It will foster authentic language using native-speakers who converse and dialogue in authentic Spanish. Because topics and research studied will change each semester, SPAN 296 may be repeated for a total of six credits toward graduation. (VARIABLE)

SOCIAL SCIENCE INTERNSHIP  
SSI 299  
**Internship in the Social and Behavioral Sciences**  1-6 HRS  
This course provides supervised field experiences in a variety of settings that are related to the social and behavioral sciences. Such settings include educational institutions, governmental organizations, businesses, and health care agencies. Students work at least five hours a week (a total of 75 hours a semester equals one internship credit hour), gaining practical skills and experiences in a setting which will utilize social and behavioral science concepts and theories. (VARIABLE)

SOCIAL WORK  
SWK 170  
**Intro to Social Work**  3 HRS  
*Prerequisite: Placement in English 101.* This course will explore the social welfare system including social problems and policy responses of society. Topics to be explored include the major social problems, political ideology influencing these problems, program and policy initiatives, philosophies of social welfare programs and professional ethics and standards.  
(SP)

TECHNOLOGY  
TECH 110  
**Blueprint Reading for Construction**  2 HRS  
The course is an introductory course in the basics of construction blueprint reading. All persons involved in the planning, supplying and/or building of structures should be able to read construction blueprints. Topics include types of drawings, nomenclature, and applications of technical drawings. While no formal prerequisite is required for this course, it is suggested that students have a familiarity with basic mathematical concepts of fractions and linear measurements before enrolling in this course. (VARIABLE)

TECH 111  
**Blueprint Reading for Industry**  2 HRS  
The course is an introductory course in the basics of industrial blueprint reading. The course emphasizes understanding and interpreting single part and assembly prints used in common industrial applications. Topics include types of drawings, nomenclature, and applications of technical drawings. While no formal prerequisite is required for this course, it is suggested that students have familiarity with basic mathematical concepts of metric conversion, fraction to decimal conversion, and measurement before enrolling in this course. (VARIABLE)
TECH 114
Introduction to Technical Graphics 3 HRS
The course is an introductory course in the basics of industrial blueprint reading and standard drafting practices through sketching and manual drafting techniques. The course emphasizes understanding and interpreting single part and assembly prints used in common industrial applications. Topics include types of drawings, nomenclature, and applications of technical drawings. While no formal prerequisite is required for this course, it is suggested that students have a familiarity with basic mathematical concepts of metric conversion, fraction to decimal conversion, and measurement before enrolling in this course. The course will include mechanical and architectural drafting applications. (FA, SP)

TECH 296
Special Topics in Technology 1-4 HRS
Prerequisite: Faculty approval. Course will offer students an opportunity to study a topic which is (1) unique and infrequently offered as a part of their program curriculum or (2) of special interest to industry. Each student wishing to enroll in Special Topics in Technology will be reviewed based on (1) previous experience, (2) courses completed, and (3) aptitude/ability match with selected topic. (VARIABLE)

TECH 297
Independent Study in Technology 1-4 HRS
Prerequisite: Faculty/advisor approval. Students will work with faculty to select a technology-related (1) project on which to work or (2) problem to solve. This project or problem should be selected from an area of specialization in their technology-related program. Students gain understanding in this selected area. (VARIABLE)

TECH 299
Internship in Technology 1-6 HRS
Prerequisite: Successful completion of one college level technology-related course with a grade of C or better, or permission of instructor. Students will work with faculty to select an area of specialization in their technology-related program. Students gain practical work experience in this selected field. Students must complete 75 work hours for each credit hour. Each candidate for the Internship in Technology will be reviewed and selection will be based on (1) previous experience, (2) courses completed, and (3) aptitude/ability match with internship site needs. Students may receive up to 6 internship credits toward graduation. (VARIABLE)

TEACHING ENGLISH AS A SECOND LANGUAGE

TESL 101
Theoretical Foundations of TESOL 3 HRS
Prerequisite: Successful completion of ENGL 101 and COMM 101 or consent of the division. This course provides an introduction to the development in the field of ES/FL teaching. Content includes politics and linguistics principles, and the communicative model. TESL 101 is intended to prepare students to enter the ES/FL discourse community by providing a survey of foundational theories in the field. A research paper is required. Placement in TESL 101 presupposes competence in English grammar, mechanics, punctuation, and spelling. (SP)

TESL 102
Methods and Materials 3 HRS
Prerequisite: Successful completion of ENGL 101 and COMM 101 or consent of the division. This course is an introduction to the foundations of a TESOL classroom which includes a review of ESL language teaching, classroom motivation, curriculum design, and classroom management strategies. A research paper is required. Placement in TESL 102 presupposes competence in English grammar, mechanics, punctuation, and spelling. (FA)

TESL 103
Assessment and Testing 3 HRS
Prerequisite: Successful completion of ENGL 101 and COMM 101 or consent of the division. This course is an introduction to assessment in TESOL with attention to the relationship between learners and the assessment process. Content will include issues of reliability and validity as well as learner-directed assessment. A research paper is required. Placement in TESL 103 presupposes competence in English grammar, punctuation, and spelling. (SP)

TESL 104
Cross-Cultural Aspects of TESOL 3 HRS
Prerequisite: Successful completion of ENGL 101 and COMM 101 or consent of the division. This course provides an introduction to cultural differences as they apply to language learning and the language learning classroom. Content includes politics of TESOL and L2 teacher education, of genres, texts, written and spoken knowledge. A research paper is required. Placement in TESL 104 presupposes competence in English grammar, mechanics, punctuation, and spelling. (SP)

TESL 105
Teaching Practicum 3 HRS
Prerequisite: Successful completion of TESL 101, 102, 103, and 104. This practicum will give students the opportunity to teach or assist in the teaching of ES/FL classrooms. Students will receive professional development in the field of ES/FL education by practicing the skills gained in the previous TESL courses in the certificate program. While gaining experience in the classroom, students will maintain contact with HCC faculty and have access to resources and teaching support through an online course component. (FA, SP, SU)
COURSE DESCRIPTIONS

THEATRE

THEA 101
Introduction to Theatre  3 HRS
An introductory course in theatre/drama as a performing art form. Includes study and analysis of historical, social, cultural, aesthetic, and technical aspects of traditional and contemporary theatrical/dramatic expression. (GECC F1 907) (FA, SP, SU)

THEA 104
Acting I  3 HRS
Fundamentals of acting: concentration, observation, playing action and other basics are introduced through acting exercises, improvisations, and scene study. Major acting approaches, such as Cohen, Meisner, Stanislavski, and Shurtleff, will be used as the basis for helping the actor acquire craft in order to create believable characters. This course meets 5 hours for 3 hours credit. (IAI Major Code TA 914) (FA, SP)

THEA 108
Technical Theatre Production  3 HRS
Primarily a laboratory course dedicated to defining the process of support the technical theatre lends to the performance of plays. The areas to be investigated include design and implementation of plans for scenery, properties, lighting, sound, make up, and costuming. (IAI Major Code TA 911) (VARIABLE)

THEA 204
Acting II  3 HRS
Prerequisite: THEA 104. Designed to offer the student advanced training in the art of acting with regard to play analysis, believable character creation, implementation of acting skills as applied to a variety of texts and styles, and the practice of the three elements of acting (body, voice and mind). This course meets 5 hours for 3 hours credit. (SP)

TECHNICAL MATH

TMAT 101
Elementary Technical Mathematics  4 HRS
Prerequisite: MATH 070 with a grade of C or better, or assessment. This course focuses on the application of basic math principles as commonly found in industry. Topics include a review of basic arithmetic operators, unit conversions, algebraic operations with a focus on formulas, geometry, and basic statistics. An emphasis is placed on application and computation. Some work will require a scientific calculator. (VARIABLE)

TMAT 103
Technical Math I  4 HRS
Prerequisite: MATH 087 with a grade C or better, or assessment. This is a first course in technical mathematics. Topics include scientific notation, number systems, algebra (equations and formulas, factoring, and systems), geometry, and trigonometry. An emphasis is placed on application and computation. Some work will require a scientific calculator. (FA, SP)

TMAT 105
Technical Math II  4 HRS
Prerequisite: TMAT 103 with a grade C or better, or assessment. This is a second course in technical mathematics. Topics include trigonometry, vector operations, exponents (including logarithmic form), radicals, systems of linear equations, factoring algebraic expressions, complex numbers, quadratic equations, exponential functions (including logarithmic form), matrices and statistics. An emphasis is placed on application and computation. Some work will require a scientific calculator. (FA, SP)

TECHNICAL PHYSICS

TPHY 103
Technical Physics I  4 HRS
Prerequisite: TMAT 103 or MATH 099, or proficiency. This is a first course in technical physics. Topics include statics, motion, Newton’s Laws, forces, simple machines, properties of materials, thermodynamics, and electricity. A two-hour laboratory exercise per week will reinforce the lecture material. (FA)

VOLUNTEERISM

VOL 101
Introduction to Volunteerism  1 HR
This course is designed to provide theoretical background to volunteerism and service learning. It will provide an historical overview of volunteerism in the United States. Students will explore service learning opportunities in a variety of service agencies in the community. NOTE: This class is for members of the Community Scholars Program only. (FA)

VOL 299
Service Learning  1 HR
Prerequisite: Successful completion of VOL 101, Community Scholar in good standing. As part of a service-learning experience, students volunteer at local non-profits for five hours each week, for a total of 70 hours a semester. Students may select volunteer sites/assignments based on their personal or career interests. Volunteer sites/assignments must meet program criteria and be approved prior to volunteering. Students are expected to volunteer as arranged and complete assigned work at the volunteer site and with the course. Students meet weekly in support of the volunteer experience. One absence a semester is permitted. May be repeated three times—with different non-profits and/or volunteer assignment.
WELDING

WELD 110
Maintenance Welding 3 HRS
This course examines general welding practices and their application to maintenance procedures within an industrial facility. Topics include such welding practices as: cutting, soldering, brazing, SMAW, GMAW, and TIG. Safety instruction is included. (FA, SP, SU)

WELD 115
Welding Processes 2 HRS
This course introduces students to a variety of welding and cutting processes used in industry. Students will gain basic welding knowledge and skills, while following proper safety guidelines and procedures. (VARIABLE)

WELD 116
Shielded Metal Arc Welding I 3 HRS
Prerequisite: WELD 110 or instructor approval. This course is the study of the SMAW welding techniques and procedures. Advanced levels of ability will be developed in meeting industrial requirements. The course involves welding a variety of metals in all positions using approved electrode and designed to prepare the student for the AWS welder qualification test for limited thickness metals. Safety instruction is included. (FA)

WELD 218
Gas Metal Arc Welding 3 HRS
Prerequisite: WELD 217 or instructor approval. This course is the study of the GMAW (also called MIG) welding techniques and procedures. Advanced levels of ability will be developed in meeting industrial requirements. The course involves welding a variety of metals in all positions using approved electrode wire and designed to prepare the student for the AWS welder qualification test for unlimited thickness metals. Additionally, FCAW processes using shielded and non-shielded electrode wire will be covered. Safety instruction related to industry is included. (VARIABLE)

WELD 219
Gas Tungsten Arc Welding 3 HRS
Prerequisite: WELD 217 or instructor approval. This course is the study of the GTAW (also called TIG) welding techniques, and procedures. Advanced levels of ability will be developed in meeting industrial requirements. The course includes welding of a variety of metals using the GTAW process. It is designed to prepare the student for the AWS welder qualification test for ferrous and non-ferrous metals. Safety instruction related to industry is included. (VARIABLE)

WOMEN’S STUDIES

WST 201
Introduction to Women’s Studies 3 HRS
Prerequisite: ENGL 101 or equivalent with a grade of C or better. An intensive and critical examination of the nature and function of women in society from an interdisciplinary perspective. The course may concentrate on specific disciplinary approaches to issues critical to women. Areas such as historical examination of the construction of women in society, feminist political philosophy, women in the arts, literature, science, law, medicine and the family may be covered. (SP)

WST 296
Special Topics in Women’s Studies 1-3 HRS
Prerequisite: ENGL 101 with a grade of C or better. This is an advanced course which explores a theme or problem area in the field of women’s studies. The course will examine themes and topics of contemporary and historical interest in the study of women and their contributions across the disciplines and in the culture at large. Possible topic areas include Issues in Women’s Health; Women and Religion; Gender and Science; Women and Work; Cultural Expression of Gender; Women in the Third World; History of Women in America; Women and the Media; History of the Women’s Movement; Gender and Civil Rights Legislation; Gender and Language; Women in the Arts. Readings will center on current research in the study of gender and may represent a variety of methodologies and disciplines. Because topics and research studied will change each semester, WST 296 may be repeated for a total of six credits. (VARIABLE)
Continuing Education

- Adult Education
- Community Education
- The Green Institute and Pregracke Center
- The Challenger Learning Center
- Corporate Education
Adult Education

Adult Education at Heartland Community College includes several programs to assist students who need to work on basic skills in order to function more effectively in their communities. These programs include:

- GED Preparation for individuals who did not complete high school
- Functional English as a Second Language for non-native English speakers who need to improve their language ability for everyday purposes
- Academic English Language Program (AELP) for non-native English speakers who need to improve their language ability in order to enroll in college-level classes
- Work readiness classes for individuals who are unemployed/underemployed and need to improve basic computer skills, develop cover letters and resumes, and who want to explore their career options

Since Adult Education programs are supported by state and federal grants, classes and materials are provided at no cost to eligible students. To be eligible for services, individuals must be at least 16 years old. Each program may have additional eligibility requirements. Select Adult Education services are offered in Bloomington-Normal, Lincoln and Pontiac. As the College grows, additional courses, locations and class formats will be added. For more information regarding Adult Education, please visit our Web site: www.heartland.edu/adultEd, or call (309) 268-8180.
Community Education

Community Education is your path to lifelong learning! It offers a broad range of educational opportunities for district residents of all ages. These opportunities are designed for the individual who wants to continue learning but is not necessarily interested in earning college credit or pursuing a degree. Course offerings vary in format and cost but all tend to be more informal than traditional college classes. To view the current schedule of classes go to www.heartland.edu/communityEd or call (309)268-8160 to receive a schedule booklet.

Community Education offerings include - but are not limited to the following areas:

- **Enrichment**: active retirement, creative arts, health and wellness, home and garden, language for travel, personal finance, recreation and leisure, trips and tours, youth programs.
- **Professional Development**: continuing education, language and communications, business management, computer skills.
- **Job Training**: truck driver training, real estate, travel and tourism, health care.
- **College Prep**: test review, college application process.

**Youth Enrichment Program (YEP)** provides exciting learning opportunities for young people, allowing them to explore new areas of interest. Courses are offered throughout the school year, after school and on Saturdays. An extensive schedule of classes is offered each summer. Summer YEP schedule booklets are available in late March.

For questions about Community Education programs contact their office at (309) 268-8160.

The Green Institute and Pregracke Center

Established in 2009, the Green Institute is a learning center focused on energy conservation and environmental stewardship. It is a resource for the campus and broader community of businesses and residents. It also supports the College's instruction and training programs on energy conservation, renewable energy and sustainability. Prominently situated in the first floor atrium of the Workforce Development Center (WDC), the Green Institute also houses The Pregracke Center. This award winning exhibit focuses on the conservation and river reclamation work of HCC alumnus Chad Pregracke and his non-profit organization, Living Lands & Waters. For more information about the Green Institute please call (309)268-8161 or visit www.heartland.edu/greenInstitute.

The Challenger Learning Center

Located in the Community Education Center, the Challenger Learning Center (CLC) is one of fifty-two similar centers throughout the U.S., Canada and the U.K. The late Joe Warner and the Prairie Aviation Museum brought the CLC to Central Illinois in 2003 with the primary goal of providing area school children a hands-on, focused educational experience via an aerospace theme. Relocated to Heartland in 2010, the CLC offers youth programs, professional development and corporate training. For more information about the Challenger Learning Center call (309) 661-1621 or visit www.challengerlearningcenter.com.
Corporate Education

Corporate Education provides continuing education and customized training to meet the unique needs of business, industry, non-profit and governmental organizations. Delivered virtually any time or place, staff in Corporate Education are prepared to provide consultation, assessment, program development, instruction, evaluation and follow up.

Areas of training expertise include, but are not limited to:

Information Services & Technology:
Microsoft certification, desktop publishing, Web development, project management, network and security

Workforce Development & Retention:
workplace, computer and language basics

Business Improvement Skills & Tools:
leadership, supervision and professional development

Industrial Development: manufacturing and maintenance, quality control, OSHA safety, Hazwoper, etc.

Language & Literacy: business writing, presenting, telephone skills, grammar, English as a Second Language, Spanish for specific industries

Business Services: legal issues and financial services

Call (309) 268-8440 to discuss how Corporate Education can assist your organization or visit www.heartland.edu/corporateEd.
STUDENT SERVICES

Mission of Student Services
It is the mission of Student Services to provide the resources and the service support to ensure that Heartland Community College attains its stated goals and fulfills its mission in terms of serving students.

Academic Advising
The professional assistance and guidance of academic advisors at Heartland are available to help full and part-time students identify and set career goals, plan a program of study and select courses to fulfill their objectives. Advisors are also able to assist students in exploring careers and educational programs and help them understand and apply courses and skills in relevant decisions. Students may meet with academic advisors at the main campus and the Lincoln and Pontiac Centers. New students are required to meet with an academic advisor prior to enrollment. An appointment to meet with an advisor should be made well in advance of each enrollment period. Advisors should also be consulted before students change majors, transfer to another institution or withdraw from HCC, when experiencing academic difficulty and regarding changes in an approved schedule.

Office hours for Academic Advisement: Monday through Thursday, 8 AM to 7 PM, and Fridays 8 AM to 4:30 PM. Summer and holiday hours may vary and are available online at www.heartland.edu/advisement and in the published schedule of classes.

Academic Advising Partnership
Responsibilities of Advisors
Academic advisors should assist each student to realize the educational benefits available to them. As such, they are responsible for:
1. Meeting with students on a drop-in basis and by appointment.
2. Having a thorough understanding of the curriculum, institutional requirements, course sequences and degree requirements.
3. Acquainting students with College requirements, policies, services and opportunities.
4. Helping students understand their past educational achievements and how these are related to the students’ present educational goals.
5. Helping students plan each semester’s program of courses, educational plan and life plan.
6. Assisting students when they are not achieving in accordance with their abilities, and helping them plan activities to correct their difficulties.
7. Referring students as needed to inside and outside resources.
8. Being aware of students’ progress in their various academic pursuits by sufficient contact and keeping of accurate records.
9. Being an advocate for the student in all matters.

Responsibilities of Students
Students have a responsibility in the advising system and should take the initiative in seeking advisement and developing close relationships with their advisors. In order to do this effectively, students should:
1. Learn office hours and availability of advisement services early in the semester. Full-time and degree seeking students are required to make appointments for advisement.
2. Secure a copy of the current course schedule and have an idea of courses they plan to take and be able to discuss their interests and goals with the advisor.
3. Become familiar with general education requirements, graduation requirements and program requirements.
4. Consult with an advisor concerning changes in their approved schedule.
5. Consult with an advisor when they are in academic difficulty.
6. Meet with an advisor twice during each semester.

Academic Amnesty
This policy provides students with a one-time opportunity to achieve an educational objective without the demoting effects of previous failing grades. To be eligible for consideration of this policy, the following criteria must be met:
1. A post-secondary educational institution has not been attended in the previous three calendar years.
2. A change is being made in the program of study.
3. A minimum of 12 semester hours must be completed with a grade point average of 2.0 or better upon returning to HCC.
Academic Integrity

A fundamental principle of college life at Heartland is academic integrity. It is essential to the credibility of the College's educational programs and is central to the College Learning Outcomes: problem solving, critical thinking, communication and diversity. Because grading may be grading may be competitive, students who misrepresent their academic work violate the rights of their fellow students. Therefore, the College views any act of academic dishonesty as a serious offense. Ignorance of these policies does not excuse a violation. Consequences of such offenses require disciplinary measures including course failure, suspension and even expulsion from the College. In addition, an act of academic dishonesty may have unforeseen effects beyond officially imposed penalties.

Definitions of violations of academic integrity include, but are not limited to, the following:

Cheating: Any unauthorized use of notes, study aids or information from another's class work or examination; surreptitiously obtaining test information prior to taking that exam; altering graded work and then resubmitting it for a grade; altering or destroying grade records; allowing another to do one's work and then submitting it under one's own name; allowing another person to take an exam in one's place or submitting identical or similar papers for credit in more than one course without obtaining prior permission from the course instructors involved.

Aiding or Suborning Cheating or Other Acts of Academic Dishonesty: Providing material or information to another student with the knowledge that it will be used improperly.

Plagiarism: Presenting within the contents of one's own work the ideas, representations or words of another person without customary and proper acknowledgment of that authorship. Consult the English Composition Course Guide for a more comprehensive definition of plagiarism. Any real or pretended ignorance of this term will not excuse a student from the penalties of such conduct.

Misrepresentation of Data: Fabricating data or deliberately presenting in an assignment data that was not obtained in accordance of assigned guidelines for data collection or generation or providing an inaccurate account of the method used in collecting/gathering data.

Falsification of Academic Records or Documents: Altering without proper authorization any documents affecting academic records; forging signatures of authorization; falsifying information on an official academic document such as a grade report, ID card, letter of permission or any other document pertaining to academic requirements.

Unauthorized Access to Computerized Academic or Administrative Records or Systems: Viewing or altering the College's computer records without authorization; copying or modifying the College's computer programs or systems without authorization; releasing or dispensing information gained through unauthorized access; interfering with the use or availability of computer systems or information. Also, at locations where College-sponsored activities are held, the unauthorized use, viewing, copying or altering of other institutions' computer records, systems or programs is in violation of academic integrity.

Penalties for violation of academic integrity vary from individual course sanctions up to expulsion from the College. Students are responsible for knowing and abiding by the expectations of academic integrity that each instructor presents in the syllabus and all other course materials. Ignorance of these policies does not excuse a violation. If you have questions about academic integrity issues, consult an advisor, instructor, or librarian. See Student Disciplinary Procedures (page 184) and Student Appeals Procedures (page 190).

Academic Probation

A student may be placed on academic probation for failure to achieve the minimum cumulative grade point average required for good standing as shown below:

<table>
<thead>
<tr>
<th>Semester Hours Attempted</th>
<th>Minimum Cumulative GPA Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>9-16</td>
<td>1.50</td>
</tr>
<tr>
<td>17-32</td>
<td>1.70</td>
</tr>
<tr>
<td>33-48</td>
<td>1.85</td>
</tr>
<tr>
<td>49+</td>
<td>2.00</td>
</tr>
</tbody>
</table>

A student on academic probation must develop a contract with an academic advisor before registering for the next semester. The student must meet the terms of the probation contract, including a 2.00 grade point average during the following semester, and/or meet the minimum cumulative GPA for good standing.

Failure to meet the terms of probation will result in academic dismissal. An appeals procedure is available for extenuating circumstances through the Dean of Student Affairs and Enrollment Services. Appeals should be started with an academic advisor in the Student Services Center.

Academic Dismissal

Students who, during a probationary term, do not raise their cumulative grade point average to the requirement level will be placed on academic dismissal for one semester (excluding summer). A student on academic dismissal who attends during the summer term will have those grades factored into the cumulative grade point average. Students who re-enroll after academic dismissal are on academic probation until their grade point average reaches the required level.
STUDENT SERVICES

Academic Support Center

This division provides programs and services through the Academic Support Center (ASC) to help Heartland students achieve their personal goals through higher education. Programs included in this area are: general studies (GENS), HALO, Honors, hybrid and online courses and reading.

Services provided by the ASC include the library, open computing lab, testing, tutoring and disability support. General information and operation schedules are available online at www.heartland.edu/asc. Contact numbers at the ASC in Normal, Lincoln and Pontiac:

Main Campus  (309) 268-8291
Pontiac Center  (815) 842-6777
Lincoln Center  (217) 735-1731

Alternative Learning

Alternative learning courses provide students with varied learning options, but these options require maturity, independence and computing skills. All alternative learning courses require greater effort and responsibility for learning by both students and faculty members.

Hybrid Courses

In hybrid courses, students and faculty meet once a week for class (required) and then utilize online software for weekly coursework. Students can use myHeartland to access course material: for email, to view assignments, to post discussions and/or to complete quizzes or exams.

Online Courses

Online courses require the greatest effort by students. Students can use myHeartland to access course material: for email, to view assignments, to post discussions and/or to complete quizzes or exams.

Each Heartland online course requires that students log in the first day of the semester and then complete work each week as the class moves through the course unit by unit. Most of our online instructors require proctored testing for exams. Thus, you may be required to come to campus or an alternate site to complete part of your online work. Also, Heartland online courses are NOT self-paced courses.

For more information log on to myHeartland.

Campus Security

Heartland considers the safety and wellbeing of its students, visitors and staff vital. Security monitoring of campus and parking areas takes place 24/7.

Health emergencies should always be handled by dialing 911 on the nearest telephone.

HCC's Safety and Security Services encourages students and employees to be aware of ways they can take responsibility for protecting themselves and their property for their own safety and the safety of others. Some campus safety measures available include:

1. Code Blue Emergency Call Stations in each parking area that provide audio and visual contact with security staff.
2. A 24-hour-a-day escort service by campus security personnel, available by request at the main campus.
3. In-house campus phones to provide quick access to the Safety and Security Services desk (ext. 8300).
4. Parking and traffic control enforcement and assistance with accidents.
5. Jumper cables and local locksmith contact information to unlock vehicles (the College cannot unlock vehicles).


Career Advising

The College offers one-on-one advising, workshops, career inventory interpretations, and GENS 101: Career Choice for students to discuss career-related needs and questions and establish career goals relevant to their interests, abilities, values and personality preferences. For more information about completing career inventories or to make a career advising appointment, contact Academic Advisement in the Student Services Center or call (309) 268-8033.

Class Cancellations

The College reserves the right to cancel a class because of low enrollment or instructor availability. Generally, cancellations are made at least a week before the start of the class.

Every attempt is made to notify students by phone and mail and to assist in placing them in another section of the same course.

Full refunds are granted for classes canceled by the institution.

Class Schedule Changes

To change a class schedule, students must complete an add/drop form available in the Student Services Center or complete the transaction online using IRIS (Internet Registration and Information Service). Deadlines for schedule adjustments are published in the class schedule.
Code of Conduct

Heartland Community College recognizes its students as both citizens and members of the academic community. As citizens, students have freedom of speech, assembly, association and press and the rights of petition and due process as guaranteed by the state and federal constitutions. As members of the academic community, students have the right and responsibility to participate in formulating and reviewing all College regulations and policies directly affecting them.

Upon enrolling at HCC, each student assumes an obligation to act in accordance with generally acceptable standards of responsible adult behavior, which include respect of other students and other members of the College community. If this obligation is neglected or ignored, the College must take appropriate disciplinary action in order to function effectively.

Upon committing or attempting to commit any act of misconduct on the College campus, whether in class, at an activity, function or event sponsored or supervised by the College, or elsewhere with a direct relationship between such act and the College, a student may be subject to disciplinary action.

Acts of misconduct include, but are not limited to:

1. Academic dishonesty, such as cheating, plagiarism, etc.;
2. Knowingly furnishing false information to the College;
3. Forgery, alteration or any misuse of College documents and records;
4. Conduct which significantly interferes with the College’s teaching, administration or other responsibilities;
5. Conduct which endangers the health, safety or well-being of members of the College community or visitors to the campus, including but not limited to, unauthorized and/or illegal possession, use or distribution of controlled substances, look-alike drugs, alcohol or unauthorized/illegal use or possession of firearms or any other weapon;
6. Violation of specific College rules and regulations, including those regarding campus parking, equipment, facilities and telecommunications/Internet;
7. Failure to comply with directions of College officials acting within the scope of their duties;
8. Any conduct which constitutes a violation of a federal, state or local law. College officials will cooperate with federal, state and local authorities in any investigation of such violations.

Students remain subject to federal, state and local laws; violation of these laws may lead to prosecution by agencies or persons, in addition to disciplinary action of the College.

Commencement

A graduation ceremony is conducted once a year, at the end of the spring semester. Fall and summer graduates are encouraged to return to participate in the commencement exercise. Students who intend to participate in commencement should indicate their intent on the application to graduate available online within IRIS or from an academic advisor.

Dean’s List

At the end of each fall and spring semester, a Dean’s List is published naming those full-time students who, during the preceding semester, earned at least a 3.5 GPA in at least 12 semester hours for the semester. Part-time students will be placed on the Dean’s List after they have completed a total of 12, 24, 36, 48, or 60-plus credits with a cumulative grade point average of 3.5 or better.

Disability Support Services

The College offers services for students with documented sensory, physical, learning and other disabilities. Students must submit appropriate documentation and then participate in an interactive process with Disability Support Services to determine reasonable accommodations. Students with documented disabilities may benefit from the following accommodations: notetakers, testing accommodations (extended time, readers, scribes), sign language interpreters and a host of others.

If you believe you are eligible to receive accommodations due to a documented disability, please contact Disability Support Services located in the Academic Support Center.
STUDENT SERVICES

Disciplinary Procedures

Students may be disciplined up to, and including, temporary or permanent removal from the College for acts of gross misconduct or disobedience, violation of the Student Code of Conduct, the Academic Integrity Policy or for any and all other actions or unlawful conduct that would interfere with the educational process, disrupt the normal activities of the College or infringe upon the rights of others.

Any such violations may result in disciplinary action being taken against the student. Students will be notified by the Dean of Student Affairs and Enrollment Services of any disciplinary charges. The Dean of Student Affairs and Enrollment Services may require the student to discuss the charges in a private meeting. Should the charges not be resolved in this meeting, either the student or the Dean of Student Affairs and Enrollment Services may request a hearing before the Student Appeals Committee.

The student may have a representative of his/her choice present at the hearing. After consideration of all facts presented, the Student Appeals Committee will render a decision regarding disciplinary measures. The Dean of Student Affairs and Enrollment Services will inform the student of the committee’s decision. The student may appeal the committee’s decision to the Vice President of Instruction.

Dual Enrollment/Credit

Heartland Community College offers academic and occupational college-level courses to qualified high school students currently enrolled in a secondary school program. Students accepted for enrollment in college-level courses must have appropriate academic qualifications, a high level of motivation, and adequate time to devote to studying a college-level course. The students’ course selections shall be made in consultation with high school counselors and/or principals and ordinarily are restricted to students in the junior and senior years of high school. The students shall meet all College criteria and follow all College procedures for enrolling in courses. For more information about enrolling in the Dual Credit/Enrollment Program, call (309) 268-8034.

Employment Services

Off-campus employment services are coordinated through Workforce Services, located in the Workforce Development Center. Students can receive assistance in developing an efficient job-search strategy. Students are assisted with job-search techniques, research methods for finding career descriptions and projected opportunities both locally and nationally. Additional assistance is provided with résumé writing and interviewing skills, job vacancy information and employer research.

Visit Heartland’s online job board at www.collegecentral.com/heartland. (This information is also available under Workforce Services on page 193.)

Student employment opportunities for enrolled HCC students are available on campus. Applications for a variety of campus positions, such as clerical office, computer lab support, tutors, readers/scribes for students with disabilities and other positions are available. Contact the Financial Aid Office located in the Student Services Center.

Essentials Programs/Short Term Vocational Training

These occupational certificate programs prepare students to meet the initial challenges of entry-level employment in the fields of office technology (Business Essentials), computer support (IT Essentials) or manufacturing (Manufacturing Essentials). Each program is an intensive 16 credit hour college level certificate program offered in a learning community format and completed in one semester. Instruction emphasizes learning by doing through a series of hands-on and employer-driven experiences integrated into program curriculum.

Students must apply for acceptance into a program. Students with a demonstrated financial need are given preference and are eligible to receive textbooks, all required classroom supplies and learning aids, and financial assistance to meet transportation and childcare needs. Successful completers are provided with job placement assistance and continued supportive services as they move into the workplace and/or continue their education.

For more information or to apply, contact Workforce Services in the Workforce Development Center or call (309) 268-8034.

Final Exam Policy

If a student has three or more final examinations scheduled for the same day, the student is required to take two exams that are scheduled for that day and to make arrangements with the other instructor(s) to reschedule the other final examination(s). The student must notify the instructor(s) about such conflicts by the withdrawal deadline of the affected class(es).
Philosophy of Grades

The Heartland Community College grading philosophy grows out of our vision of educational excellence. This common philosophy provides a framework for each academic division and instructor as they establish their own individual course grading system, evaluation methods and course policies using the shared general rubrics for letter grades given below.

Letter grades serve as a vehicle to promote meaningful evaluation of student achievement, to inform students of academic progress, and, as necessary, to improve student performance, habits, and practices. Using a letter grade as a prerequisite for subsequent courses means we believe that the grade was assigned through a conscious judgment about a student’s readiness to proceed to more advanced study.

At Heartland, students’ academic achievement is measured by their mastery of course objectives and content. We challenge students to meet these recognized standards of achievement and we assign grades based on their success in doing so. Simply stated, we believe that the responsibility for academic achievement rests with the student and that holding students responsible for their learning promotes their academic growth.

Letter Grade Rubrics

A (4.0) This grade represents consistently outstanding performance that demonstrates superior understanding and skillful use of important course concepts. Performance at this level signifies that the student is extremely well prepared to continue with more advanced study of the subject.

B (3.0) This grade represents performance significantly beyond the level necessary to achieve the course objectives. Work is of high quality but not consistently at an outstanding level. Performance at this level signifies that the student is well prepared to continue with more advanced study of the subject.

C (2.0) This grade represents an acceptable achievement of the course objectives. Performance at this level signifies that the student is reasonably well prepared to continue with more advanced study of the subject.

D (1.0) This grade represents less than adequate performance. It signifies questionable readiness to proceed with more advanced study of the subject.

F (0.0) This grade reflects unacceptable performance. The student is not yet ready to proceed with more advanced study of the subject, and must repeat the course successfully to receive credit.

Grade Point Average

Grade point averages (GPA) are used to determine the academic standing of a student, as well as to award honors. The number of grade points earned in a given course is calculated by multiplying the number of points assigned to the specific letter grade received in the class by the number of semester hours the course carries. Thus, a grade of B (3.00 grade points) in a course which carries 4 semester credit hours would earn a student 12 (3 x 4) grade points.

A student’s GPA for a semester is computed by dividing the total number of semester hours attempted into the total number of grade points earned. The division is carried out three places to the right of the decimal point and rounded off to two places. GPAs are calculated at the conclusion of each semester. Courses with grades I, W, U, R, CR, NC, #, NR, X and * are not considered part of the total hours attempted for purposes of determining a student’s GPA, but these grades are recorded on the student’s academic record.

GPAs only average the grades given for Heartland Community College courses numbered 100 level or above. A semester GPA represents the average for one semester; a cumulative GPA reflects the average of courses taken throughout a student’s academic career at HCC.
Graduation Application

Students expecting to complete a degree or certificate must file an application to graduate and pay the $10 graduation fee no later than March 1 for spring and summer and October 1 for fall. Applications are available online within IRIS. Students are strongly encouraged to complete a credit evaluation with an advisor a full semester prior to expected completion.

To receive a degree or certificate students must initiate the online graduation process by logging into IRIS through myHeartland and completing and submitting the Notice of Intent to Graduate form to the Graduation Office. For additional questions concerning graduation, you can contact the Graduation Office at graduation.office@heartland.edu or your academic advisor.

Honors

Heartland’s Honors Program is designed to meet the needs of highly motivated students who demonstrate a passion for learning and want to take the initiative in their own learning process. Interested incoming students can find additional information about the 8-course program and an application form online. To be considered, one must be enrolled in one of the College’s transfer degree programs, have an ACT score of 25 or higher, and submit a 300 to 500-word written essay on a specified topic. Meeting the minimum criteria will not guarantee admission into the Honors Program. The Honors Program office reserves the right to select the most qualified candidates.

Incompletes

An incomplete grade may be given to a student who, by the withdrawal date, can reasonably be expected to pass the course. Incompletes may be granted only when justified by extreme circumstances (e.g., serious illness, accident, death or serious illness in the immediate family). Incomplete grades are not given for such reasons as unjustified failure to appear for the final examination. A written agreement, outlining the requirements to be met, must be signed by the instructor and the student. The agreed-upon requirements must be completed no later than the end of the following semester (spring semester for incompletes granted during the fall, and the following fall for incompletes given during the spring and summer semesters). By the agreed-upon date, the instructor will assign a grade or the incomplete will be changed to an F if the requirements are not completed.

HALO

The Heartland Academy for Learning Opportunities (HALO) is a new program offered by Heartland Community College that is designed to provide access to higher education for students with intellectual disabilities who are interested in continuing their education in a supportive, yet challenging, learning environment. Working with Heartland faculty, student body and community volunteers, HALO students receive a first-rate educational experience as well as exposure to various social and enrichment opportunities.

HALO is designed to offer a supportive and inclusive college experience for adults with intellectual disabilities in order to enhance quality of life and build work readiness skills. It is a two-year, noncredit program offering two one-year certificates of completion, Level 1 and Level 2 Certificates. To learn more visit www.heartland.edu/halo.
Internships

The goal of the internship program is to partner with area employers to ensure a quality workforce while providing students with the highest quality learning experience. By combining actual work experience with classroom knowledge, students become more qualified as employees in their career fields.

Students may earn up to six credit hours in internships. Both paid and unpaid internships are offered. To participate in an internship, a student must have attended HCC for a minimum of one semester, have a minimum 2.0 GPA, have completed a minimum of 12 semester credit hours and have faculty approval. Specific internship courses may have additional prerequisites. Contact Workforce Services at (309) 268-8034 for additional information.

Job Shadowing

Heartland’s job shadow program provides students with the opportunity to obtain firsthand career information and insight from someone employed in a career area of interest. At the beginning of the fall and spring semesters, students may apply to participate in a job shadow. Typical “shadows” are four hours to one day in length. For more information, contact Workforce Services at (309) 268-8034.

myHeartland

myHeartland allows students to access information they need to be successful at any time, from anywhere. With one login name and password, a student has access to many online College resources, including:

- IRIS (Internet Registration, Information and Service)
- Blackboard
- Heartland Email
- Library Services
- Network File Storage
- College Announcements
- Class Meeting Cancellations

Using myHeartland is easy. Just follow the quickstart guide at: www.heartland.edu/quickstart.

It is always important to practice safe computing. Be sure to keep your password private. It is also a good practice to change your password regularly. Whenever you are finished, be sure to log out of myHeartland, and close your Web browser.

Information Security Policies

By using HCC’s electronic resources, students acknowledge and consent to HCC’s Appropriate Use policy. A complete, current version of the Appropriate Use Policy may be found by visiting the A-Z index on the Heartland Web site.

HCC is committed to protecting the information it retains about its students, employees, vendors and community visitors. Read the College’s privacy statement carefully to understand how information you provide to the College may or may not be used. A complete, current version of the Privacy Policy may be found by visiting the A-Z index on the Heartland Web site.

IRIS

Through IRIS (Internet Registration, Information and Service), students may login to do things like check grades, enroll in classes, view financial aid status, pay their bills, view their degree progress report or apply to graduate.

Library

The HCC Library provides access to credible, free and fast information to help students succeed. The library contains a large collection of books, both fiction and non-fiction, a substantial collection of videos/DVDs on cultural and research topics, including feature films; magazines and journals in print and online.

In addition, the HCC photo ID is accepted at 76 academic libraries across the state, and items from those libraries can be requested online for delivery to the HCC library. Librarians are always accessible to help you find the information you need by phone, in person or via email.

Check out myHeartland, or call (309) 268-8292 for more details.

New Student Orientation

All new students are required to participate in SOAR (Student Orientation, Advisement and Registration) Full-time students must attend an on-campus SOAR while part-time students may complete the online SOAR. Faculty, advisors and administrators have developed this program to assist students in understanding support services, faculty expectations in the classroom and tips on becoming a successful college student. To learn more visit www.heartland.edu/SOAR.

Online Resources For Students

The HCC Web site is www.heartland.edu.

On the HCC Web site, prospective students and visitors may view the current and upcoming schedule of classes and can access information on programs of study for each academic department at the College. You can find more information on the Heartland Web site. Look for personal development in the A-Z index.

The HCC Workforce Services career resource center offers students, alumni and members of the Heartland district an online job board at www.collegecentral.com/heartland.
Heartland Email
HCC provides each student with an email account. Students should check this account regularly, as it will be used for communication of important information by the College.

Library Services
Thousands of journals are available both on- and off-campus for current students through online subscriptions, including magazines and journals, newspapers and more. Heartland Photo ID cards are required to check out library materials. Students may check out materials from 64 libraries across the state. The information may be requested online through myHeartland.

Network File Storage
Students may use the briefcase feature in myHeartland to store class assignments and other electronic files. These files are accessible any time, anywhere, through myHeartland.

College Announcements
Students may keep up to date with important announcements through myHeartland. From updates on student life and programs to registration deadlines, logging into myHeartland is a fast, easy way for students to be in the know.

Class Meeting Cancellations
Cancelled class sessions for all HCC classes will be listed under class meetings cancelled through myHeartland. Learn what classes have been cancelled for that day and the upcoming week. Be sure to check the last column, which might contain a message from the instructor.

Student Technical Support
Students having difficulty logging into myHeartland may visit password station at www.heartland.edu/passwordStation and follow the instructions to change or reset passwords, update challenge questions and unlock their accounts.

Students who experience difficulty using College information technology resources, including myHeartland, may request assistance by calling (309) 268-8380. Assistance is available Monday through Thursday, 7 a.m. – 7:30 p.m. and Friday, 7 a.m. – 4:30 p.m. Messages may be left after hours and will be returned on the following business day.

Open Computing
Bloomington-Normal, Lincoln and Pontiac are equipped with computer laboratories for word-processing, accessing course-required software, multi-media computer applications (CD-ROMs) and library research. Each location maintains the software packages required for the classes at that site. These packages may include popular programs like Microsoft Office (Word, Excel, PowerPoint) and Internet Explorer, as well as a variety of other applications for desktop publishing, Computer Aided Design (CAD), Computer Aided Instruction (CAI) and discipline-specific needs. Use of ASC computers is free of charge to all Heartland students, faculty and staff and to members of the community. Trained staff at the main campus are available to assist students and other users.
Privacy of Student Educational Records

Student records are maintained in a manner that protects the privacy of students and provides eligible students access to the information recorded. The Family Educational Rights and Privacy Act (PL 93-380) provides that educational institutions allow students to suppress certain information regarded as public directory information. Heartland defines public directory information as:

1. Name, addresses & telephone numbers
2. Major field of study
3. Dates of attendance
4. Enrollment status (part-time, full-time)
5. Degrees, honors and certificates received or anticipated
6. Participation in activities
7. Institutions previously attended
8. Student login name
9. HCC email address
10. Height and weight of athlete
11. Photograph of athlete

To suppress the above public information, a student must submit a letter to the Dean of Student Affairs and Enrollment Services prior to the end of the second week of class.

As participants in learning communities, students receive resources to improve grades in math, English and other general education classes. Participants can attend a variety of workshops and seminars to improve or enhance college success skills. Project RISE students have access to financial aid including supplemental grant aid awards. Project RISE peer mentors serve as positive role models who assist participants in the achievement of personal and academic goals. An array of cultural events and activities are available to students including visits to four-year college campuses. For more information about becoming a participant in Project RISE, call (309) 268-8404 or visit Project RISE in SCB 1000.

Repeating a Course

A student may repeat any course one time, if the original grade received was below C. In programs with selective admission, students must be readmitted to the program to repeat specialty courses. When a course is repeated, credit will be granted only once (except those courses with variable credit as noted in the course description of the catalog or schedule), and only the higher grade received will be calculated into the grade point average on the official transcript. The lower grade will be recorded as an R on the official transcript.

Project RISE/Student Support Services Program

Project RISE (Resources to Increase Student Excellence) is a component of the federally funded TRIO-Student Support Services Program (SSSSP). Project RISE is designed to improve the persistence, graduation and transfer rate by assisting first-generation and limited-income college students to overcome barriers. Project RISE provides program participants with several opportunities to increase college success.
Student Appeals Procedure

Students, faculty and staff are always encouraged to make every attempt to resolve problems/concerns at the point of origin. However, if resolution cannot be achieved in this manner, a formal appeal should be filed. Appeals may be initiated by either students or faculty/staff for any of the following reasons:

1. Grade challenges
2. Resolving differences between students and faculty/staff
3. An exception to a college policy
4. Academic dismissal
5. An exception to a graduation requirement
6. Academic integrity violations

There are specific procedures relating to cases of sexual harassment, financial aid appeals and disciplinary action. These are outlined in this publication as well as in information available in Student Services.

A. Procedures for Appealing Grades and Resolving Differences Between Students and Faculty/Staff Members

The following steps are designed to resolve differences between a student and faculty/staff members at the lowest level possible. The student may be assisted by the Vice Chair of the Curriculum and Academic Standards Committee (or a designated alternative) throughout the appeals process:

1. Discussions regarding the concern are encouraged first between the student and the faculty/staff member.
2. If the result of these discussions is not satisfactory to either party, another discussion should be held with the faculty/staff member’s supervisor, who will then make a decision based on the discussions.

3. If the results of Step 2 are unsatisfactory still, either party may appeal to the Student Appeals Committee via a written request to the Dean of Student Affairs and Enrollment Services. The Dean will convene a meeting, at which the committee will hear the appeal and render a decision based on the evidence presented. Grade appeals must be initiated in writing no later than the end of the following semester. A spring semester appeal would be initiated for the previous fall semester; a fall semester appeal would be initiated for an earlier spring or summer semester.

4. If either party is not satisfied with the decision of the Student Appeals Committee, either may initiate a written appeal to the Vice President of Instruction within ten working days of the Student Appeal Committee’s decision. The Vice President of Instruction will make a decision based on the evidence presented. The decision of the Vice President will be final.

B. Procedures for Exceptions to College Policies and Academic Dismissals

The following are steps to appeal an existing College policy or academic dismissal:

1. Students should first discuss the specific situation and appropriate college policy with an academic advisor.
2. If the student is not satisfied following the discussion in Step 1, the student may appeal to the Student Appeals Committee by sending a written request to the Dean of Student Affairs and Enrollment Services. As chair of the Student Appeals Committee, the Dean will convene a meeting, at which time the committee will hear the appeal and render a decision based on the evidence presented.
3. If the student is not satisfied with the committee’s decision, a written appeal to the Vice President of Instruction may be made. This appeal must be initiated within ten working days of the Student Appeals Committee’s decision. The decision of the Vice President will be final.

C. Procedures for Exceptions to Graduation Requirements

The following are steps to appeal an exception to a graduation requirement:

1. Students should discuss the specific situation and appropriate College policy with an academic advisor.
2. If the student is not satisfied following the discussion with the academic advisor, the student may appeal his/her request by sending a written request to the Vice President of Instruction. The decision of the Vice President of Instruction will be final.

Student Grades

Midterm and final grades will be available to students online at myHeartland through IRIS. Once in IRIS, the student should click on the following links to view midterm and final grades:

Self Service > Student Center > Other Academics > Grades

The student should click on the radio button for the desired semester and career (i.e. Fall 2010 undergraduate). If a student does not have Internet access, a copy of the grade report may be obtained in person by visiting the Student Services Center in Normal, Lincoln or Pontiac. Grade reports will be mailed only to the student’s address on file if requested over the phone.

Student ID Cards

All students need a Heartland photo ID card. The cards are issued free of charge to all students through the Student Services Center, and are valid as long as the student is enrolled at Heartland. Heartland ID cards are required to check out library materials and may be used at select local businesses for discounts. A charge applies for replacement ID cards.
**Student Life**

HCC offers a range of co-curricular activities designed to broaden the college experience and encourage individual participation and growth, while further developing and implementing the general education learning outcomes (communication, critical thinking, diversity in a global context, and problem solving) that are key to a student’s education at Heartland Community College.

**Athletics**

HCC is a member of the NJCAA and is part of the MWAC, offering men’s soccer and women’s soccer with the competitive season being played in the fall; baseball and softball with the competitive season in the spring. For more information, please visit the athletics Web site at www.heartland.edu/athletics.

**Student Development**

Student development programs at HCC offer opportunities for all Heartland students to become involved in a wide variety of programs and activities that focus on both their personal and professional development, while creating a sense of community and enthusiasm on campus. For details and additional information on student development activities, contact the Director of Student Development located in the Student Commons Building (SCB).

**Clubs and Organizations**

Student activities at HCC are oriented toward recreational, intellectual and cultural interests of students. The current list of organizations, groups and clubs for students offered at Heartland can be viewed by visiting the A-Z index on the Heartland Web site. Included with the description of each club, is the name and contact information for its advisors. Stop by the student development office for further information about any organization, or contact the club advisor directly.

Students interested in establishing an organization should submit a constitution with clearly stated aims and objectives to the student development office. An organization proposal should also include a proposed structure for the group, a faculty/staff sponsor and activities which must be in compliance with the rules and regulations of Heartland Community College.

**Intramurals**

Intramural competition in basketball, softball and volleyball is available as student interest warrants. For an intramural schedule and additional information, visit the student development office.

**Phi Theta Kappa – Alpha Omega Xi Chapter**

Phi Theta Kappa is the international honor society for two-year college students. To be nominated to Heartland's Alpha Omega Xi Chapter of this society, a student must have completed at least 12 credit hours with a grade point average of 3.5 or better and be recommended by faculty members. Members take part in social, community and fund-raising activities and have opportunities to take part in national events.

**Student Senate**

The purpose of the Heartland Community College (HCC) Student Senate is to:
1. Represent the opinions, rights, interests and concerns of the student body
2. Establish productive and sound communication and cooperation with HCC staff
3. Promote student awareness of the benefits & positive aspects of HCC
4. Promote social and cultural benefits of HCC
5. Provide pertinent informative seminars/lectures to benefit the wellbeing of the student body

Further information is available from the student development office located in the Student Commons Building (SCB).

**Student Trustee**

The student trustee serves on both the Board of Trustees and as a student government general member. The student trustee is responsible for relaying the views, concerns and goals of the student body to the Board and providing pertinent information on issues covered by the Board of Trustees. The student trustee is an appointed position.

**Student Right-to-Know Disclosure**

As an institution participating in Title IV Higher Education Act programs, Heartland Community College is required by federal law to disclose graduation and transfer-out information in compliance with the Student Right-to-Know Act. Information on program completion and transfer to other institutions by Heartland students is available at www.heartland.edu/studentRightToKnow.

**Study Abroad Programs**

Many study abroad opportunities are available to qualified students. Semester and summer programs are currently available in England, Austria and Costa Rica. For further details & additional program sites, contact the Director of Special Programs or visit www.heartland.edu/international.
Testing Services

Testing services provides a secure testing environment for students who are enrolled in online, hybrid, and other distance learning courses; have a documented disability; or need to take a make-up exam. Testing accommodations for students having documented disabilities must be arranged by the student through the office of Disability Support Services, and Testing Services will only administer make-up exams at the request of the instructor. Contact Testing Services at (309) 268-8231 or visit www.heartland.edu/asc for more information.

Transfer to Other Colleges and Universities

Students who intend to transfer to a four-year institution should plan their first two years at HCC with an academic advisor in order to assure the smoothest transfer possible. Since graduation requirements vary among senior colleges and universities, students are encouraged to discuss their transfer plans early to ensure appropriate course selection.

It is the student’s responsibility to follow the recommendations of the institution to which he/she intends to transfer upon completion of study at HCC.

Transcripts

Official transcripts must be requested in writing. Students may stop by the student records desk in the Student Services Center or in Lincoln or Pontiac to complete the form. The form may also be obtained online at www.heartland.edu/transcripts. Once completed, the form may be mailed or faxed to the records office. Be sure to include the complete mailing address of the recipient(s). An unofficial transcript may be obtained at the records office during regular business hours or online by accessing IRIS through myHeartland.

Transfer Agreements

Heartland Community College participates in a variety of transfer agreements and baccalaureate degree completion programs with several colleges and universities. For a complete list of these agreements please visit www.heartland.edu and search for Transfer Agreements under the A-Z tab.

Tutoring and Testing Services

Located inside the Academic Support Center, the Tutoring and Testing Services area contains both tutoring and testing. For more information, call (309) 268-8231, or visit www.heartland.edu/asc.
Tutoring Services

Tutoring Services provides individuals and small groups with assistance in specific courses, basic skills, and learning strategies at no charge to Heartland students. Tutors are scheduled at a variety of convenient times throughout the week, but services differ at each of our locations. To inquire about specific services and tutor availability, call (309) 268-8231, visit www.heartland.edu/asc, or stop by the Tutoring and Testing Services office. Writing Services is also housed within Tutoring Services at the Normal campus. In Writing Services, faculty are scheduled to assist students with more advanced writing needs. Most often, students request tutoring on their own, but faculty may also refer students for tutoring. Instructors may request out-of-class assistance for their students by completing a referral form, available at the Tutoring and Testing Services desk.

Appointment tutoring. Individuals and small groups of students may schedule appointments up to 48 hours in advance. Appointment tutoring is limited. Students need to schedule appointments in person or call in their request. At the current time, appointment tutoring is available at the Normal campus only.

Drop-in tutoring. During regularly-scheduled tutoring hours at all locations, students may stop in for assistance from tutors who are not working with other students. Drop-in tutoring is available at all locations.

Study groups. Groups of three or more students enrolled in the same section of a course may request the assistance of a tutor who will help them learn course material. Students must complete a group request form and submit as directed. Study groups are available at all locations.

In-class tutoring. In-class tutors are available for courses at all locations by instructor request, subject to administrative approval. These tutors are also scheduled during specially-designated drop-in hours to assist students attending these courses. In-class tutors are available at all locations.

Withdrawals

Student Initiated

It is the student’s responsibility to officially withdraw in writing from a course or from the College. A student may withdraw at any time until the published withdrawal deadline. Deadlines are published in the schedule of classes and on the HCC Web site. Deadlines vary based on the start end date of each class. Withdrawal forms are available in the Student Services Center, or students may withdraw online by accessing IRIS through myHeartland. If using IRIS to withdraw, the student should retain a copy of the successful transaction. If circumstances prevent the student from coming to the College or using IRIS, withdrawal may be completed by mail.

 Withdrawal requests made by telephone will not be accepted.

Stopping payment on a tuition check will NOT automatically cancel a registration. Students are responsible for understanding that withdrawal may result in loss of financial aid and that failing to properly withdraw from a class may result in receiving a failing grade of F for that class.

Faculty/Administrative Initiated

At midterm, the instructor is required to certify students’ attendance according to the requirements of the Illinois Community College Board. At midterm, or at any other time during the semester until the close of business on the last day to withdraw, an instructor may administratively withdraw a student whose pattern of absence causes the instructor to seriously question the intent of the student to further pursue the course or to complete the course with a passing grade. A student also may be withdrawn from a class by administrative action as a result of emergency or disciplinary procedures under the provisions of Board policy on Students’ Rights and Responsibilities.

Students have the right to appeal either a faculty or administrative withdrawal through the student appeals procedures.

Withdrawal results in a recorded W grade on the student transcript.

Workforce Services

Resources and services are available to assist students to prepare for and obtain employment. Workforce Services offers students an opportunity to participate in work-based learning activities (such as job shadowing and internships) and provides assistance in developing effective job search skills. Information is available on specific employment opportunities, both locally and nationally. Resources to research potential careers and employers, obtain labor market information, write a resume and cover letter, and develop successful interviewing skills are among those offered. Students, alumni and community members may access Heartland’s online job board at www.collegencentral.com/heartland. In addition, the Perkins Program assists students succeed in completion of career and technical education programs. Workforce Services also offers semester-long, occupational certificate programs that prepare students to meet the initial challenges of entry-level employment in the fields of office technology (Business Essentials), computer support (IT Essentials) or manufacturing (Manufacturing Essentials).

(Information also available under Employment Services on page 184, Internships and Job Shadowing on page 187, Perkin’s Services on page 189 and “Essentials” programs on page 184.)

Writing Services

In Writing Services, English faculty help students understand rhetorical concepts in their composition classes, work on process assignments and develop their writing skills. All appointments for Writing Services instructors are made through Tutoring and Testing Services, and Writing Services appointments are governed by the same policies that apply to appointment tutoring. At the current time, Writing Services is available at the Normal campus only. Visit www.heartland.edu/asc for more information.
College Funding Information

- Tuition and Fees
- Cashier/Business Office
- Payment Policy
- Collection Policy
- Chargeback Policy
- Refund Policy
- Refunds and the Heartland OneCard
- Tuition Waivers For Senior Citizens
- Financial Aid
- Satisfactory Academic Progress for Financial Aid
- Repeat Credit Hours
- Developmental Courses
- Heartland Community College Scholarship Opportunities
## Tuition and Fees

District 540 tuition and universal fees per credit hour:

*(effective Summer 2010)*

### In District

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-District Tuition</td>
<td>$108</td>
</tr>
<tr>
<td>Student Life Fee</td>
<td>$5</td>
</tr>
<tr>
<td>SCB Construction Fee</td>
<td>$2</td>
</tr>
<tr>
<td><strong>TOTAL TUITION &amp; FEES:</strong></td>
<td>$115</td>
</tr>
</tbody>
</table>

### Out of District Tuition:

- $216 per credit hour

### Out of State/Out of Country Tuition:

- $324 per credit hour

Tuition and fees are subject to change. For current rates, please refer to the College Web site.

Persons (and their dependents) who own property in District 540 and pay taxes to HCC will pay the in-district tuition and fee rate per credit hour according to the above table. Individuals attending another institution of higher learning within the district will pay the same in-district tuition and fee rate per credit hour according to the above table.

Persons (and their dependents) who reside outside the district, but work full-time within the district will pay the in-district tuition and fee rate per credit hour according to the above table.

All international students with an F-1 Visa will pay the out-of-state tuition and fee rate of $271 per credit hour for the 2009-2010 academic year.

Payment of tuition can be made using cash (Normal campus only), check, debit card, Visa, MasterCard, Discover, American Express or online. If a student uses the online payment system, they may pay their tuition and fees balance in full or opt for one of the published installment payment plans. The online payment system accepts payments via a checking or savings account, MasterCard, Discover or American Express. Payment using a Visa card cannot be made using the online payment system. To learn more visit my.heartland.edu/pay.

Tuition and fees may be paid in person at the following locations: (1) the Student Services Center located on the first floor of the Community Commons Building (CCB) at our Raab Road campus in Normal; (2) Pontiac Center; or (3) Lincoln Center. Tuition and fees may also be paid over the phone at (309) 268-8140 using a credit card or debit card. Tuition and fees may also be paid online. Fees may be assessed for online payment.

Students enrolling in certain courses will be assessed a course or lab fee in addition to tuition. These courses and fees are indicated in the class schedule.

Other student fees include, but are not limited to, the following:

- **Course/Laboratory Fees**: Varies
- **Graduation Fee**: $10
- **Returned Check Fee**: $25
- **Installment Payment Plan Fee**: $25
- **Service Fee for late enrollment**: $75
- **Heartland OneCard Replacement Fee**: $20
- **Past Due Administrative Account Fee**: $15-$30

* applies to summer and fall semester 2009 and spring semester 2010
**Cashier/Business Office**

A cashier is located in the Student Services Center (located on the first floor of the Community Commons Building at our Raab Road location in Normal) to accept payments of tuition and fees. Cash (Normal campus only), check, debit and/or VISA, MasterCard, Discover and American Express credit cards are accepted. Payment by phone at (309) 268-8140 is also accepted with a credit or debit card. For information about online payments in full and online monthly installment payment plans, please view the class schedule, or visit www.heartland.edu/pay.

The cashier also sells postage stamps, answers questions regarding the Heartland OneCard, online payments and installment payment plans, and is available to make currency change. The cashier’s business hours are 8 a.m. – 7 p.m., Monday through Thursday and 8 a.m. – 4:30 p.m. on Fridays. Hours are subject to change during holiday and summer periods.

The Lincoln and Pontiac Centers also accept payment of tuition and fees, in the form of checks, debit cards, VISA, MasterCard, Discover and American Express credit cards.

The Business Office is located on the second floor of the Community Commons Building. Business Office staff are available for assistance with the Heartland OneCard, the online and installment payment plan options, employer-paid or other third party tuition payment arrangements and collection company notices and activity.

**Payment Policy**

Deadlines for the payment of tuition and fees are published in the class schedule and online at www.heartland.edu/pay. It is the student’s responsibility to be aware of the payment deadline for his/her tuition. A bill and/or a payment reminder will be mailed, by paper or electronically, to each student once per semester.

Failure to submit payment by the deadline may result in the cancellation of course enrollment. If a student’s enrollment is canceled for non-payment, the College will send a paper and/or electronic communication to the student, notifying them of the cancellation. To avoid financial obligation to the College, it is the student’s responsibility to officially withdraw from the courses he/she does not plan to attend.

During periods of late enrollment, a $75 service fee will be assessed prior to enabling the student to register for classes, if he/she is not yet enrolled for the upcoming semester or to re-register for classes that have been dropped for non-payment.

**Collection Policy**

By registering for classes at Heartland Community College, students are accepting financial responsibility for the costs of, and related to, their registration and/or other College services. Failure to pay a past due debt may result in the student account being referred to a collection agency and/or legal action may be authorized for the collection of the debt. Students will be responsible for all fees and costs incurred in the collection of the past due debt, including collection fees and/or attorney fees.

The College will use external collection companies to collect outstanding and overdue student account balances. Unpaid tuition and fee or other College charges (such as for childcare, library fines, unreturned equipment) are subject to collection efforts and may affect a student’s credit rating.

Business Office staff should be contacted to review and establish any outstanding balance payment arrangements. A restriction will be placed on a student’s account if an unpaid balance exists and no payment arrangements have been made. The restriction will limit future enrollments and the issuance of grades and student transcripts.

**Chargeback Policy**

District 540 residents enrolling in programs not offered by HCC are eligible to receive chargebacks to other community colleges offering those programs. Students must complete a chargeback application at Heartland Community College at least 30 days prior to the start of the semester for which the chargeback is sought. Chargeback applications may be obtained at any of the College locations.
Refund Policy

100% refunds are issued to students who officially drop from courses by the published refund deadlines. Full semester (Fall and Spring) courses can typically be dropped during the first 10 days of class. Four-week, eight-week, twelve-week, and Summer courses have proportionately shorter refund deadlines. See the class schedule or visit www.heartland.edu/refunds for all applicable refund deadlines. Official drops require the student’s signature or may be completed online through IRIS using myHeartland. The student should retain a printed copy of the successful drop transaction. No telephone drops will be accepted. If the student is unable to come to the College, a letter may be submitted requesting to be dropped from classes. The postmark date on the letter will be used to determine eligibility for a refund. No refunds are issued for withdrawals after the refund deadline.

If the refund deadline has passed, a student may be considered for a full refund of tuition if a licensed physician documents that a major medical situation has occurred which supports the student’s withdrawal from his/her classes. Medical withdrawals must be complete and not just for a reduced load. To be considered for a medical withdrawal, a letter must be written in a timely manner, including medical documentation, to the Dean of Student Affairs and Enrollment Services.

Reservists called to active duty while enrolled at Heartland Community College shall receive a full refund or credit against future enrollment. A letter requesting the drop and military documentation should be provided to the Dean of Student Affairs and Enrollment Services.

If a class is canceled because of insufficient enrollment or for another reason, students will receive full reimbursement of tuition and fees.

How do I drop a course or cancel my enrollment?
To avoid financial obligation to the College, students must notify the College in writing, or online (using IRIS in myHeartland), postmarked or data entered, by the published refund dates by term if he/she does not plan to attend the courses in which they have enrolled. See class schedule or visit www.heartland.edu/refunds for published deadlines. No telephone requests can be accepted. If a student uses IRIS to drop or withdraw from a class, a printout of the successful transaction should be retained by the student.

Refunds and the Heartland OneCard

How are Heartland Community College refunds delivered to students?
All refunds for cancelled and dropped classes will be paid according to the refund method selected by the student using their Heartland OneCard at http://www.HeartlandOneCard.com. If the student’s account was paid using a credit or debit card, the student must notify the business office immediately following the enrollment change that caused the refund and provide the 16-digit card number and expiration date for any refund to be issued back to the credit/debit card used for payment. This card information is not stored by the College.

When will refunds be issued?
Student refunds will typically begin to be issued during the 4th week of classes. Financial aid credit balances (refunds) will typically begin to be issued during the 5th week of classes. When a student receives their refund depends on the refund method they have selected using their Heartland OneCard at http://www.HeartlandOneCard.com.

What are my options for receiving all student refunds, including financial aid refunds?
Your options include having your refund:
- Directly deposited into your One Account - Easy Refund (Funds available the same day as disbursement by the College); or,
- Deposited to another bank of your choice - ACH Transfer to Other Bank (Funds available 2 – 3 business days after disbursement by the College)

What do students need to do?
Students must login to http://www.HeartlandOneCard.com using their Heartland OneCard 16-digit card number once they have received their card to CHOOSE their refund preference. The Heartland OneCard will be mailed to the student’s address on file with the College. If a Heartland OneCard is sent to the address on file and it is incorrect or undeliverable, a $20 charge will be assessed to the student to issue a replacement (new) Heartland OneCard. This represents the charge by Higher One to issue a new card to the student.

Can I have my refund deposited to another bank account?
If you choose to have your refund deposited into your own bank account (checking or savings), you must still login to http://www.HeartlandOneCard.com with the 16-digit card number from your Heartland One Card. For this option, you will need to choose the “ACH transfer to other bank” option and complete, print, and mail the third party signature form to the designated address. If you forget to print the signature form, it is available at http://www.HeartlandOneCard.com.
Can I select a paper check for my refund instead?
No, the College has committed to electronic delivery of refunds to ensure safety of student funds and security in delivery. Regardless of how you choose to receive your funds, a student must always activate their refund preference using their Heartland OneCard at http://www.HeartlandOneCard.com.

What is the OneAccount?
The OneAccount from Higher One is a fully-functioning FDIC insured checking account. The OneAccount is one of your choices for accessing student refunds and has no minimum balance and offers free Internet banking features. As with most bank accounts, overdraft, inactivity, and other penalty fees may be assessed. With it, you can use your Heartland OneCard to make purchases anywhere Debit MasterCard® is accepted.

How will I know when my refund has been deposited to my OneAccount?
Students will receive an email when their refund has been directly deposited to their OneAccount. Additionally, they will be able to see details of their OneAccount by accessing their OneAccount Statement on the Web site.

Why is the Debit MasterCard® logo on the Heartland OneCard?
The Heartland OneCard is the card you use to access your funds. If you choose to open the OneAccount, you can use the card as a debit card wherever Debit MasterCard® is accepted. The card is NOT a credit card. It is a DEBIT card.

What will happen to my refund if I don't activate my Heartland OneCard?
Heartland will not be able to disburse your refund to you. Regardless of whether you anticipate a refund or not, it is important to choose a refund preference using your Heartland OneCard at http://www.HeartlandOneCard.com.

What do I do if I did not receive my Heartland OneCard in the mail?
You may log on to www.HeartlandOneCard.com and use the “Where's my Card?” self-help feature that will provide you with the real-time status of your card. Or, you may contact the Heartland Community College Business Office at (309) 268-8140.

Is there a cost for a new or replacement Heartland OneCard?
Yes, if a card has been lost, destroyed or discarded and the student requires a new one, a $20 charge will be assessed to the student’s account. If the OneCard was mailed to the student address on file with the College and the address was incorrect or undeliverable by the US Postal Service, a $20 charge will also be assessed if the student needs a replacement card sent to a corrected address.

Is the Heartland OneCard my official Heartland identification (ID) card?
No. Official Heartland photo ID cards are issued in person on campus throughout the semester.

What if I have additional questions?
For more information about the Heartland OneCard and refunds, please visit http://www.HeartlandOneCard.com/easyhelp, or contact the College cashier.

Tuition Waivers
For Senior Citizens
District 540 residents who are 65 years of age or older are eligible for a waiver of tuition and standard (universal) fees. Verification of age is required by presenting an Illinois driver’s license or other appropriate documentation at the time of enrollment. This waiver does not apply to lab fees (if applicable) or the purchase of textbooks or supplies.
Financial Aid

Students attending HCC are eligible to participate in several financial aid programs. The major sources are from the U.S. Department of Education and the Illinois Student Assistance Commission. Students must complete the Free Application for Federal Student Aid (FAFSA) electronically at www.fafsa.ed.gov by April 1 to obtain assistance for the following academic year. The HCC college code, 030838, should be entered on the FAFSA. FAFSA completion workshops to assist students in completing the application are offered by the financial aid office on a regular basis.

To be eligible to receive financial aid at Heartland, a student must meet the following requirements:

1. Have a high school diploma or GED
2. Be enrolled as a regular student pursuing a degree or certificate
3. Be enrolled at least half-time, six credit hours (exceptions are possible for some Pell Grant recipients)
4. Be a U.S. citizen or eligible non-citizen
5. Not be in default on any educational loan, show an unwillingness to repay an educational loan, or owe any refund on a grant or loan
6. Meet the eligibility requirements of each of the aid programs accepted
7. Be registered with the Selective Service if you are a male who is at least 18 years of age
8. Have no convictions for the sale or possession of illegal drugs (depending on the date of the conviction, the student may be eligible for student aid
9. May not receive financial aid at more than one school for the same period of time
10. Make satisfactory academic progress as defined by Heartland Community College
11. May not receive tuition specific awards in excess of actual tuition charges.

The amount of financial aid and/or benefits received from the various programs is based on the credit hours of enrollment. Enrollment status is defined as follows:

- 0-5 credit hours = less than half-time
- 6-8 credit hours = half-time
- 9-11 credit hours = three-quarter time
- 12+ credit hours = full-time

Federal Pell Grant is funded and administered by the U.S. Department of Education. To qualify for the Federal Pell Grant, students must demonstrate significant financial need. Awards range from $609-$5550 per academic year. After the Free Application for Federal Student Aid (FAFSA) is evaluated, the U.S. Department of Education determines a student's eligibility for the Federal Pell Grant.

Federal Supplemental Educational Opportunity Grant (FSEOG)
FSEOG is funded by the U.S. Department of Education. To qualify for the FSEOG, students must meet specific criteria outlined by the financial aid office. Students who are awarded FSEOG must be enrolled for at least six credit hours per semester in order to receive the award. FSEOG awards vary in amount, but generally are $100-$500 per academic year.

Academic Competitiveness Grant (ACG) (Scheduled to expire after Spring 2010)
ACG is funded and administered by the U.S. Department of Education. To qualify for an ACG, students must have completed a rigorous secondary school program of study (as defined by the Department of Education), have eligibility for Federal Pell Grant, and be enrolled for at least 12 credit hours per semester. Awards are up to $750 for first year students and up to $1300 for second year students per academic year. Second year students must maintain a minimum cumulative grade point average of at least 3.0 at Heartland Community College.

Federal Work Study (FWS)
FWS awards allow for an opportunity to work on campus or specific off campus non profit agencies. Students who demonstrate financial need and who are hired under the FWS program will receive a paycheck every two weeks for hours worked. The U.S. Department of Education pays a large percentage of the hourly salary and the employer pays the remainder. Available jobs under the FWS program are advertised through the financial aid office. Students must be enrolled for at least six credit hours per semester in order to work under the FWS program.

Stafford Direct Loans
Heartland Community College participates in the William D. Ford Federal Direct Loan Program. The direct loan program is available to eligible students who borrow directly from the U.S. Department of Education. Loan funds are not grant money, loans must be repaid. Direct loans include:

1. Subsidized Stafford Loans - available to students who demonstrate financial need. The U.S. Department of Education pays the interest on the loan while the student is enrolled at least half time, for the first six months after leaving school and during periods of deferment. The interest rate on these loans is determined annually by the U.S. Department of Education. The amount of the subsidized loan cannot exceed the student's financial need.

2. Unsubsidized Stafford Loans do not require the student to demonstrate financial need. The U.S. Department of Education does not pay the interest on unsubsidized loans. The student is responsible for interest which accrues on the loan while in school, during the six month grace period and during all periods of repayment.
Students must complete the FAFSA in order to have eligibility determined for the program. In addition, a separate HCC Stafford Loan Request Form must be completed and submitted to the financial aid office. Depending on the financial need, a student may receive both subsidized and unsubsidized loans for the same enrollment period, but the total amount of these loans may not exceed the annual loan limit. Freshman students may borrow (a) maximum Stafford Loan(s) of $5500. Sophomore students may borrow (a) maximum Stafford Loan(s) of $6500. A promissory note must be signed each time a student borrows. Borrowers must also complete entrance loan counseling before the loan will be disbursed.

All Stafford Loans are borrowed money that must be repaid with interest, just like car loans or mortgages. Student loans cannot be cancelled because you didn’t complete – or didn’t like – the education you paid for with the loans, didn’t get a job in your field of study or because you’re having financial difficulty. Loans are legal obligations, so think about the amount you’ll have to repay before you take out a loan. Repayment begins usually six months after graduation or when a student ceases to be enrolled at least half time. Repayment periods of Stafford Loans vary depending on the amount you borrow and the repayment plan that is chosen.

Parent PLUS Loans through the Direct Loan program
Are available to credit-worthy parents of dependent students. Parents borrow directly through the U.S. Department of Education and may borrow the cost of attendance less any other financial aid the student applicant receives. The interest rate is determined annually by the U.S. Department of Education.

In addition to completing the FAFSA, a separate PLUS loan application must be completed and submitted to the financial aid office in order for a Direct PLUS loan to be processed.

Loan Exceptions
In accordance with federal regulations, Heartland Community College reserves the right to refuse to certify a student loan on behalf of a student. These decisions are made on a case by case basis and will take into consideration the student’s prior educational loan history. Students have the right to appeal any such decision to the Dean of Student Affairs and Enrollment Services for further review. If this decision is not satisfactory, the student may appeal the decision to the Office of the Vice President of Instruction. The Vice President’s decision on the appeal will be final.

Illinois Student Assistance Commission (ISAC)
Monetary Award Program (MAP) is awarded to eligible Illinois residents who demonstrate financial need. Students are automatically considered for a MAP grant by submitting the FAFSA. MAP grant awards are specific to pay tuition and vary in amount but usually range from $260 - $1760 per academic year. Funding for MAP grants is limited and eligibility for the award is determined by ISAC and date of the FAFSA submission. In past years, the cut off date for being considered for a full year MAP grant has been as early as the first of May. So, it is to your advantage to complete the FAFSA as early as possible. Students can receive a maximum of 75 paid MAP credit hours at the community college level.

Silas Purnell Illinois Incentive for Access (IIA) Grant
This grant is awarded to eligible Illinois residents who receive the maximum Federal Pell Grant. Eligibility is limited to freshman students who have completed less than 30 semester hours. The award is $250 per semester; students must be enrolled for at least six credit hours per semester in order to receive the award and may receive the award for a maximum of two semesters.

Illinois Veteran Grant (IVG)
Students who entered the military from the state of Illinois, served at least one year of honorable active duty and returned to Illinois within six months of separation, qualify for the Illinois Veteran Grant. The Illinois Veteran Grant pays tuition and universal fees at state-supported institutions for 120 credit hours of enrollment. The grant is not based on financial need, but students must maintain satisfactory academic progress. Applications for the IVG are available in the financial aid office.

Federal Financial Aid for Veterans
The financial aid office will provide assistance and enrollment certification for veterans who wish to use their benefits at HCC. Eligible programs include, but are not limited to, the following:

- Montgomery GI Bill (Chapter 30)
- Selected Reserve Educational Assistance Program (Chapter 106)
- Veterans Educational Assistance Program (Chapter 32)
- Vocational Rehabilitation (Chapter 31)
- Survivors and Dependents Educational Assistance (Chapter 35)
- Post 9/11 GI Bill (Chapter 33)

Applicants must complete VA forms and submit proof of their military service record and official transcripts for all previous college work. In addition, proof of birth, marriage and divorce certificates are required for certain veterans programs.

Repayment of Federal Financial Aid Funds
Any student receiving federal financial aid funds who completely withdraws from all classes prior to the completion of 60% of the enrollment period may be required to repay a portion of the funds received.
Financial Aid Cooperative Agreement with Illinois State University

Heartland Community College and Illinois State University (ISU) have entered a consortium agreement to maximize financial aid eligibility for students concurrently enrolled at both institutions. Under the agreement, the hours of enrollment at each institution can be combined for financial aid purposes. To be eligible, a student must be enrolled for at least six credit hours at ISU and the hours taken at HCC must be transferable to the student’s major course of study. It is the student’s responsibility to contact both ISU and Heartland financial aid offices prior to the enrollment period to complete a consortium contract.

College Zone

Heartland is designated by the Illinois Student Assistance Commission (ISAC) as a College Zone outreach center. College Zone provides students and families with computer access to assistance for FAFSA completion as well as providing information on planning and paying for college. To access, go to www.collegezone.com.

Financial Aid Tuition Payment Extension

An extension of the tuition payment may be given to students receiving outside grant or scholarship assistance. For assistance from outside agencies, an award letter or voucher from the agency must be presented to the financial aid or business office. Funds sent directly to the student cannot be used for a tuition payment extension.

Satisfactory Academic Progress for Financial Aid

The College is required to establish satisfactory progress standards for federal and state financial aid recipients in accordance with the U.S. Department of Education regulations. These standards insure that only those recipients demonstrating satisfactory progress toward the completion of their education continue to receive financial aid.

Evaluation of Satisfactory Academic Progress

Each financial aid recipient’s satisfactory progress is evaluated annually. It will be determined if the student is in good standing or will be denied financial assistance for future enrollment periods.

The student must meet all three progress requirements:

1. Completion rate
2. Grade point average and
3. Maximum time frame to remain in good standing

Students will be notified by the financial aid office if they are placed on denial status for financial aid.

Denial Status for Financial Aid

Denial status will prevent the student from receiving any Title IV financial assistance until satisfactory academic progress is achieved.

Criteria for Satisfactory Academic Progress

1. Completion Rate
   A student must have earned hours equal to at least 67% of the total hours attempted for the enrollment period to remain in good standing.

   Students not earning 67% of the hours attempted will be placed on immediate denial status for future financial aid consideration.

   Attempted hours are defined as the hours for which the student is enrolled and charged tuition (10th day of the semester). Earned hours are defined as the sum of hours for which a student has earned a grade of A, B, C or D. Withdrawals, incompletes, audits, no-credit, repeats and failures are not earned hours.

2. Grade Point Average Requirements
   
   Financial aid recipients must maintain the following cumulative hours attempted and grade point average (GPA) in order to meet satisfactory progress requirements:

<table>
<thead>
<tr>
<th>Cumulative Hours Attempted</th>
<th>Minimum GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-16</td>
<td>1.50</td>
</tr>
<tr>
<td>17-32</td>
<td>1.70</td>
</tr>
<tr>
<td>33-48</td>
<td>1.85</td>
</tr>
<tr>
<td>49 +</td>
<td>2.00</td>
</tr>
</tbody>
</table>

3. Maximum Time Limit Requirements
   
   A student’s eligibility for financial aid will be terminated at the point where 96 credit hours have been attempted for the associate degree and, for a certificate, when 150% of the total hours required, as stated in the College catalog, have been attempted.

   Hours attempted is the sum of all Heartland Community College credit hours plus all transfer credits from other schools whether or not financial aid was received.
Appeal and Reinstatement
The student may appeal their denial status by submitting a written request to the financial aid appeals committee explaining the exceptional circumstances as to why the satisfactory academic progress standards were not met. Appropriate documentation to support the exceptional circumstances expressed in the appeal must also be submitted. Medical problems, serious illness, death of a family member, relocation or employment changes may be considered as “exceptional circumstances”. The committee will review the appeal and provide a written explanation of the decision to the student. The deadline for submitting appeals is the day before the start of the term when reinstatement of aid is being requested. Appeals received after this day will not be considered until the following term. If the decision is not satisfactory, the student may appeal to the Dean of Student Affairs and Enrollment Services for further review. If the decision is still not satisfactory, the student may appeal this decision to the office of the Vice President of Instruction. The Vice President’s decision on the appeal will be final.

The policy does not preclude a student from enrolling in subsequent semesters and having financial aid reinstated by the financial aid office once all progress standards are met.

Repeat Credit Hours
Financial aid will cover the cost of tuition for a maximum of one repeat attempt of any given course. Tuition and fee costs for repeat attempts of two or more must be paid for by the student.

Developmental Courses
Financial aid will cover the cost of tuition for a maximum of 30 hours of attempted developmental course work. Developmental is defined as any sub-100 level course.

Heartland Community College Scholarship Opportunities
The Heartland Community College Foundation administers a variety of scholarships designed to reward student achievement, encourage student leadership and provide financial assistance. Scholarships are supported through the generosity of individuals, businesses and organizations. All awards are based on the availability of funds. The following information is current at the time of publication. Students are encouraged to visit www.hccfoundation.org, the Foundation office or the financial aid office for the most current and complete information on available scholarships, application procedures and deadlines. Information is also available at the Pontiac and Lincoln Centers as well as District 540 high school guidance counselor offices.

Prospective and current, full- and part-time students who meet the eligibility requirements are encouraged to apply.

Scholarship selection is competitive. Scholarships are awarded according to criteria established by the sponsor. Eligibility criteria may be updated without notice.

Community Scholars Program
Recent high school graduates are selected for this unique program involving volunteerism. The primary criteria for this scholarship is involvement in school and/or community.

Students accepted in this program participate in both individual and group volunteer experiences. A one-credit course accompanies this scholarship.

Students receive tuition and fees for a maximum of four semesters of full-time enrollment (12 – 19 credit hours) and two summer sessions (maximum of 8 credit hours) plus $300 book stipend for 2nd, 3rd and 4th semesters.

Note: This scholarship requires a different (not HCC Foundation) application that is available from your high school guidance counselor or the HCC financial aid office.
Universal Requirements for all Foundation Scholarships

The following are minimum requirements that apply to all Heartland Community College Foundation scholarships, unless otherwise noted:

- Applicants must meet District 540 residency requirements at the time of application.
- Foundation scholarships are for HCC degree or certificate seeking students only. They may not be used for dual enrollment and are non-transferable.
- Unless other GPA requirements are listed, current HCC students must at least meet College academic requirements for good standing (see Academic Probation/Dismissal Policy - page 181).
- Students applying for scholarships requiring evidence of financial need must complete the Free Application for Federal Student Aid (FAFSA). All applicants are encouraged to complete the FAFSA to maximize their eligibility. Results must be available by the application deadline. Apply early. Please visit www.fafsa.ed.gov or the financial aid office for more information.

The following is a list of some Foundation scholarships available at the time of publication.

- Trustee Scholarship
- Presidential Scholarship
- Dean’s Scholarship
- AAWCC-Heartland Chapter Scholarship
- Art Adams Scholarship
- Robert H. Blass Memorial Scholarship
- BLDD Architects, Inc. Scholarship
- Bloomington/Normal Trades & Livingston McLean Building and Trades Scholarship
- Bloomington Rotary Foundation Scholarship
- Pearl Davies Bowman Scholarship
- Marilyn Casey Scholarship-ICCSF
- Harold and Jeanne Chadwick Scholarship
- COUNTRY Financial Scholarship
- Electrolux Home Care Products Scholarship
- Heartland Community College Nursing Scholarship
- Heartland Faculty Association Scholarship
- Illinois Health Improvement Scholarship-ICCSF
- Industrial Business Scholarship
- Industrial Business Merit Scholarship
- Dr. Richard L. Kelly Scholarship
- Lincoln Rotary Scholarship
- Long Term Care Nursing Scholarship
- Marcella McIntire Memorial Scholarship
- Dr. Rod, Jeanne and Andria Merkle Scholarship
- John P. Messinger Scholarship
- Normal Rotary Club Art Adams Scholarship
- OSF St. Joseph Medical Center Scholarship
- Edward W. Pegg Sr. Memorial Scholarship
- Edward W. Pegg Jr. Scholarship
- Marybeth K. Penn Scholarship
- Poulton / Mitchell Family Scholarship
- Prairie Scholarship
- Gary Riepe Memorial Scholarship
- Christine Riley Scholarship
- John N. Stevens Memorial Scholarship
- Joe Talkington / Star Uniforms Scholarship
- Shelly Weidenbenner Memorial Scholarship
- WNET-Helping Women Lead Scholarship
General Information

- Alumni
- ATM
- Attendance Policy
- Bookstore
- Bulletin Boards
- Bus Service
- Campus Café
- Campus Demonstrations
- Child Care
- Chronic Communicable Disease Policy
- Closing and Cancellation Announcements
- College Publications
- Copy Machines
- Drug Free Workplace
- Emergency Procedures
- Equal Opportunity Statement
- First Aid
- Heartland Community College Foundation
- Harassment Policy
- Housing
- Informed Consent Policy
- Lost/Found
- Office Hours
- Parking
- Public Display Monitors
- Safety/Security
- Sales/Solicitations
- Scheduling Rooms
- School Colors
- Smoke Free Environment
- Student Feedback
- Telephones
- Textbooks
- TDD
- Vending Machines
- Voter Registration
GENERAL INFORMATION

Alumni
The Heartland Community College alumni program works to keep graduates connected to the College and with each other. Graduates and community members can reach the alumni program by calling (309) 268-8168 or online at www.heartland.edu/alumni. Graduates who maintain a current address with the alumni office may receive an alumni newsletter.

ATM
Two automated teller machines (ATMs) are located on the main campus in Normal. The ATM located to the north of the Security station on the first floor of the Student Commons Building (CCB) has been provided by Higher One and supports the Heartland OneCard accounts (with no fee), as well as other ATM cardholders (with a fee).

The second ATM is located on the first floor of the Workforce Development Center and has been provided by the Bank of Illinois.

A mail and communications drop box (identified as the “OneAccount Mail and Communications” box) is also installed near the ATM in the Student Commons Building (SCB). This box is to be used as a drop box for delivery of any paper documents that are required to be sent to Higher One, in support of the Heartland OneCard and OneAccount program. Documents placed in the communication box will be express mailed daily to Higher One.

Attendance Policy
Since satisfactory progress is important to college success, all students are expected to attend classes regularly and promptly. The specific attendance policy of any course is determined by the individual instructor of that course as outlined in the syllabus. Specific attendance requirements may exist in certain courses or programs, or for students receiving special services.

Students who are absent from a class or laboratory period are held responsible for material and work they may have missed by their absence or tardiness. Instructors are not required to accept late work or allow make-up testing. If accepted, such work may receive a lower grade.

Bookstore
Textbooks are available for purchase at the Heartland Community College Bookstore located on the first floor of the Student Commons Building, on the main campus. The telephone number is (309) 452-9007. Textbooks may be ordered online through the HCC Web site, IRIS, or www.heartland.bkstr.com. Pontiac and Lincoln students should contact the Centers for available book sale dates at these sites.

Bulletin Boards
Posters, announcements, fliers etc. must be submitted to the Student Development Office for approval prior to posting. Unapproved posters and materials placed in unauthorized locations will be removed.

Bus Service
The Bloomington-Normal Public Transit System services HCC’s main campus on Raab Road in Normal with bus service at 10 minutes and 40 minutes after each hour. Buses with a code of “Green A” provide handicapped-accessible service to HCC. Pick-up / drop-off is located in front of the Student Commons Building on Community College Drive.

Detailed information on bus schedules throughout Bloomington-Normal may be accessed at www.B-NPTS.com.

Universal Access (Bus Pass)
Universal Access is a program that provides free access for students around the community on the Bloomington-Normal Public Transit System’s (BNPTS) fixed bus routes, Monday through Saturday as long as they show their valid HCC student ID. Universal Access can be used for any BNPTS travel, not just to and from the HCC campus.

Please call BNPTS at (309) 828-9833 for fixed route information or visit their website – http://www.bnpts.com/.

Campus Café
Food service for meals from breakfast through dinner (depending on posted schedules) are available at the Campus Café in the Student Commons Building, first floor of the main campus.
Campus Demonstrations

The students of Heartland Community College are free to express their views and beliefs through demonstrations on campus. However, such demonstrations must not interfere with the business and operation of the College, nor with another student’s right to pursue an education at Heartland. Thus, so that the College may maintain peace and order on campus, the College has reasonable rules regulating demonstrations to accommodate the needs of the College and the rights of its students.

Child Care

Heartland’s Child Development Lab is a nationally-accredited demonstration laboratory school that provides high quality care and education to the children of HCC students, faculty and staff. The Center is licensed by The Department of Children and Family Services and has six classrooms, serving children from six weeks to six years old. The center operates Monday through Friday 7:30 a.m. – 5:00 p.m. Drop-off parking for the Child Development Lab is available in Lot M, near the center, on the northeast corner of the main campus.

Due to limited enrollment, an application process is required. Applications are available at the Child Development Lab, at the Student Services Center, or through the Child Development Lab Web site in the A-Z index at www.heartland.edu.

Chronic Communicable Disease Policy

Students with a chronic communicable disease may attend the College whenever, through reasonable accommodation, they do not constitute a direct threat to the health or safety of themselves or other individuals.

Attendance decisions will be made by the College President in consultation with the Dean of Student Affairs and Enrollment Services using this standard in conjunction with current available public health department guidelines concerning the particular disease in question. Individual cases will not be prejudged; rather, decisions will be made based upon the facts of the particular case.

The College shall respect the right to privacy of any student who has a chronic communicable disease. The student’s medical condition shall be disclosed only to the extent necessary to avoid a health and safety threat to the student and others.

Persons deemed to have “a direct need to know” will be provided, subject to applicable law, with the appropriate information; however, these persons may not further disclose such information. Persons deemed to have “a direct need to know” may include:

1. College President and Dean of Student Affairs and Enrollment Services
2. Appropriate faculty or administrator
3. College health official

Closing and Cancellation Announcements

On occasions when the College cancels classes and closes offices due to weather conditions or other causes, students should check local radio/TV stations for announcements rather than phone the College campuses. Every attempt will be made to ensure closing information is available by 6:00 a.m. for day classes and 4:00 p.m. for evening classes. Check the HCC Web site (www.heartland.edu) for information on closing due to inclement weather.

The following sources may be consulted for cancellation information:

FM
96.3 WMNW Atlanta
89.1 WGLT Bloomington/Normal
92.5 WOFF Champaign
92.9 WRPS Bloomington/Normal
96.7 WHIN Bloomington/Normal
99.1 WXTT Champaign
99.5 WDQZ Bloomington/Normal
100.3 WIXY Champaign
101.5 WBNQ Bloomington/Normal
104 WBWN Bloomington/Normal
105.7 WXMP Bloomington/Normal
107.7 WYST Bloomington/Normal
94.5 WLRW Champaign
98.9 WJEZ Pontiac/Dwight

AM
1230 WJBC Bloomington/Normal

TV
ISU (10)
MY 59
WEEK (25)
WMBD (31)
WHOI (19)
WCIA (3)
WYZZ (43)
GENERAL INFORMATION

College Publications

Each student should obtain a current copy of the College Catalog and Student Handbook, and each semester’s schedule of classes. These publications outline all College policies, procedures and degree requirements. It is the student’s responsibility to know College policy and degree requirements. These important publications are free and available in the Student Services Center located in the Community Commons Building and at Pontiac and Lincoln Centers.

Copy Machines

Students may use the coin-operated copy machines located in the library and in various locations in the Student Commons and Instructional Commons Buildings and the Workforce Development Center.

Drug Free Workplace

In compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), the Drug Free Workplace Act of 1988 (Public Law 100-690), the Illinois Drug Free Workplace Act of 1986 (PA 86-1459) and Heartland Community College Board of Trustees Policy 6.1 (Drug Free Workplace), the following procedures and programs exist to prevent the illicit use of drugs and the unlawful use and abuse of alcohol by students and employees.

Standards of Conduct – HCC prohibits the unlawful possession, use, distribution, dispensing and manufacture of illicit drugs and alcohol by students and employees on its property, at College-sponsored activities, in College vehicles, in transit to or from College activities or business or in any workplace for purposes of the Drug Free Workplace Act of 1988.

Penalties for Violation of Policy – Students who violate this policy will be governed by the College’s Student Code of Conduct and subject to disciplinary action up to and including suspension, expulsion and referral for prosecution. Employees who violate this policy will be subject to sanctions, consistent with law and Board policy which shall include appropriate personnel action up to and including termination or a requirement that the employee satisfactorily participate in a drug abuse assistance or rehabilitation program. Visitors determined to have violated this policy are subject to eviction from the College premises and are subject to legal action initiated by the College.

Legal Sanctions for Unlawful Possession, Use or Distribution of Illicit Drugs and Alcohol – Legal sanctions that apply to the unlawful possession, use, distribution, dispensing and manufacture of illicit drugs and alcohol are consistent with local, state and federal laws in reference to the Cannabis Control Act, the Controlled Substance Act and the Liquor Control Act. Students and employees are reminded that these laws provide for a variety of legal sanctions and penalties which include, but are not limited to, incarceration and monetary fines.

Notice of Convictions – Any Heartland Community College employee who is convicted of violating any federal or state criminal drug statute in the workplace must notify the President within five (5) days of such conviction and the President shall notify any federal granting agency required to be notified in the Drug Free Workplace Act of 1988 within ten (10) days after receiving notice of the conviction from an employee. Failure to inform the College of such conviction subjects the employee to disciplinary action.

Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol – The consumption of alcohol and drugs has serious risks to one’s health. For a comprehensive list and more information, consult your physician or your local library.
Drugs and Alcohol Information
Sessions and Counseling, Treatment or Rehabilitation or Re-Entry Programs – HCC periodically sponsors information sessions and provides informational materials dealing with the dangers of illicit drug usage and alcohol abuse. Students and employees are encouraged to attend these sessions and read the information publications. In addition, students are encouraged to contact PATH Information and Referral at (309) 827-4005 and employees are encouraged to contact the College’s EAP at (800) 433-7916 for information and assistance.

Emergency Procedures
If the fire alarm sounds, you must leave the building. Emergency evacuation instructions are posted inside each room. These instructions are to be followed in case of fire or other emergency. Health emergencies should be handled by dialing 911.

Equal Opportunity Statement
Heartland Community College is an equal opportunity institution. No person, on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, age, marital status, physical or mental handicap unrelated to ability or unfavorable discharge from military service or veteran’s status shall be discriminated against in employment, in educational programs and activities or in admissions. HCC complies with applicable federal and state laws prohibiting discrimination, including the Civil Rights Act of 1964, the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, the Age Discrimination in Employment Act and the Illinois Human Rights Act, all as amended from time to time.

First Aid
First aid kits are mounted on the wall in many locations at HCC sites.

Heartland Community College Foundation
The Heartland Community College Foundation is a nonprofit 501(c)(3) corporation dedicated to the enhancement and support of student learning and success at HCC. The Foundation receives and administers gifts in many forms, including monetary donations, bequests and real estate. The Foundation organizes a variety of fundraising events to support scholarship opportunities for Heartland students and further strengthen its bonds with the community. Gifts to the Foundation provide scholarships, special equipment purchases, campus enhancements and other projects.

Harassment Policy
Heartland Community College is committed to maintaining a working and learning environment that is free from all forms of harassment including, but not limited to, sexual harassment and harassment based on gender, sexual orientation, religion, race, ethnicity, national origin, age or disability. The College prohibits any form of harassment in the classroom, in the workplace, in any academic setting at the College and at all College-sponsored events and activities.

This policy applies to all employees and all students at the College as well as any individual representing the College in an official manner, whether paid or unpaid by the College. Under certain circumstances, this harassment policy also applies to third parties such as subcontractors, sales representatives, repair persons or vendors of the College.

Every student, employee and official College representative has the responsibility to refrain from any type of harassment in the College environment as well as the right to work and learn in an environment free from harassment. Any student, employee or official representative who harasses a College student, employee or official representative will be held liable for his or her individual conduct and will be subject to disciplinary action up to and including expulsion or discharge.

All complaints will be investigated, with confidentiality maintained to the extent possible.

The complete Heartland Community College harassment policy is available in Student Services and the Human Resources Office and on the College's Web site at www.heartland.edu. For additional information, please contact the Dean of Student Affairs and Enrollment Services, SCB 1000, Normal (309) 268-8010 or the Director of Human Resources, CCB 2100, Normal (309) 268-8148.

Housing
HCC does not provide housing accommodations. Students needing housing accommodations should check the local newspapers for assistance.
Informed Consent Policy

A student gives written permission on the appropriate consent form and acknowledges by that action that the student's written assignments or projects in Heartland Community College courses may be used by faculty members for teaching and/or for research purposes. Such use might consist of, but is not limited to, inclusion of the student's work, in whole or in part, in research studies which are published, either in print or electronic media, for an academic audience, or distribution to other classes, again either in print or electronically, for use in class discussion or as models to illustrate possible approaches to course topics. When reproducing student work, the College will preserve the student's anonymity.

Guidelines on Preparing an Informed Consent

The informed consent should include the following information:

1. A description of the research project and the expected duration
2. Information regarding the conditions of the subject's participation in the study
3. A description of the proposed research procedures
4. A statement concerning the expected benefits of the study
5. A statement describing any possible risks and discomforts the subject may experience
6. A description of how confidentiality will be maintained
7. Contact information about the researcher
8. Participant signature

Lost/Found

Lost and Found is located at Safety and Security Services in the lobby of the Student Commons Building on the main campus. Items will be kept for 30 days before being discarded.

Office Hours

Campus office hours are posted outside each office. To be accessible to students, expanded hours are offered by Student Services, business office, computer labs and the Academic Support Center.

Parking

Free parking is available at all Heartland facilities. At HCC sites located near businesses, students should only park in spots designated by HCC. There is no ticket system for enforcement of parking regulations; violators will be towed at the owner's expenses. Handicapped parking is available only to those with physical disabilities requiring close access to buildings. A valid handicapped parking permit is required for parking in these designated spots. Bicycle racks are also available at HCC sites.

Public Display Monitors

Monitors are located in all buildings of the main campus. They provide information on important dates, student club news, registration, financial aid/scholarship information and other items of interest to students and campus visitors.
**Safety/Security**

HCC’s Safety and Security Services encourage students and employees to be involved in protecting themselves and their property and take responsibility for their own safety and the safety of others.

On campus security measures include:
- Emergency blue call stations located in each parking area at the main campus that provide direct audio and video contact with security personnel
- 24/7 escort service by campus safety personnel - available on request at the main campus
- In-house campus phones at main campus site to provide quick access to the Safety and Security Services desk (ext. 8300).
- Assistance with accidents and parking and traffic control enforcement
- Security can assist with jumping vehicles low on battery power and contacting locksmith companies to unlock vehicles in which keys have been left.

**Scheduling Rooms**

Meetings may be scheduled in classrooms/labs and other meeting rooms by requests processed with the Program Assistant for Course and Facilities Scheduling in the Student Services Center. Call (309) 268-8016 for assistance.

**School Colors**

The official school colors for HCC are silver and blue.

**Smoke Free Environment**

In compliance with state and local ordinances, smoking is prohibited inside all College facilities, in vehicles owned, leased, or operated by the College, and within 15 feet of any College building entrance, air intake or window opening. Designated exterior smoking areas are posted on campus.

**Student Feedback**

As part of the Continuous Quality Improvement (CQI) program at Heartland, students are encouraged to comment on the College’s activities, programs and services. Opportunities for feedback include student evaluations of faculty and services and suggestion boxes located throughout all facilities.

**Telephones**

A pay telephone is located in the Student Commons Building (SCB) 1st floor lobby.

**Textbooks**

See Bookstore on page 206.

**TDD**

Students with hearing impairments have several options for accessing campus programs and offices. Students may call (309) 268-8030 for a direct connection to another TDD, call 711 for access via the Illinois Relay Service or use an Internet relay service, such as www.sprintrelayonline.com.

**Vending Machines**

Vending machines are located at all HCC campuses.

**Voter Registration**

In compliance with Public Act 94-0492, Heartland Community College provides voter registration information on its Web site at www.heartland.edu. Heartland sponsors a series of activities to build awareness and provides students the opportunity to register to vote on campus. Please refer to the Web site to locate information on these activities or to locate a deputy registrar on campus.

**Sales/Solicitations**

The College permits controlled sales campaigns and solicitations only by recognized student organizations. Such organizations are encouraged to raise funds to support their activities; fund-raising efforts must have prior authorization from the Dean of Student Affairs and Enrollment Services. Sales campaigns and collections are restricted to specific locations and times as approved by the Dean of Student Affairs and Enrollment Services. Office-to-office selling of any kind is prohibited on campus.

All non-club solicitation activities must be approved by the Dean of Student Affairs and Enrollment Services or her designee and must adhere to specific locations and times as approved.
PERSONNEL

Lisa R. Aberle
Instructor of Radiography
MS-Midwestern State University, Radiologic Education
BS-University of St. Francis, Health Arts

Thomas W. Akers, Sr.
Contract Manager – Corporate Education
BA-Western Illinois University, Communications

Richard A. Allbee
Academic Advisor I
MA-Lincoln Christian Seminary, Bible - New Testament
BA-Central Christian College of the Bible, Practical Social Ministries

Kym Ammons-Scott
Coordinator of ABE/GED
MA-University of Illinois at Springfield,
Public Administration
BA-University of Iowa, Journalism and Political Science

Dale D. Anderson
Contract Manager - Corporate Education
BS-Illinois State University, Agriculture Education

Wendy L. Anderson
Workforce Services Assistant
AAS-Heartland Community College,
Microcomputer Applications

Francine R. Armenth-Brothers
Assistant Professor of Health
EdD-Illinois State University,
Curriculum and Instruction
MS-Ball State University, Physical Education
BS-Saint Joseph’s College, Psychology

Jonathan M. Astroth
President
PhD-Illinois State University, Educational Administration
MS-Illinois State University, Educational Administration
BA-Southern Methodist University, English

Keely R. Austin
Assistant Professor of English
MS-Illinois State University, English (Writing)
BA-University of Central Arkansas, Psychology

Cynthia A. Avery
Program Assistant Disability Support Services
MSEd-Eastern Illinois University, Guidance and Counseling
BS-Eastern Illinois University, Home Economics

Kristin R. Bach
Child Development Specialist
AAS-Heartland Community College,
Early Childhood Care and Education

Sara L. Baker
Coordinator of Workforce Services
BS-Illinois State University, Counselor Education
AAS-Illinois Central College

Virginia A. Baker
Data Entry Assistant – Student Services

Wendy G. Bareither
Child Development Specialist
BS-Illinois State University, Education

Kimberly S. Barman
Dean of Community and Corporate Education
MS-Miami University, Exercise and Health Studies
BS-Southern Illinois University Carbondale,
Physical Education

Amanda K. Barnard
Program Assistant for Student Life
BS-Western Illinois University, Recreation,
Park and Tourism Administration

Verona A. Barr
Associate Professor of Biology
MS-Loyola University, Biology
BS-Loyola University, Biology

Craig E. Baughan
Assistant Network Administrator

Janet R. Beach-Davis
Science Lab Supervisor
BA-University of Illinois at Springfield,
Liberal Studies
AA-Heartland Community College

Phyllis E. Bernstein
Accounts Payable Clerk

Dana O. Berry
Owner’s Representative and Electrician

Peter M. Betz
Professor I of Math and Physical Science
MS-University of Wisconsin, Mathematics
BS-Marquette University, Mathematics

Jill M. Blair
Associate Dean of Adult Education
MA-University of Illinois at Chicago, Linguistics
BA-Illinois State University, English

Staci L. Blakney
Financial Aid Assistant
BS-Illinois State University, Agriculture

Leslie (Kathy) Bohbrink
Program Assistant for Financial Aid
BS-Illinois State University, Management
AA-Heartland Community College

Michael T. Bokus
Director of Technical Support Services
MBA-Illinois State University,
Business Administration
BS-Illinois State University,
Business Administration
AA-Illinois Valley Community College

Marjorie A. Bone
Secretary - Adult Education

Barbara J. Borg
Associate Professor of Nursing
MS-Saint Louis University, Nursing
BS-Saint Louis University, Nursing

Tina M. Bott
Director of Admissions and Records
BA-Illinois Wesleyan University, Computer Science

Patricia A. Bozarth
Accounting Assistant

Celeste M. Bradley
Coordinator of Personal Development Services
MA-Illinois State University, Counseling Psychology
BS-University of Illinois at Urbana-Champaign,
Psychology
Sue L. Brakeville  
Instructor of Nursing  
PhD-Illinois State University, Educational Administration  
MSN-University of Florida, Nursing  
BSN-Bradley University, Nursing

Charles A. Brawner III  
Professor I of Criminal Justice & Political Science  
PhD-Illinois State University, Educational Administration  
MS-Saginaw Valley State University, Criminal Justice/Political Science  
BS-Ferris State University, Criminal Justice

Sarah E. Brennan  
Secretary – Human Resources  
BA-Kalamazoo College, Classical Studies

James H. Brownfield  
IT Technician

Candace L. Brownlee  
Director of Student Recruitment  
BS-University of Evansville, External Studies

Carrie L. Bruce  
Coordinator of HCC Foundation  
MS-Curtin University of Technology, Community Development  
BS-University of Missouri at Columbia, Human Development and Family Studies

Kathleen J. Bunting  
Division Secretary - Development  
BS-Southern Illinois University at Carbondale, Home Economics

Todd K. Burns  
Associate Director of Financial Aid  
MS-Illinois State University, Educational Administration  
BS-Western Illinois University, Psychology

Eloise L. Burton  
Accounting Assistant

Glen P. Bush  
Distinguished Professor of English  
PhD-Saint Louis University, English  
MA-Southeastern Louisiana University, English  
BS-University of Missouri at St. Louis, English/Education

Jennifer E. Caldwell  
Secretary – Corporate Education

Jane M. Camp  
Assistant Professor of Art Drawing and Painting  
MFA-Illinois State University, Art  
MS-Illinois State University, Art  
BFA-Illinois Wesleyan University, Art

Ruifang Cao  
Professor I of Applied Computer Science  
PhD-Illinois State University, Educational Administration

Carissa M. Carlson  
Child Development Specialist  
MS-Illinois State University, Family and Consumer Sciences  
BS-Illinois State University, Home Economics

Edward V. Carroll  
Professor II of History  
MA-University of Illinois at Urbana-Champaign, History  
BA-University of Illinois at Urbana-Champaign, History

Angela D. Castleman  
Payroll Assistant

Debra L. Centofonti  
Degree Audit and Evaluations Assistant

Amita Chakravarty  
Coordinator of Career/Technical Student Support Services  
MSEd-Illinois State University, Educational Administration  
BS-Illinois State University, Social Work

Jane S. Chapman  
Associate Professor of Biology  
PhD-Marquette University, Biology  
MS-Illinois State University, Biology  
BS-Eastern Illinois University, Zoology

Jennifer K. Cherry  
Professor I of English  
MA-Tennessee Technological University, English  
BA-Purdue University, Criminology

Debra A. Chiaventone  
Division Secretary – Humanities and Fine Arts

Michele K. Clark  
Division Secretary - Student Services  
BS-Lincoln College, Business Management  
AA-Lincoln College

Thomas E. Clemens  
Associate Professor of English  
PhD-Purdue University, English  
MA-University of North Dakota, English  
BA-Jamestown College, English

Kelly A. Cochran  
Flight Director  
BS-University of Illinois at Springfield, Education  
BA-Earlmham College, Education

Lydia A.R. Cochran  
Coordinator of Software Support Services  
MS-Illinois State University, Psychology  
BS-Illinois State University, Psychology

Kathleen I. Collins  
Dean of Student Affairs and Enrollment Services  
PhD-University of Illinois at Chicago, Public Policy Analysis - Education  
MEd-Tuskegee University, Guidance and Counseling  
BS-Tuskegee University, Secondary Education

Valerie M. Conrady  
Coordinator of Adult Education, Lincoln  
BS-Western Illinois University, Elementary Education

Thomas L. Corcoran  
Media Technologist  
BS-Illinois State University, Psychology

Lori S. Cordis  
Assistant Professor of Computer Technology  
BS-Bradley University, Computer Information Systems

Angela M. Coughlin  
Coordinator of Traffic Safety School  
BA-Eastern Illinois University, English

Valerie A. Crawford  
Director of Administrative Services  
BS-Illinois State University, Art
PERSONNEL

Johnna C. Darragh
Professor II of Early Childhood Education
  PhD-University of Illinois at Urbana-Champaign, Human and Community Development
  MS-Northern Illinois University, Child and Family Studies
  BS-Illinois State University, Psychology

Julie A. Elzanati
Coordinator of Green Institute
  MS-Illinois State University, Biological Sciences
  BA-University of Illinois at Urbana-Champaign, Anthropology

Rebecca L. Emery
Records Assistant - Adult Education
  BS-Illinois State University, Corrections

Amy E. Endicott
Program Assistant for ICISP
  BA-Illinois Wesleyan, Theatre Arts/Political Science

John M. Ernst
Professor II of Communication & Film Studies
  PhD-University of Massachusetts at Amherst, Communication
  MA-Northern Illinois University, English and Film
  BA-Northern Illinois University, English

Nancy D. Evans
Distinguished Professor of Business
  PhD-Illinois State University, Educational Administration
  MS-Illinois State University, Education
  BA-Illinois State University, French

John S. Fellows
Maintenance Technician I

Matthew R. Felumlee
Professor I of English
  MS-Illinois State University, English
  BA-Illinois State University, English
  AA-McHenry County College

Mark E. Finley
Distinguished Professor of Earth Science
  MS-Iowa State University, Geology
  BS-Illinois State University, Geology

Richard A. Foley
Assistant Professor of Industrial Technology

Paul J. Folger
Instructor of Political Science
  MA-University of Illinois at Urbana-Champaign, Political Science
  BA-State University of New York at Plattsburgh, Political Science

Anjanel M. Folkens
Associate Director of Marketing
  Communications
  BS-Illinois State University, Art - Graphic Design

Julie M. Fraser
Assistant Professor of English
  MA-Illinois State University, English
  BA-Illinois State University, English

Faye Y. Freeman-Smith
Director of Student Support Services
  MS-Northern Illinois University, Community Mental Health
  BA-Norfolk State College, Psychology

Linda E. Fritz
Child Development Specialist
  MS-Illinois State University, Special Education
  BS-Illinois State University, Special Education

Bodo Fritzen
Professor II of Foreign Languages
  PhD-University of Nebraska, Modern Languages and Literatures (German)
  MA-University of Nebraska, German and Slavic Languages
  BA-Utah State University, German

Monica S. Fuller
Division Secretary - Nursing
  BA-Illinois State University, English
  AAS-Illinois Central College

Curtis L. Garman
Senior Web Programmer
  BS-Illinois State University, Information Systems
  AAS-Illinois Central College

Deborah B. Gentry
Director of Instructional Development Center and Instructional Assessment
  EdD-Illinois State University, Curriculum Instruction
  MEd-University of Illinois at Urbana-Champaign, Vocation and Technical Education/Home Economics
  MS-Illinois State University at Urbana-Champaign, Human Resources and Family Studies
  BS-University of Illinois at Urbana-Champaign, Home Economics Education

Catherine G. Gilbert
Instructor of English
  MA-University of Chicago, Humanities
  BA-Illinois Wesleyan University, English

Cory W. Dawson
Student Support Services/TRIO Assistant

Robert L. Dennison
Associate Professor of Earth Science
  MS-University of Southern Mississippi, Geography
  BS-Eastern Illinois University, Geography

Paul W. Devenbaugh
Plumber/Pipefitter

Sarah J. Diel-Hunt
Associate Dean of Social and Business Sciences
  PhD-Southern Illinois University at Carbondale, Philosophy
  MA-University of Kansas, Political Science
  BA-University of Kansas, Political Science

William Doug Dowell
Professor I of Sociology and Social Work
  MS-Illinois State University, Sociology
  BA-Millikin University, Sociology

Christopher S. Downing
Director of Resource Development and Community Relations
  MA-Northern Illinois University, Public Administration
  BA-Augustana College, Speech Communication, Political Science

Laura L. Duvall
Professor II of Psychology
  MA-California State University, Psychology
  BA-University of California at Santa Barbara, Psychology and Sociology

Kathie D. Eichelberger
Division Secretary - Technology

Lindsay R. Eickhorst
Academic Advisor II
  MED-Texas A&M University, Educational Administration
  BS-Millikin University, Elementary Education

Mark J. Enderlin
Assistant Professor of Industrial Technology

Amy E. Endicott
Program Assistant for ICISP
  BA-Illinois Wesleyan, Theatre Arts/Political Science

John M. Ernst
Professor II of Communication & Film Studies
  PhD-University of Massachusetts at Amherst, Communication
  MA-Northern Illinois University, English and Film
  BA-Northern Illinois University, English

Nancy D. Evans
Distinguished Professor of Business
  PhD-Illinois State University, Educational Administration
  MS-Illinois State University, Education
  BA-Illinois State University, French

John S. Fellows
Maintenance Technician I

Matthew R. Felumlee
Professor I of English
  MS-Illinois State University, English
  BA-Illinois State University, English
  AA-McHenry County College

Mark E. Finley
Distinguished Professor of Earth Science
  MS-Iowa State University, Geology
  BS-Illinois State University, Geology

Richard A. Foley
Assistant Professor of Industrial Technology

Paul J. Folger
Instructor of Political Science
  MA-University of Illinois at Urbana-Champaign, Political Science
  BA-State University of New York at Plattsburgh, Political Science

Anjanel M. Folkens
Associate Director of Marketing
  Communications
  BS-Illinois State University, Art - Graphic Design

Julie M. Fraser
Assistant Professor of English
  MA-Illinois State University, English
  BA-Illinois State University, English

Faye Y. Freeman-Smith
Director of Student Support Services
  MS-Northern Illinois University, Community Mental Health
  BA-Norfolk State College, Psychology

Linda E. Fritz
Child Development Specialist
  MS-Illinois State University, Special Education
  BS-Illinois State University, Special Education

Bodo Fritzen
Professor II of Foreign Languages
  PhD-University of Nebraska, Modern Languages and Literatures (German)
  MA-University of Nebraska, German and Slavic Languages
  BA-Utah State University, German

Monica S. Fuller
Division Secretary - Nursing
  BA-Illinois State University, English
  AAS-Illinois Central College

Curtis L. Garman
Senior Web Programmer
  BS-Illinois State University, Information Systems
  AAS-Illinois Central College

Deborah B. Gentry
Director of Instructional Development Center and Instructional Assessment
  EdD-Illinois State University, Curriculum Instruction
  MEd-University of Illinois at Urbana-Champaign, Vocation and Technical Education/Home Economics
  MS-Illinois State University at Urbana-Champaign, Human Resources and Family Studies
  BS-University of Illinois at Urbana-Champaign, Home Economics Education

Catherine G. Gilbert
Instructor of English
  MA-University of Chicago, Humanities
  BA-Illinois Wesleyan University, English
Darci Gillan  
Division Secretary - Health and Human Services  
AS-Illinois Central College

Sue A. Gilpin  
Controller  
BS-University of Illinois at Urbana-Champaign, Accountancy  
Certified Public Accountant  
Certified Internal Auditor

Linda E. Graves  
Instructor of Nursing  
MSN-University of Illinois at Chicago, Nursing  
BS-Webster University, Nursing

Heather N. Gray  
Development Assistant  
BS-Illinois State University, Speech Communication

Cynthia G. Greenburg  
Program Assistant for Community and Corporate Education  
BS-Illinois State University, Economics

Andrew Gutu  
Cashier  
AA-Heartland Community College

Daniel S. Hagberg  
Associate Dean of Math and Science  
MS-University of Illinois at Urbana-Champaign, Ceramic Engineering  
BS-University of Illinois at Urbana-Champaign, Ceramic Engineering

Joyce E. Hall  
Program Assistant for Child Development Lab  
AAS-Parkland College

June A. Hargitt  
Division Secretary - Math and Science  
AA-Parkland College

Ramona A. Hartweg  
Data Entry Assistant  
MA-University of Chicago, History of Christianity  
BA-Illinois Wesleyan University, History of Christianity

Peggy L. Haseley  
Secretary – Lincoln Center

Elizabeth A. Hayes  
Child Development Specialist  
AAS-Heartland Community College, Early Childhood Care and Education

James M. Henkel  
Maintenance Technician II

Kerry L. Henneberg  
HVC Technician  
BS-Franklin University, Applied Management Process  
AAS-Heartland Community College, Maintenance Technology

Cynthia S. Herr  
Business Office Assistant

Marsha S. Heustis  
Executive Secretary  
BS-Southern Illinois University, Children and Family Studies  
AA-Kaskaskia College

Jeannie M. Hill  
Coordinator of Degree Audit and Evaluations  
AAS-Heartland Community College

Janet S. Hill-Getz  
Director of Marketing and Public Information  
MA-University of Illinois at Springfield, Public Affairs Reporting  
BA-Wheaton College, English Literature/Journalism

Rachel Hills  
Assistant Professor of English Alternative Learning  
MA-Eastern Illinois University, English  
BA-Eastern Illinois University, English

Sandra M. Hoffmann  
Coordinator of Essentials Programs  
BS-Illinois State University, Criminal Justice Sciences

Elizabeth A. Hoisington  
Associate Professor of Sociology  
MA-University of Illinois at Urbana-Champaign, Sociology  
BA-Hope College, Psychology and Sociology

Brandy C. Hope  
Program Assistant for Challenger Learning Center  
AA-Heartland Community College

James E. Hubbard  
Division Director of Facilities  
MBA-Golden Gate University, Management  
BS-University of Wisconsin at Madison, Civil and Environmental Engineering

Randall D. Jacobs  
Instructor of Industrial Technology  
MS-Illinois State University, Industrial Technology  
BS-Illinois State University, Industrial Education

Joni F. Jecklin  
Instructor of Psychology  
MS-Illinois State University, Clinical Psychology  
BS-Illinois State University, Psychology

Cynthia L. Johnson  
Associate Professor of Mathematics  
MS-University of Illinois at Urbana-Champaign, Mathematics  
BS-Wheaton College, Mathematics

Gayle M. Johnson  
Academic Advisor II  
MA-Northern Arizona University, Psychology - Counseling  
BS-Northern Arizona University, Psychology and Philosophy

Gloria J. Johnson  
Receptionist – Student Services  
BS-Illinois State University, Elementary Education  
AS-Highland Community College

Amanda L. Jones  
Facilities Clerk

Thuong T. Jongky  
Professor I of Biology and Chemistry  
MA-University of Illinois at Springfield, Biology  
BA-Illinois Wesleyan University, Biology

Jennie M. Kearney  
Division Secretary - Academic Support  
BA-Loyola University, English

Kimberly K. Kelley  
Program Assistant for Testing and Tutoring  
BS-Illinois State University, Recreation and Park Administration
Ty R. Kessinger
Fixed Asset/Receiving Clerk

Susan E. Killian
Program Assistant for Financial Aid

Manjushri Kishore
Instructor of Biology
  MS Ed-University of Houston, Curriculum and Instruction
  MS-University of Lucknow, Botony
  BS-University of Lucknow, Zoology and Botony

Ryan M. Knox
Program Manager for Community Education
  BS-Illinois State University, Psychology

Daniel E. Knutson
Programmer

Susan M. Koos
Professor II of Nursing
  MS-Rush University, Medical-Surgical Nursing
  BSN-Lewis University, Nursing

Jane D. Koscielak
Program Assistant for Disability Support Services
  BS-University of Illinois at Urbana-Champaign, Special Education

Stephanie A. Kratz
Associate Professor of English
  MA-Illinois State University, Writing
  BA-Saint Norbert College, English and Communication

Bethany L. Kriegsman
Associate Dean of Humanities and Fine Arts
  MFA-Washington University, Fine Arts, Printmaking and Drawing
  BFA-Kansas City Art Institute, Fine Arts, Printmaking and Drawing

M. Louise Krippenstapel
Program Assistant/Lab Supervisor for Alternative Learning
  MLS-Southern Connecticut State University, Library Science
  MA-Michigan State University, Political Science
  BA-University of Connecticut, Political Science

Namrata R. Kulkarni
Web Programmer
  MS-Illinois State University, Information Systems
  BS-University of Pune, Engineering

Vance M. Laine
Academic Advisor II
  MA-University of Missouri, Higher and Adult Education
  BS-University of Wisconsin at Madison, Accounting and Finance

Rebecca D. LaMont
Instructor of Nursing
  MSN-Illinois State University, Family Nurse Practitioner
  BSN-Mennonite College of Nursing, Nursing

Kathy S. Lane
Division Secretary - Facilities
  AAS-Lincoln College
  AA-Lincoln College

Jacqueline Langhoff
Web Site Manager
  BS-Illinois State University, Psychology

Barbara E. Leathers
Director of Human Resources
  BA-University of Iowa, Political Science

Gavin Lee
Coordinator of International Programs
  BA-University of Bradford, Interdisciplinary Human Studies

Lisa M. Legner
Child Development Specialist
  BSEd-Illinois State University, Early Childhood Education

Nancy J. Logsdon
Associate Professor of Mathematics
  MS-Illinois State University, Mathematics
  BS-Illinois State University, Education

Timothy C. Lord
Professor I of Philosophy
  PhD-Purdue University, Philosophy
  MA-Purdue University, Philosophy
  MA-Iowa State University, English Literature
  BA-Cedarville College, English

Joy L. Lucht
Professor I of Computer Technology
  BA-University of Illinois at Springfield, Management
  AAS-Danville Area Community College

Sharon A. Mackinson
Secretary - Pontiac Center
  AAS-Heartland Community College

Laura B. Mai
Executive Assistant
  BA-University of Wyoming, Psychology

Janice M. Malak
Assistant Professor of Sociology
  MS-Illinois State University, Sociology
  BS-University of Wisconsin at Stevens Point, Sociology

Shelley A. Marquis
Associate Director of Payroll Services
  BS-Illinois State University, Sociology

David J. Marshall
Assistant Professor of English
  MA-Illinois State University, English
  BA-University of Illinois at Urbana-Champaign, English

Nanette J. Marx
Assistant Professor of Nursing
  MSN-Northern Illinois University, Community Health
  BS-Bradley University, Nursing
  BS-College of St. Francis, Health Arts

Kathy D. Mathewson
Coordinator of Benefits and Employment
  BS-Illinois State University, Elementary Education

Jeremy L. McClure
Instructor of Mathematics
  MS-Illinois State University, Mathematics
  BA-Illinois Wesleyan University, Mathematics

Thomas O. McCulley
Assistant Professor of English
  MS-Illinois State University, English
  BS-Illinois State University, English
  AA-Rock Valley College
Sharon M. McDonald
Associate Director of Accounting Services
BS-Northern Illinois University, Accountancy
AA-Illinois Valley Community College
Certified Public Accountant

Kathleen A. McGrane
Academic Advisor II
MA-Regis University, Adult Christian Community Development
BA-Central College, International Management and Spanish

Kimberley P. McHale
Assistant Professor of Mathematics
PhD-University of Missouri at Columbia, Applied Mathematics
MS-University of Missouri at Columbia, Applied Mathematics
BA-Southern Illinois University at Carbondale, Mathematics
BA-University of Central Oklahoma, Speech Communication

Larissa N. McIlvain
Development Assistant
BS-Illinois State University, Marketing
AA-Spoon River College, Liberal Arts
AS-Spoon River College, General Science

Helen E. McKay Katz
Vice President of Institutional Advancement
PhD-Illinois State University, Educational Administration and Foundations
MA-Illinois State University, History
BA-University of Liverpool, Modern History

Milton E. McKeever
Academic Advisor I
MSEd-Illinois State University, Educational Administration
BS-Central Missouri State University, Elementary Education

Barbara R. McLaughlin-Olson
Professor I of Nursing
MS-University of Illinois at Chicago, Medical-Surgical Nursing
BS-Illinois Wesleyan University, Nursing

Rodney D. Merkle
Instructor of Business
PhD-Kansas State University, Curriculum and Instruction
MS-Southern Illinois University at Carbondale, Agribusiness Economics
BS-Arkansas State University, Finance

Nathan D. Metzger
Director of Athletics
BS-Greenville College, Physical Education

Stacey L. Meyer
Coordinator of Student Recruitment
MSEd-Illinois State University, Educational Administration
BS-Millikin University, Human Resources

Sharon L. Migotsky
Associate Professor of Humanities
MA-New Mexico State University, English
BA-New Mexico State University, Philosophy and Psychology

Joyce E. Millburg
Data Entry Assistant – Student Services
BS-Illinois State University, English

Bridget L. Miller
Accounting Assistant
BS-Illinois State University, Finance
BS-Illinois State University, Accounting
AA-Heartland Community College

Christopher A. Miller
Associate Professor of Industrial Technology
MS-Illinois State University, Industrial Technology
BS-Illinois State University, Industrial Technology
AS-College of Lake County

H. Catherine Miller
Associate Dean of Health and Human Services
EdD-University of Illinois, Education Organization and Leadership
MS-Southern Illinois University at Edwardsville, Nursing - Medical/Surgical
BA-University of Illinois at Springfield, Nursing

Karen M. Miller
Kitchen and Laundry Aide

Margaret Emily Miller
Academic Advisor II
MS-Illinois State University, Clinical Psychology
BA-Millikin University, Psychology

Douglas E. Minter
Chief Information Officer
MBA-Illinois State University, Business Administration
BS-Illinois State University, Industrial Technology

M. Terese Minter
Program Assistant for Administrative Services
BS-Illinois State University, Elementary Education

Karen H. Mitchusson
Instructor of Accounting
MA-University of Mississippi, Accountancy
BPA-Mississippi State University, Accounting

Patrick O. Monahan
Instructor of Radiography
BS-Bowling Green State University, Biology

Melissa J. Montgomery
Child Development Specialist
BSEd-Illinois State University, Elementary Education

Anita D. Moore
Director of Disability Support, Testing, and Tutoring
MSEd-Auburn University, Special Education
BS-Auburn University, Vocational Rehabilitation Services

Christopher R. Morgan
Coordinator of Technology Division Services
BS-Illinois College, Computer Science

Theresa L. Morgan
Associate Director of Financial Aid
MBA-Illinois State University, Business Administration
BS-Illinois State University, Accounting

Velma L. Morris
Academic Advisor I
MA-Lincoln Christian College, Counseling Ministry
BS-Illinois State University, Social Work
AA-Lincoln College
R. John Muench  
Associate Professor of Chemistry  
MS-University of Illinois at Urbana-Champaign, Chemistry  
BS-Illinois State University, Chemistry

Amy T. Munson  
Instructor of English  
PhD-Purdue University, English  
MA-Illinois State University, English  
BA-Illinois State University, English

Matthew R. Murray  
Academic Advisor II  
MS-Illinois State University, College Student Personnel Administration  
BA-Illinois Wesleyan University, Business Administration

Brian T. Nafziger  
Systems/Database Administrator  
BS-Franklin University, Information Technology  
AAS-Heartland Community College, Electronics Technology

Deborah A. Nelson  
Program Assistant for Community and Corporate Education Records  
BA-Western Illinois University, Board of Trustees  
AA-Black Hawk College

Jason G. Nelson  
IT Technician  
AAS-Parkland College

Joan S. Newgren  
Director of Assessment and Program Admission  
MLS-Indiana State University, Library Science  
BA-University of Illinois, English Education

Teresa K. Novy  
Instructor of Nursing  
MSN-Illinois State University, Nursing  
BSN-Illinois State University, Nursing  
AS-Heartland Community College  
AAS-Heartland Community College

Kelly M. Odum  
Data Entry Assistant – Student Services

Cecilia P. Olivares  
Director of Advisement  
MSED-Iowa State University, Educational Leadership and Policy Studies  
BA-University of Puget Sound, Foreign Languages/International Affairs

Victor J. Palomino  
Assistant Professor of Spanish  
MA-Illinois State University, Spanish  
BA-Illinois State University, Spanish

Brent J. Peddycoart  
Assistant Network Administrator

Lisa S. Perry  
Assistant Professor – Computer Technology  
BS-Illinois State University, Art

Kathy L. Peterson  
Program Manager for Community Education  
BS-Illinois State University, Applied Computer Science

Zachary S. Petrea  
Instructor of English  
MS-Illinois State University, English

Frederick J. Peterson  
Dean Emeritus  
EdD-Nova Southeastern University, Higher Educational Administration  
MS-Northern Illinois University, School Business Management  
BA-Augustana College, Social Science

Cathy J. Phelps  
Records Manager – Community Education

Betty J. Pilchard  
Professor II of Accounting  
MS-Illinois State University, Accounting  
BS-Illinois State University, Accounting

Kristine L. Powell  
Site Supervisor - Lincoln Center  
BA-University of Illinois at Springfield, Child, Family, and Community Services

Cynthia A. Pulley  
Assistant Professor of Mathematics  
MA-Truman State University, Education  
BS-Truman State University, Mathematics

Lisa N. Putnam Cole  
Professor II of Reading in Academic Support  
MSED-Northern Illinois University, Reading  
BS-MacMurray College, Elementary Education

Minghong (John) Qiao  
Network Administrator  
MA-University of Michigan, Education

Scott W. Rager  
Associate Professor of History  
PhD-University of Illinois, History  
MA-Illinois State University, History  
BA-Illinois Wesleyan University, History

Amanda S. Rambo  
Program Assistant for Assessment and Program Admission  
BS-Eastern Illinois University, Health Studies

Cherie L. Rankin  
Instructor of English  
PhD-Illinois State University, English Studies  
MS-University of Illinois at Urbana-Champaign, Kinesiology  
BS-Valparaiso University, Athletic Training

Marvin L. Rasch  
Director of Student Development  
MSED-Eastern Illinois University, Guidance & Counseling  
BA-Carthage College, Business Administration/Political Science/Public Management

Carol E. Reid  
Information Services Librarian  
MS-University of Illinois at Urbana-Champaign, Library and Information Sciences  
BA-University of Maryland at College Park, Criminology

Joshua D. Reinhart  
Associate Director of Marketing and Public Information  
BA-Eastern Illinois University, English

Elena B. Reuter  
Program Assistant Workforce Services  
BS-Illinois State University, Sociology

Colleen Reynolds  
Associate Director of Alumni Relations and Outreach  
BS-Southern Illinois University at Carbondale, Radio/Television
Robert D. Reynolds Jr.  
Associate Professor of Emergency Medical Services  
BS-Illinois State University, English

Kathleen H. Riepe  
Associate Professor of Academic Support/Reading  
MS-Northern Illinois University, Reading Education  
BA-Western Illinois University, English

Angelica S. Riley-Taylor  
Data Entry Assistant – Community/Corporate Education  
AS-Heartland Community College

Raegan J. Rinchuso  
Marketing and Public Information Specialist  
MBA-Illinois State University, Business Administration  
BJ-University of Missouri at Columbia, Journalism - Advertising

Thadd J. Roesch  
Facilities Operations Assistant

Stacie R. Rose  
Professor II of Biology  
MS-Illinois State University, Biological Sciences  
BS-Illinois State University, Biology  
AAS-Illinois Central College

Dana R. Rosenberg  
Director of Institutional Research and Planning  
PhD-Indiana University, Psychology  
MA-University of Denver, Psychology  
BA-Colorado Woman’s College, Psychology

Michelle N. Ruestman  
Child Development Specialist  
AAS-Heartland Community College, Early Childhood Care and Education

Steven E. Rummel  
Professor I of Mathematics  
PhD-University of Montana, Mathematics  
MS-Central Washington University, Mathematics  
BA-Central Washington University, Mathematics

Shane L. Rutherford  
Coordinator of Facilities Operations

Allan F. Saaf  
Vice President of Instruction  
PhD-University of Chicago, Astronomy and Astrophysics  
MS-University of Chicago, Physics  
BS-University of Chicago, Physics

Douglas C. Salokar  
Associate Professor of Music  
MM-University of Illinois at Urbana-Champaign, Music  
BM-St. Olaf College, Church Music

Sabrina Sarhadian Khosroabady  
Data Entry Assistant – Traffic Safety School  
BS-Islamic Azad University, Mathematics

Cheryl A. Schaffer  
Director of Financial Aid  
MS-Illinois State University, Health and Physical Education  
BS-Western Illinois University, Recreation and Park Administration

Nicholas P. Schmitt  
Associate Professor of Psychology  
MS-Illinois State University, Psychology  
BS-Illinois State University, Psychology/Sociology  
AA-Illinois Valley Community College

Adam J. Scott  
Instructor of English  
MA-University of California at Davis, English  
BFA-New York University, Film/TV

Joellen E. Scott  
Child Development Specialist  
BS-Illinois State University, Early Childhood Education  
AA-Black Hawk College

Lisa L. Sharp  
Instructor of Office Administration/Business Technology  
MBA-Touro University International, International Business  
BS-Troy State University, Business Administration

Karen L. Shaw  
Assistant Professor of Education  
MSEd-Southern Illinois University at Edwardsville, Instructional Technology  
BA-Illinois College, Speech Communications and Theater

Robert J. Shaw  
Associate Dean of Technical Instruction  
PhD-University of Missouri at Rolla, Engineering Management  
MBA-Southern Illinois University at Edwardsville, Business Administration  
BS-University of Missouri at Rolla, Engineering Management

Padriac S. Shinville  
Associate Dean of Academic Support  
MA-Illinois State University, History  
BA-Millikin University, History

Frank F. Short  
Associate Professor of Communication  
MS-Illinois State University, Communication  
BS-Illinois State University, Communication

Gary W. Short  
IT Technician  
BS-Illinois State University, Medical Record Administration  
AS-Richland Community College  
AAS-Robert Morris College

Steven L. Showers  
Mail Services/Materials Management Clerk  
AAS-Heartland Community College

Stacey L. Shrewsbury  
Lead Flight Director  
BS-Illinois State University, History

Douglas P. Simeone  
Assistant Professor of Psychology  
MS-Northern Illinois University, Educational Psychology  
BS-Rockford College, Psychology  
AA-Rock Valley College

Todd R. Simeone  
Professor I of Computer Technology  
MS-Northern Illinois University, Mathematics Education  
BS-Rockford College, Mathematics

Karen M. Sleevar  
Records Assistant - Student Services  
BS-Illinois State University, Psychology
PERSONNEL

Lisa M. Sleevar
Program Assistant for Course and Facilities Scheduling
BA-University of Illinois at Springfield, Criminal Justice
AA-Heartland Community College, Microcomputer Applications

Lora L. Smallman
Information Services Librarian
MS-University of Illinois at Urbana-Champaign, Library and Information Science
BA-University of Illinois at Urbana-Champaign, German Studies

Scot D. Smigel
Contract Manager - Corporate Education
MA-University of South Dakota, Educational Administration
BS-Northern Illinois University, Safety/Industry and Technology
AS-Illinois Valley Community College

Amy J. Smith
Research Analyst
BA-University of Iowa, General Science
AA-Eastern Iowa Community College District

Lynda S. Smith
Program Assistant for Human Resources
BS-Illinois State University, Economics
AA-Midstate College, Accounting

Susan K. Smith
Data Entry Assistant – Pontiac Center
AA-Heartland Community College

Mary Kay Southey
Academic Advisement and Enrollment Assistant
BS-Southern Illinois University, Plant and Soil Science

Jami L. Spencer
Assistant Professor of English
MS-Illinois State University, English
BA-Illinois State University, English

Audrey L. Stickrod
Digital and Graphic Designer
BA-Texas A & M University Commerce, Art Illustration

Rachelle F. Stivers
Director of Library and Information Services
MLS-University of Illinois at Urbana-Champaign, Library Science
MA-Southern Illinois University, History
BS-Illinois State University, History

Sally Stoneking
Data Entry Assistant – Student Services

Amy L. Stringwell
Data Entry Assistant – Student Services
BA-Illinois State University, Anthropology

Randi E. Sutter
Information Services Librarian
MS-University of Illinois at Urbana-Champaign, Library and Information Science
BA-University of Illinois at Urbana-Champaign, Rhetoric

Bret H. Swanson, Jr.
Coordinator of Client Services
AAS-Community College of the Air Force

Jennifer J. Swartout
Associate Professor of English
MA-Southern Illinois University at Carbondale, English
BA-Michigan State University, English

Shelby L. Sweeney
Program Assistant for Community and Corporate Education
BS-Truman State University, Psychology

Pamela A. Sweetwood
Director of Special Programs
MS-Illinois State University, Psychology
BS-Illinois State University, English

Tammy J. Taylor
Professor I of Nursing
MSN-Lewis University, Nursing
BSN-St. Francis Medical College of Nursing, Nursing
AAS-Parkland College, Nursing

Nicolaas (Johnny) S. tenBroek
Professor of Computer Technology
MS-Northern Illinois University, Computer Science
MA-Northern Illinois University, Cognitive Psychology
BA-Missouri Southern State College, Psychology
AA-University of Maryland at Munich

Linda A. Tesdal
Site Supervisor - Pontiac Center
MS-Illinois State University, Reading Education
BS-Western Oregon State College, Elementary Education

Yogesh N. Thasale
Programmer/Technical Analyst
BS-University of Mumbai, Engineering

Bradley S. Thomas
Professor I of Mathematics
DA-Illinois State University, Mathematics
MA-Central Michigan University, Mathematics
BS-Michigan State University, Mathematics
BS-Western Michigan University, Mechanical Engineering

Jennifer S. Thorne
Child Development Specialist
BSEd-Illinois State University, Early Childhood Education
AA-Heartland Community College

Mary Beth Trakinat
Vice President of Continuing Education
MS-Illinois State University, Art
BS-Illinois State University, Art

Kimberly A. Travers
Professor II of Industrial Technology
MS-Illinois State University, Industrial Technology Training
BA-Illinois State University, International Business

Christopher W. Trice
Instructor of Art Photography
MFA-University of Illinois at Chicago, Photography
BFA-University of Alabama at Birmingham, Arts and Humanities

Kerry Urquizo
Coordinator of ESL Programs
MA-Illinois State University, English
BA-Eastern Illinois University, French and English

Phillip L. Vandiver
Associate Professor of Digital Media Communication
MS-Illinois State University, Communication
BS-Illinois State University, English
Margaret R. Varney  
**Child Development Specialist**  
MSEd-Illinois State University, Special Education  
BA-Illinois Wesleyan University, Education

Jennifer A. Vieley  
**Academic Advisor II**  
MSEd-Loyola University, Community Counseling  
BS-Illinois State University, Psychology

Marian J. Volz  
**Child Development Specialist**

Jill L. Voyles  
**Business Analyst**  
MBA-University of Illinois at Springfield, Business Administration  
BA-University of Illinois at Springfield, Communication

John H. Wardell  
**Assistant Professor of Computer Technology**  
MS-Western Illinois University, Industrial Arts  
BS-Western Illinois University, Industrial Arts

Mark V. Wefer  
**Senior Systems Administrator**  
BS-Illinois State University, Geography

Hal R. Wendling  
**Assistant Professor of Economics and Business**  
MBA-Butler University, Business Administration  
MS-Illinois State University, Economics  
BA-Wabash College, Economics

Deborah K. Wentzel  
**Professor I of Mathematics**  
MS-Washington State University, Mathematics  
BS-South Dakota School of Mines and Technology, Physics

Pamela A. Westerdahl  
**Director of Employment and Workforce Services**  
AS-Moraine Valley Community College

Ashley M. Westerhold  
**Data Entry Assistant - Student Services**  
BS-Illinois State University, Criminal Justice

Bryn B. Westerhold  
**Switchboard and Imaging Operator**

Denise M. Whitted  
**Records Manager - Student Services**  
AAS-Parkland College

Robert D. Widmer  
**Vice President of Business Services**  
MA-Western Illinois University, Economics  
BB-Western Illinois University, Economics

Darlene G. Wills  
**Director of Child Development Lab**  
EdD-University of Arkansas at Little Rock, Higher Education  
MSEd-Henderson State University, Early Childhood Special Education  
BS-Illinois State University, Elementary Education

Alaina M. Winters  
**Associate Professor of Communication**  
MS-Illinois State University, Communication  
BS-Clarion University of Pennsylvania, Communication

Connie J. Wissmiller  
**Division Secretary - Social and Business Sciences**

Nikki Y. Wynn  
**Coordinator of Academic and Retention Services**  
MS-Eastern Illinois University, Counseling  
BA-Eastern Illinois University, General Studies

Doris L. Zehr  
**Division Secretary - Continuing Education**  
AAS-Heartland Community College

Karin M. Zimmerman  
**Cashier**  
AS-Erlangen Vocational School, Banking

Karissa L. Zimmerman  
**Child Development Specialist**  
AAS-Heartland Community College, Early Childhood Care and Education
INDEX

A
Academic advisement.................. 15, 180
Academic amnesty...................... 180
Academic calendar.................. 2-3
Academic divisions .................. 27
Academic integrity .................. 181
Academic probation & dismissal ......... 181
Academic progress ............. 202-203
Academic Support Center ......... 182
Acceptance of transfer credit ......... 13
Accounting program, courses .... 61, 110
Accounting Foundations .......... 29, 61
Accreditation ......................... 9
Admission policy ................... 12-13
Admission procedures - nursing program .......... 42, 43
ADN .................................. 30, 42
Adult Education .................. 176
Advanced Placement .................. 13
Advisement ......................... 15
Affirmative Action statement .......... 209
After assessments .................. 14
Agriculture program, courses ........ 29, 52, 111
Alternative learning courses .......... 182
Alumni ................................ 206
Anthropology courses .................. 112
Appeal and reinstate financial aid ........ 200
Appeals by students .......... 187, 200
Applied computer science courses ... 110-111
Art program, courses ............ 29, 48, 112-115
Art education program .......... 29, 49
ASC .................................. 182
Assessment of basic skills ........ 14
Associate Degree in Nursing (ADN) ........ 30, 42
Associate in Applied Science degree .................. 20, 21, 28, 29, 30
Associate in Arts degree .................. 20-22, 28, 29-30
Associate in Engineering Science degree ........ 20, 21, 28, 29, 57
Associate in Science degree ........ 20-22, 28, 29-30
Astronomy courses .................. 115
ATM .................................. 206
Attendance policy .................. 206
Auditing of classes .................. 15

B
Basic skills assessment ............... 14
Biological sciences program ...... 29, 53
Biology courses .................. 115-116
Board of Trustees .................. 1
Bookstore ................................ 206
Books .................................. 206, 211
Bulletin boards .................. 206
Bus pass .................................. 206
Bus service .................................. 206
Business Essentials ............... 29, 62
Business program, courses ........ 29, 60-66, 116-117

C
CAD program, courses .......... 29, 78-79, 118
Calendar (academic) ........ 2-3
Campus demonstrations .......... 207
Campus Café .................. 206
Campus facilities .................. 9-10
Campus security .................. 182
Career advising .................. 182
CAREER agreements ............... 27
Career plan .................. 193
Cashier .................................. 196
Certificate programs description .... 21, 28
Certificate requirements .................. 21
Certified Nursing Assistant ........ 44
Change of address .................. 15
Chargeback policy ................. 27, 197
Cheating .................. 181
Chemistry program, courses ........ 29, 54, 118-119
Child care ....................... 207
Chinese courses .................. 119
Chronic communicable disease policy .... 207
Class cancellations .................. 182, 207
Class schedule changes .............. 182
Clinical laboratory science program .... 29, 55
Clubs .................................. 191
CNA .................................. 30, 44
Code of conduct .................. 183
Collection policy .................. 197
College publications .............. 208
College success courses ............ 139
College Zone ....................... 202
Commencement .................. 183
Communication courses ........ 20, 21, 22, 23, 122-123
INDEX

Communication graphics program ........................................ 29, 85-87
Community Education ......................................................... 177
Community Scholars Program ............................................. 203
Computer Aided Design (CAD) program, courses ...................... 29, 78-79, 118
Computer animation course .................................................. 129
Computer labs ................................................................. 188
Computer maintenance technician program ................................ 29, 90
Computer networking technology program, courses ................. 29, 80-84, 155-158
Computer science courses ............................................... 124-127
Computer support specialist .............................................. 92
Computer programming program, courses ................................ 29, 92
Conduct policy ...................................................................... 183
Construction courses ......................................................... 121
Cooperative agreements ..................................................... 27
Core requirements ............................................................. 20, 21
Corporate Education .......................................................... 178
Counseling .......................................................................... 189
Course descriptions ........................................................... 107-174
Course icons ........................................................................ 14, 22
Course load, maximum ...................................................... 15
Course placement ............................................................... 14
Course selection guide ....................................................... 108-109
Credit courses ..................................................................... 15
Credit/no credit option ....................................................... 15
Credit card payment ........................................................... 197
Credit unit ........................................................................... 15
Criminal justice programs, courses ......................................... 29, 32, 33, 123-124
Customized training programs ............................................... 178

D
Dean’s list ........................................................................... 183
Dean’s Scholarship ............................................................. 203
Demonstrations ................................................................... 207
Digital media communication program, courses ....................... 29, 85-87, 128-129
Directions to HCC campus .................................................. 9
Disabilities services ............................................................. 183
Disciplinary procedures ..................................................... 184
Dismissal, academic ........................................................... 181
District 540 ........................................................................... 10, 16
Drafting skills ...................................................................... 29, 79
Drug free workplace policy .................................................. 208-209
Dual Enrollment/Credit ....................................................... 184

E
Early childhood care and education programs, courses ............. 29, 34-37, 119-121
Earth science courses ......................................................... 130
Economics courses ............................................................. 130
Education program, courses .............................................. 29, 67-68, 131-132
Electives .............................................................................. 22, 25
Electrical maintenance technology program ......................... 29, 98
Electrician apprentice program, courses ............................... 29, 88, 132-133
Electronic systems technology ........................................... 29, 89, 97
Electronics technology program, courses ............................... 29, 90, 133
Elementary education courses ............................................ 131-132
Emergency medical services program, courses .................... 29, 39, 134
Emergency procedures ....................................................... 209
Employment services ......................................................... 184
Engineering science program, courses .................................. 29, 57, 138
English as a Second Language (ESL) courses ......................... 171
English program, courses .................................................. 29, 50, 135-138
Enrollment procedures ................................................ ...... 12-16
Equal opportunity statement ............................................... 209
Essentials Programs ............................................................ 184
Extension Centers ............................................................... 9

F
Facilities maintenance program ............................................ 29, 99
FAFSA .................................................................................. 200
Falsification of records ......................................................... 181
Federal veteran financial programs ....................................... 201
Fees ..................................................................................... 196
FERPA ............................................................................... 189
Film courses ....................................................................... 138
Final exam policy ............................................................... 184
Financial aid ........................................................................ 200-202
Financial aid cooperative agreement with ISU ......................... 202
First Aid .............................................................................. 209
First-time students ............................................................. 12
Foreign languages, courses ................................................ 119, 138-139, 140, 147, 169-170
Foundation .......................................................................... 209
French courses ................................................................... 138-139
FSEOG ................................................................................. 200

G
GED ...................................................................................... 176
General education outcomes ............................................... 26
General studies courses ..................................................... 139
Geography courses ............................................................ 139
German courses ................................................................. 140
Guidance, academic advising .............................................. 15, 180
Grade appeal for financial assistance .................................... 202
Grade point average (GPA) .................................................. 185
Grading system ................................................................... 185
Graduation application ........................................................ 186
Graduation ceremony ........................................................ 183
Graduation fee ..................................................................... 186, 196
Graduation requirements ..................................................... 20-21, 190
Grants .................................................................................. 200-201

H
Harassment policy ............................................................... 209
HCC scholarships ............................................................... 203-204
Health & Human Services
Division .............................................................................. 27, 31-46
Health emergencies ............................................................ 209
Hearing-impaired students .................................................. 183, 211
Heartland OneCard ............................................................ 198-199
Hebrew courses .................................................................. 140
High school students ........................................................ 184
History and service area of college ...................................... 8-10
History program, courses .................................................. 29, 69, 140-141
Honor society ..................................................................... 191
Honors courses ................................................................... 143
Honor society ..................................................................... 186
Housing .............................................................................. 209
Humanities & Fine Arts Division .......................................... 27, 47-50
Humanities courses ........................................................... 23, 143-144
Hybrid courses .................................................................... 182
INDEX

I
IAI .................................................... 23-25
Icon descriptions .................................... 22
Identification card .................................... 190
Independent study, course ....................... 146
Illinois Articulation Initiative (IAI) ............ 25
Illinois National Guard Scholarship .......... 201
Illinois Veteran Grant ................................ 201
Incompletes .......................................... 186
Independent study .................................... 146
Industrial maintenance program .............. 29, 100
Information technology .......................... 29, 91-93
Informed consent policy ......................... 210
Installment payment plan fee ................... 196
Insurance programs,
courses ........................................... 70-71, 146-147
Interior design courses ......................... 130
International students admission ............ 13
Internships ......................................... 187
ISU:
Financial aid cooperative agreement ....... 202
Mennonite College nursing program transfer information .......... 192
Italian courses ..................................... 147

J
Japanese courses .................................. 147
Job placement services ............................ 193
Job shadowing ...................................... 187

K
Laborer apprentice program,
courses ............................................. 30, 94-95, 145
Late enrollment fee ................................. 196
Latin courses ....................................... 147
Learning disabilities ............................... 183
Learning outcome statements .................. 26
Library ............................................... 187
Life and health insurance programs,
courses ............................................ 29, 70-71, 146-147
Lincoln Center ...................................... 9, 182
Literature courses ................................. 135-137
LOMA program, courses ....................... 70-71, 146-147
Lost/found .......................................... 210

M
Machine operations program .................. 30, 101
Machine tool technology program,
courses ............................................. 30, 101, 152
Maintenance technology programs,
courses ........................................... 30, 96-99, 148
Manufacturing technology program,
courses ............................................ 30, 102-103, 151
MAP ................................................... 201
Maps to campuses ................................ 9
Materials and logistics management
program, courses ................................... 30, 103, 152
Mathematics & Science Division ................ 27, 51-58
Mathematics program,
courses ............................................. 30, 56, 148-151
Maximum course load ............................ 15
Mechanical maintenance program ........... 30, 100
Medical transcription ............................. 30, 41, 143
Microcomputer applications programs,
courses ............................................. 30, 63-65, 124-125
Military credit ........................................ 13
Military science courses ......................... 151
Mission statement .................................. 8
Monetary Award Program ....................... 201
Multimedia communication programs,
courses ............................................. 86-87, 128-129
(see Digital Media Communication)
Music courses ...................................... 152-155

N
Network administrator certificate ............... 80-81
New student orientation ......................... 187
Nondiscrimination policy ....................... 209
Note-taking assistance ........................... 183
Nursing assistant ................................... 30, 44
Nursing programs,
courses ............................................. 30, 42-44, 158-161

O
Office basics programs, courses ............... 30, 65
Office hours ........................................ 210
Office technology program,
courses ............................................. 30, 63, 161
Online courses ..................................... 182
Online job board ................................... 184, 193
Online resources ................................... 187
Open computing lab ................................ 188
Orientation .......................................... 187

P
Paraprofessional education ...................... 29, 67
Parking .............................................. 210
Payment policy ..................................... 197
Pell grants ........................................... 200
Perkins .............................................. 189
Personal development ............................. 189
Personnel directory ............................... 213-224
Phi Theta Kappa .................................... 191
Philosophy courses ............................... 161-162
Philosophy of College ............................ 8
Phone numbers .................................... 240
Photography courses ............................ 113, 114
Physics courses .................................... 162-163
Placement into developmental courses ..... 14
Plagiarism .......................................... 181
Political science program,
courses ............................................. 30, 72, 163
Pontiac Center ...................................... 9
Practical nursing program ...................... 30, 43
Prerequisites of courses ......................... 108
Privacy of student educational records ...... 189
Probation .......................................... 181
Proficiency credit ................................ 15
Project RISE ........................................ 189
Psychology program,
courses ............................................. 30, 73, 163-164
Public display monitors ......................... 210

Q
Quality technology program ................... 30, 104

R
Radiologic technology program,
courses ............................................. 30, 45, 164-167
Reading, developmental courses ............. 167
Refund policy ...................................... 198
Registered nurse exam .......................... 42
Registration procedure .......................... 12
Reinstatement ...................................... 190
Religion courses ................................... 168
Renewable energy program,
courses ............................................. 105, 167
Repeating a course ................................ 189
Residency requirements ......................... 16
Responsibility of advisors ....................... 180
Responsibility of students ....................... 180
Returned check fee ............................... 196
Planning

- Future Planning
- Notes
- Important Phone Numbers
<table>
<thead>
<tr>
<th>FALL SEMESTER 2010</th>
<th>ACTUAL SCHEDULE</th>
</tr>
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<tbody>
<tr>
<td>POSSIBLE CLASSES</td>
<td></td>
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<tr>
<td>TENTATIVE SCHEDULE</td>
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IMPORTANT PHONE NUMBERS

(309) 268-8000  Main Campus, 1500 W. Raab Rd., Normal
(309) 268-8033  Academic Advising CCB-1000
(309) 268-8200  Academic Support Center SCB-1200
(309) 452-9007  Bookstore SCB-1601
(309) 268-8140  Business Office/Cashier
(309) 268-8210  Child Care Center SCB-1000
(309) 268-8029  Disability Support CCB-1000
(309) 268-8100  Executive Office CCB-2000
(309) 268-8020  Financial Aid CCB-1106
(309) 268-8205  Heartland Campus Café SCB-1602
(309) 268-8291  Library SCB-1200
(309) 268-8293  Library Reference
(217) 735-1731  Lincoln Center, 620 Broadway, Lincoln
(815) 842-6777  Pontiac Center, 211 E. Madison, Pontiac
(309) 268-8300  Safety & Security Services - Raab Rd. SCB-1101
(309) 268-8041  Student Activities SCB-2404
(309) 268-8010  Student Services CCB-1012
(309) 268-8030  TDD Line CCB-1000
(309) 268-8231  Tutoring and Testing Center SCB-1300
(309) 268-8034  Workforce Services WDC-2500

Academic Division Offices

(309) 268-8410  Academic Support CCB-2300
(309) 268-8180  Adult Education (GED, ESL) CCB-1600
(309) 268-8160  Community Education WDC-2400
(309) 268-8440  Corporate Education WDC-2400
(309) 268-8740  Health and Human Services ICB-2800
(309) 268-8620  Humanities and Fine Arts ICB-2000
(309) 268-8640  Math and Science ICB-2400
(309) 268-8750  Nursing ICB-2800
(309) 268-8590  Social and Business Sciences ICB-2100
(309) 268-8860  Technology WDC-1200