Welcome to Heartland Community College, and congratulations on selecting an exemplary learning leader as the place to pursue your educational, career and life goals.

All areas of the College work together with one goal in mind—your success—and we are prepared to assist you through every stage of your new and exciting journey. Heartland students have transferred to more than 500 colleges and universities worldwide, and over 90 percent of our career and technical program graduates secure jobs in their fields of study. Whether transferring to a four-year institution, updating current job skills, training for a new career, or pursuing a personal interest, Heartland Community College can guide you on your path to success.

We’re confident you’ll appreciate our collaborative Heartland culture where everyone is focused on preparing you for your role in a competitive, global community. As a Heartland student, you’ll enjoy a supportive learning environment built around exceptional faculty, dedicated staff, and state-of-the-art technology. We’ve also established a variety of resources that further reinforce our commitment to your success including: career/college/life planning, flexible scheduling, financial aid, scholarships, child care, tutoring, and assistance programs for our students with unique needs. Additionally, our services are offered on a 256-acre main campus that has been recognized as a leader in sustainability and environmental design, at extension centers in Pontiac and Lincoln that enhance convenience, and through a variety of online course offerings.

Heartland invites you to explore our many Student Life offerings, which exist to enrich your college experience. You can participate in clubs, organizations and other cultural and educational activities; look into our various study abroad opportunities; and even discover new friends among our many international students and faculty members on campus. It is our pleasure to help you connect with others as you learn, grow, and achieve.

On behalf of the Board of Trustees and Heartland’s faculty, staff, and students: Welcome to Heartland Community College, and welcome to a valuable and exciting 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.

Dr. Allen Goben, President
By selecting Heartland Community College, you’ve embarked on an exciting educational and personal journey. Whether you’re here to earn a degree or program certificate, enhance your job skills, prepare for a new career or explore our non-credit offerings, Heartland Community College is your resource for success.

"On behalf of the Heartland Community College Board of Trustees, welcome to Heartland Community College."

We’re confident that your Heartland experience will be fantastic, and that the knowledge you gain here about yourself and the world around us will carry you far into your future.

Gregg Chadwick
Chair, Heartland Community College Board of Trustees
**Student Academic Calendar**

**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

**1st 4-WEEK SESSION – 2012**

- May 21 (M): Classes begin for 1st 4-week session
- June 15 (F): Classes end (Final exams on the last day of class)
- June 18 (M): Midterm and Final grade rosters due by midnight

**2nd 4-WEEK SESSION – 2012**

- June 18 (M): Classes begin for 2nd 4-week session
- July 4 (W): Independence Day Holiday (College closed)
- July 13 (F): Classes end (Final exams on the last day of class)
- July 16 (M): Midterm and Final grade rosters due by midnight

**Fall Semester 2012**

- August 7 (T): Tuition due for Fall 2012 courses
- August 20 (M): Classes begin for 16-week and 1st 8-week sessions
- September 3 (M): Labor Day (College closed)
- September 10 (M): Classes begin for 12-week session
- October 12 (F): Classes end for 1st 8-week session (Final exams for 1st 8-week session are scheduled on last day of class)
- October 15 (M): Classes begin for 2nd 8-week session
- November 21 (W): Thanksgiving Break begins (No classes, College open)
- November 22-23 (R-F): Thanksgiving Break (College closed)
- December 7 (F): Classes end for 16-week, 12-week and 2nd 8-week sessions
- December 10-14 (M-F): Final exam week for 16-week, 12-week and 2nd 8-week sessions
- December 17 (M): Final grade rosters due by midnight for 16-week, 12-week and 2nd 8-week sessions
**Spring Semester 2013**

- January 3 (R)  
  Tuition due of Spring 2013 courses
- January 14 (M)  
  Classes begin for 16-week and 1st 8-week sessions
- January 21 (M)  
  Martin Luther King Day (College closed)
- February 4 (M)  
  Classes begin for 12-week session
- March 8 (F)  
  Classes end for 1st 8-week session
  (Final exams for 1st 8-week session are scheduled on last day of class)
- March 11-16 (M-Sa)  
  Spring Break (No classes, College open)
- March 18 (M)  
  Classes begin for 2nd 8-week session
  Final grade rosters due by midnight for 1st 8-week session
- May 8 (W)  
  Classes end for 16-week, 12-week, and 2nd 8-week sessions
- May 9 (R)  
  Optional review day – clinical course classes meet
- May 10-16 (F-R)  
  Final exam week for 16-week, 12-week, and 2nd 8-week sessions
- May 17 (F)  
  Commencement
- May 20 (M)  
  Final grade rosters due by midnight for 16-week, 12-week, and 2nd 8-week sessions

**Summer Semester 2013**

**REGULAR 8-WEEK SESSION - 2013**

- May 21 (T)  
  Tuition due for Summer 2013 courses
- June 3 (M)  
  Classes begin for 8-week session
- July 4 (R)  
  Independence Day Holiday (College closed)
- July 29 (M)  
  Classes end
- July 30-31 (T-W)  
  Final exams
- August 2 (F)  
  Final grade rosters due by midnight

**1st 4-WEEK SESSION – 2013**

- May 20 (M)  
  Classes begin for 1st 4-week session
- June 14 (F)  
  Classes end
  (Final exams on the last day of class)
- June 17 (M)  
  Midterm and Final grade rosters due by midnight

**2nd 4-WEEK SESSION – 2013**

- June 17 (M)  
  Classes begin for 2nd 4-week session
- July 4 (R)  
  Independence Day Holiday (College closed)
- July 12 (F)  
  Classes end
  (Final exams on the last day of class)
- July 15 (M)  
  Midterm and Final grade rosters due by midnight
Student Academic Calendar

**Fall Semester 2013**

August 6 (T)  Tuition due for Fall 2013 courses
August 19 (M)  Classes begin for 16-week and 1st 8-week sessions
September 2 (M)  Labor Day (College closed)
September 9 (M)  Classes begin for 12-week session
October 11 (F)  Classes end for 1st 8-week session
   (Final exams for 1st 8-week session are scheduled on last day of class)
October 14 (M)  Classes begin for 2nd 8-week session
November 27 (W)  Thanksgiving Break begins (No classes, College open)
November 28-29 (R-F)  Thanksgiving Break (College closed)
December 6 (F)  Classes end for 16-week, 12-week and 2nd 8-week sessions
December 9-13 (M-F)  Final exam week for 16-week, 12-week and 2nd 8-week sessions
December 16 (M)  Final grade rosters due by midnight for 16-week, 12-week and 2nd 8-week sessions

**Spring Semester 2014**

January 3 (F)  Tuition due for Spring 2014 courses
January 13 (M)  Classes begin for 16-week and 1st 8-week sessions
January 20 (M)  Martin Luther King Day (College closed)
February 3 (M)  Classes begin for 12-week session
March 7 (F)  Classes end for 1st 8-week session
   (Final exams for 1st 8-week session are scheduled on last day of class)
March 10-15 (M-Sa)  Spring Break (No classes, College open)
March 17 (M)  Classes begin for 2nd 8-week session
   Final grade rosters due by midnight for 1st 8-week session
May 7 (W)  Classes end for 16-week, 12-week, and 2nd 8-week sessions
May 8 (R)  Optional review day – clinical course classes meet
May 9-15 (F-R)  Final exam week for 16-week, 12-week, and 2nd 8-week sessions
May 16 (F)  Commencement
May 19 (M)  Final grade rosters due by midnight for 16-week, 12-week, and 2nd 8-week sessions

**Summer Semester 2014**

REGULAR 8-WEEK SESSION - 2014

May 20 (T)  Tuition due for Summer 2014
June 2 (M)  Classes begin for 8-week session
July 4 (F)  Independence Day Holiday (College closed)
July 29 (T)  Classes end
July 30-31 (W-R)  Final exams
August 4 (M)  Final grade rosters due by midnight

1st 4-WEEK SESSION – 2014

May 19 (M)  Classes begin for 1st 4-week session
June 13 (F)  Classes end
   (Final exams on the last day of class)
June 16 (M)  Midterm and Final grade rosters due by midnight

2nd 4-WEEK SESSION – 2014

June 16 (M)  Classes begin for 2nd 4-week session
July 4 (F)  Independence Day Holiday (College closed)
July 11 (F)  Classes end
   (Final exams on the last day of class)
July 14 (M)  Midterm and Final grade rosters due by midnight
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The College

HCC History and Facts

Heartland Community College was founded in 1990 and began offering classes in fall of 1991. It is a public, two-year open-admissions college focused on student success. 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 a variety of certificates.

Centrally located in Normal, Illinois with convenient access to I-74, I-55 and I-39, Heartland is proud to offer high-quality instruction by dedicated and knowledgeable instructors. Heartland’s main campus is home to more than 40 programs for career training and transfer preparations. Among the ten buildings that make up the main campus is the first state-funded LEED-Certified (Leadership in Energy and Environmental Design) building in Illinois -- the Workforce Development Center. A founding member of the Illinois Green Economy Network, Heartland also provides training and education that responds to the workforce needs of the regional green economy, helping to address state and national sustainability initiatives.

In addition to its more than 5,600 credit students, Heartland Community College provides a diverse selection of non-credit enrichment, recreation and professional development classes to more than 8,000 community members annually.

The newly formed CornBelters professional baseball team calls the Heartland campus home, sharing the Corn Crib baseball stadium and sports complex with Heartland Hawks’ Athletics on the east end of campus. Progressive child development education and space exploration also are part of the unique offerings at Heartland through the Child Development Lab and the Challenger Learning Center. Additional instructional facilities, a Student Center addition, an expanded Heartland Cafe and student bookstore join the Astoroth Community Education Center and a Fitness and Recreation Center on campus, helping Heartland Community College to support its mission of access to higher education and excellence in teaching by enhancing its focus on student and community success.

Vision Statement

Heartland is an adaptable and collaborative community resource, promoting life-long learning and exceptional community progress.

Mission Statement

Heartland inspires lives through accessible and personalized student support, exemplary innovation, and high expectations for success in teaching and learning.
The Campus

HCC has centers in Pontiac and Lincoln and a main campus in Normal, Illinois. The main campus in north Normal is located on 256 acres at 1500 West Raab Road.

In addition to classrooms, labs, collaborative spaces and offices for College instructors and staff, the campus includes a Café, Library, Bookstore and Wi-Fi access throughout. The campus continues to adapt to meet emerging academic and student needs, as well as provide additional community-focused and student life opportunities.

Campus buildings includes a Community Commons, two Instructional Commons, a Student Commons, a recent Student Commons addition, a Child Development Lab, a Community Education Center, a Fitness and Recreation Center, a Workforce Development Center, Receiving and Storage and a Physical Plant.

Accreditation

Heartland Community College is recognized by the Illinois Community College Board and is accredited by the Higher Learning Commission and a member of the North Central Association, 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504, (800) 621-7440. Heartland has chosen the AQIP (Academic Quality Improvement Program) path to maintain its accreditation and was accepted as an AQIP college in October 2005.

- The College's Nursing Program is accredited by the National League for Nursing Accrediting Commission (NLNAC), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, (404) 975-5000.
- The College's Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JCERT).
- The College's Emergency Medical Services (EMS) and Certified Nursing Assistant (CNA) programs are approved by the Illinois Department of Public Health.
- The College's Child Development Lab (CDL) is an accredited learning lab facility through the National Association of Education of Young Children (NAEYC).
### 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
ENROLLMENT

» Admission Policy
» Application for Admission and Financial Aid
» Assessment
» Academic Advisement
» Registration
» College Now
» New Student Orientation
» Residency Requirements
» Change of Address
**Enrollment**

**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

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.

**Application for Admission and Financial Aid**

**Admission**

All new students must complete an application for admission. New students must also submit a copy of high school transcripts and other college transcripts. Students will be required to show a government-issued photo ID when coming to campus to verify their identity. To learn more about the application process, visit www.heartland.edu/application.

**Financial Aid**

Apply as early as possible. To be evaluated for grants, workstudy and/or student loans, students must complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov. Be sure to list Heartland (030838) as a school choice on the FAFSA. The Financial Aid Office communicates with students via myHeartland email only. For more information about financial aid, please visit www.heartland.edu/financialAid. APPLY EARLY. Financial aid processing takes 4-6 weeks!
Assessment

To increase the likelihood of student success, Heartland Community College requires basic skills testing for new students. Basic skills assessments in writing, mathematics and reading are used to determine appropriate placement into HCC courses. Complete assessment is required prior to meeting with an advisor. For students who have previous college coursework, assessment requirements will be determined after a review of the student’s transcripts. ACT subscores in English, reading and math may be used for placement if the ACT was taken within the last 29 months.

- An ACT English subscore of 21-36 exempts students from the writing placement test. All other students must assess.
- An ACT reading subscore of 21-36 exempts students from the reading placement test. All other students must assess.
- An ACT math subscore of 23-36 will allow students to place into Math 106, 131 or 141. All other students must assess.

Students with special testing needs regarding the basic skills assessment process should contact Disability Support Services prior to taking the assessment.

For more information on assessment, including the assessment schedule, sample questions and answers to frequently asked questions, please visit www.heartland.edu/assessment.

Academic Advisement

The professional assistance and guidance of academic advisors at Heartland are available to help full- and part-time students explore and identify careers and educational programs and goals, create an academic plan of study, and select courses to fulfill their objectives. Academic advisors should be consulted before changing an approved schedule, changing your program of study/major, withdrawing from Heartland and/or transferring to another institution. If you are experiencing academic difficulty, please consult an academic advisor.

All new students are required to meet with an academic advisor to create an academic plan of study and to build an schedule prior to registering for classes. All students are encouraged to meet with an academic advisor at least once each semester.

An appointment to meet with an academic advisor should be scheduled well in advance of each enrollment period. Students may meet with academic advisors at the main campus and at the Lincoln and Pontiac Centers. For more information about academic advisement, visit www.heartland.edu/advisement.

Office hours for academic advisement:
Monday through Thursday 8AM to 7PM and Fridays 8AM to 4:30PM. Summer and holiday hours may vary and are available online.

Registration

After meeting with an academic advisor and building a schedule, students will be able to register for classes through the IRIS link in myHeartland. Registration specialists are available to assist with creating a myHeartland account and registering for classes. Step-by-step written instructions are also available in CCB Suite 1000.

By registering in courses, students are responsible for payment of tuition and fees (see page 202 for tuition information). To avoid financial obligation to the College, students not planning to attend must notify the College in writing or online (using IRIS in myHeartland), postmarked or data stamped, by the published refund dates for each term. Visit www.heartland.edu/refunds for published deadlines. If a student uses IRIS to drop or withdraw from a class, a printout of the transaction should be retained for the student’s records.

myHeartland

myHeartland allows students to have anytime, anywhere access to important information and resources with one login name and password, including:
- IRIS (Internet Registration, Information & Services)
- Blackboard (online course management system)
- myHeartland student email
- Library services
- Network file storage
- College announcements
- Class meeting cancellations
**ENROLLMENT**

**IRIS**
The IRIS (Internet Registration, Information & Services) link in *myHeartland* offers services and information for students to:

- Add and drop classes
- Build an academic plan of study for each semester
- View midterm and final grades
- Apply to graduate
- View current class schedule
- View course history, including the degree progress report (graduation audit) and unofficial transcript
- View transfer credit report
- View and pay tuition and fees
- View and accept/decline financial aid
- Review contact information
- View assigned academic advisor
- Apply for HCC Foundation scholarships

Current students should be using the *myPlanner* tool within the IRIS link in the *myHeartland* website to create your academic plan. Using your plan and consulting with academic advisors allows you to build the best class schedule each semester. Current students can register for classes through the IRIS link in *myHeartland*.

**Former Heartland Students**
Please complete these initial three steps to enroll as a returning student.

1. Submit a new application. Please visit: www.heartland.edu/enroll and click on the “Apply” link located on the left side of the page.
2. Submit a transcript of any coursework completed since you last attended Heartland. Contact the college(s) you’ve previously attended, and request that the official transcript(s) be sent to:
   Heartland Community College
   1500 W. Raab Road
   Normal, IL 61761
   Attn: Student Records Office
3. Meet with an academic advisor to discuss next steps in the re-enrollment process. Please visit: www.heartland.edu/advisement and click on the “Questions” link located on the left side of the page.

**Students Transferring to Heartland from another University**
If you took classes at another college or university and you intend to transfer to Heartland for classes, please complete these initial three steps to enroll as a transfer student.

1. Submit an application. Please visit: www.heartland.edu/enroll and click on the “Apply” link located on the left side of the page.
2. Submit a transcript of any coursework completed before applying to Heartland. Contact the college(s) you’ve previously attended, and request that the official transcript(s) be sent to:
   Heartland Community College
   1500 W. Raab Road
   Normal, IL 61761
   Attn: Student Records Office
3. Meet with an academic advisor to discuss next steps in the enrollment process. Please visit: www.heartland.edu/advisement and click on the “Questions” link located on the left side of the page.

**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. Complete, sign and submit the entire international student application packet, available online at www.heartland.edu/international/internationalAdmission.jsp
2. Financial sponsor must complete and sign the Affidavit of Support. This affidavit must be signed and stamped by a bank official and must verify a current account balance with a minimum balance equal to one year of expenses in US dollars.
3. Submit authorized English translations and official certified copies of secondary (high school) and post-secondary (college or university) transcripts. The documents must indicate completion of the equivalent of secondary school.
4. For consideration into degree programs: Submit TOEFL test scores (with a minimum score of 550 on paper-based, 213 on computer-based, 79 on internet-based exams), or IELTS score of 6.5 or higher, or documentation of successful completion of Heartland Community College’s Academic English Language Program (AELP). Documentation of successful completion of another English language program in the United States may be considered on an individual basis. To have TOEFL scores reported directly to Heartland Community College use the code number 1276.

Students may also enroll in Heartland’s Academic English Language Program (AELP) in order to improve their English language proficiency. AELP courses are designed to prepare students for success in post-secondary education in the United States and do not count toward college degrees or certificates. For consideration into the Academic English Language Program: Submit TOEFL test scores (with a minimum score of 423 on paper-based, 113 on computer-based, and 38 on internet-based exams), or IELTS score of 3.5 or higher.

5. Transfer students (F-1) must submit a copy of current I-20 form, transcripts and a letter from the current school showing dates of enrollment and eligibility to transfer.

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 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.

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### College Now

Students who qualify can begin taking courses at Heartland for college credit while they are still in high school. The College Now program encompasses three primary ways that students can earn college credit while still in high school.

- **Dual Credit:** An academically qualified student enrolls in a college level course. Upon successful course completion the student earns college credit and the high school may also offer high school credit. Courses can be offered at the college, high school, area career center, online, or via distance learning. Core and/or Career Courses can be offered but these offerings must be Illinois Articulation Initiative (IAI) approved or first-year courses in AAS degree programs.

- **Dual Enrollment:** An academically qualified student who is still enrolled in high school also enrolls in a college level course at the community college. Upon successful course completion the student exclusively earns college credit. No high school credits are earned. Individual students enroll at a community college for dual enrollment credit.

- **Proficiency options** can be offered through established program such as Advanced Placement or CLEP Testing. Additionally, colleges may develop local tests to allow students the chance at earning proficiency credit. We currently offer local tests for 25 courses.

In order to enroll a qualified high school student must complete the Heartland application and complete the **College Now** form.

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Through **College Now** and **Heartland GPS: Guided Path to Success**, we look to partner with students, K-12 schools, universities, families, businesses and our communities to create the right circumstances where learning and progress will occur. One example is our new Heartland GPS: Guided Path to success workshop series. Topics include:

New Student Orientation

Your first semester on campus will be new and exciting, and we’re ready to help you through this process with the HCC Orientation Program. There are questions you may find yourself asking once you begin your classes, and we would like to help you find the answers before the semester gets underway. The Orientation Program is a fun and entertaining way of finding out what lies ahead for you as a Heartland Community College students. Session topics include who’s who on campus, online services, financial aid and a campus tour. Each of the sessions will include an interactive activity that will further inform you of the programs and services available for our students.

Orientation sessions are scheduled before the start of the semester. New students should check the HCC website for information about the College's Orientation Program and a list of session dates, or contact the Office of Student Engagement (309) 268.8026. All sessions are held on Heartland's Normal campus. To register for the Orientation Program, go to www.heartland.edu/orientation.

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 14.

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 at least 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

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 a hold on the release of transcripts. Change of address forms may be completed in the Enrollment Services office located in CCB, Suite 1000, at the main campus.
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** 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 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 70 for a list of courses which apply to the AAT.

**Associate in Engineering Science (AES)**

**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 62

See page 22 for courses which apply to general education core.

See page 57 for specific A.E.S. requirements.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101, 102</td>
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</tr>
<tr>
<td>COMM 101</td>
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</table>

## Humanities and Fine Arts

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>CHIN 202</td>
<td></td>
</tr>
<tr>
<td>ENGL 111, 112, 113, 114, 231, 232, 241, 242, 254, 255, 270 or 271 or 272</td>
<td></td>
</tr>
<tr>
<td>FREN 202</td>
<td></td>
</tr>
<tr>
<td>HUMA 101*, 201*, 202*, 203* or 213*</td>
<td></td>
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<tr>
<td>ITAL 202</td>
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<tr>
<td>JAPN 202</td>
<td></td>
</tr>
<tr>
<td>PHIL 101, 105, 111, 114, 201, 202</td>
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</tr>
<tr>
<td>RELI 150, 215, 230, 260</td>
<td></td>
</tr>
<tr>
<td>SPAN 202</td>
<td></td>
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<tr>
<td>ART 150, 195, 211, 212</td>
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<tr>
<td>FILM 101, 211</td>
<td></td>
</tr>
<tr>
<td>HUMA 101*, 201*, 202*, 203* or 213*</td>
<td></td>
</tr>
<tr>
<td>MUSI 150, 160, 260</td>
<td></td>
</tr>
<tr>
<td>THEA 101</td>
<td></td>
</tr>
</tbody>
</table>

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.

## Social and Behavioral Sciences

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 101, ANTH 102</td>
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<tr>
<td>ECON 101, 102</td>
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<tr>
<td>GEOG 101, 110</td>
<td></td>
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<td>HIST 101, 102, 135, 136, 150, 261, 262</td>
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<tr>
<td>POS 101, 124, 145, 151, 220</td>
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<tr>
<td>PSY 101, 207, 209, 210, 215 or 216, 217</td>
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</tr>
<tr>
<td>SOC 101, 102, 135</td>
<td></td>
</tr>
</tbody>
</table>

Students must select courses from at least two disciplines.

## Life and Physical Sciences

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>BIOL 114, 116, 117, 121, 161, 181</td>
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<tr>
<td>ASTR 121</td>
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<tr>
<td>CHEM 120, 161</td>
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<tr>
<td>EASC 111, 121, 122, 151, 161, 162</td>
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<tr>
<td>PHYS 110, 161, 171</td>
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</tbody>
</table>

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.

## Mathematics

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>CSCI 115</td>
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</tr>
<tr>
<td>MATH 111, 131, 136, 141, 142, 151, 161, 162, 163</td>
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</table>

## Emphasis/Concentration

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.

## Electives

<table>
<thead>
<tr>
<th>Hours</th>
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<td>7-11</td>
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</table>

## Mathematics

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>CSCI 115</td>
<td></td>
</tr>
<tr>
<td>MATH 111, 131, 136, 141, 142, 151, 161, 162, 163</td>
<td></td>
</tr>
</tbody>
</table>

## Emphasis/Concentration

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## Electives

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<tr>
<th>Hours</th>
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<tbody>
<tr>
<td>7-11</td>
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</table>

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

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**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 160** Non-Western Music (IAI GECC F1 903N)
- **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)
- **ITAL 202** Italian IV (IAI GECC H1 900)
- **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)
- **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
# Illinois Articulation Initiative (IAI)

## IAI Social and Behavioral Sciences requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>IAI Code</th>
</tr>
</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>
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<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>
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<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 America and Asia</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>
</tr>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology</td>
<td>IAI GECC S6 900</td>
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<td>PSY 207</td>
<td>Introduction to Child Psychology</td>
<td>IAI GECC S6 903</td>
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<td>PSY 209</td>
<td>Human Growth &amp; Development</td>
<td>IAI GECC S6 902</td>
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<tr>
<td>PSY 210</td>
<td>Social Psychology</td>
<td>IAI GECC S8 900</td>
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<tr>
<td>PSY 215</td>
<td>Introduction to Child &amp; Adolescent Psychology</td>
<td>IAI GECC S6 904</td>
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<td>PSY 216</td>
<td>Adolescent Psychology</td>
<td>IAI GECC S6 904</td>
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<td>PSY 217</td>
<td>Adult Development and Aging</td>
<td>IAI GECC S6 905</td>
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<td>Sociology</td>
<td>IAI GECC S7 900</td>
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<td>SOC 102</td>
<td>Social Problems</td>
<td>IAI GECC S7 901</td>
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<tr>
<td>SOC 135</td>
<td>Sociology of Marriage &amp; Family</td>
<td>IAI GECC S7 902</td>
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## IAI Life and Physical Sciences requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>ASTR 121</td>
<td>Introduction to Astronomy</td>
<td>IAI GECC P1 906L</td>
</tr>
<tr>
<td>BIOL 114</td>
<td>Contemporary Biology</td>
<td>IAI GECC L1 900L</td>
</tr>
<tr>
<td>BIOL 116</td>
<td>Genes: Foundation of Life</td>
<td>IAI GECC L1 906</td>
</tr>
<tr>
<td>BIOL 117</td>
<td>Genes: Foundation of Life Lab</td>
<td>IAI GECC L1 906L</td>
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<tr>
<td>BIOL 121</td>
<td>Essentials of Anatomy &amp; Physiology</td>
<td>IAI GECC L1 904L</td>
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<td>BIOL 161</td>
<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>CHEM 120</td>
<td>Fundamentals of Chemistry</td>
<td>IAI GECC P1 902L</td>
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<td>CHEM 161</td>
<td>General Chemistry I</td>
<td>IAI GECC P1 902L</td>
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<td>EASC 111</td>
<td>Environment Earth</td>
<td>IAI GECC P1 905</td>
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<td>EASC 121</td>
<td>Introduction to Earth Science</td>
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<td>Introduction to Earth Sciences Lab</td>
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<td>EASC 151</td>
<td>Introduction to Weather</td>
<td>IAI GECC P1 905L</td>
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<td>EASC 161</td>
<td>Physical Geology</td>
<td>IAI GECC P1 907L</td>
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<td>EASC 162</td>
<td>Historical Geology</td>
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<td>PHYS 110</td>
<td>Physics in Everyday Life</td>
<td>IAI GECC P1 901</td>
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<td>Physics I</td>
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<td>PHYS 171</td>
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## IAI Mathematics requirements:

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<td>Discrete Structures</td>
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<td>MATH 111</td>
<td>Finite Math for Business &amp; Social Science</td>
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<td>MATH 131</td>
<td>Explorations in Mathematics</td>
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<td>Mathematics for Elementary Teachers II</td>
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<td>MATH 141</td>
<td>Introduction to Statistics</td>
<td>IAI GECC M1 902</td>
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<td>Calculus I</td>
<td>IAI GECC M1 900-1</td>
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<td>Calculus II</td>
<td>IAI GECC M1 900-2</td>
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<td>Calculus III</td>
<td>IAI GECC M1 900-3</td>
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The following list includes HCC courses that will apply toward the Associate in Arts or Associate in Science degrees as emphasis/concentration/electives.

**ACCT** 200, 201

**ACSM** 101 or 102 & 103, 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** 108, 110, 115, 130, 210, 220, 225, 226, 230, 240, 250

**CHEM** 162, 241, 242, 297

**CHIN** 101, 102, 201

**CHLD** 101, 102, 201, 202, 209, 211 (Inactive), 212 (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, 218, 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, 135, 200, 205, 208, 210, 215, 296

**ENGL** 118, 119, 121, 206, 207, 209, 210, 211, 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** 105, 111, 116, 118, 120, 125 (Inactive), 131, 140, 141, 142, 143, 170, 201 (Inactive), 209, 296

**HONR** 101, 201

**HUMA** 100, 221, 242, 276 (Inactive), 290

**INDP** 297

**ITAL** 101, 102, 201, 205

**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, 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, 226, 263, 296

**SPAN** 101, 102, 201, 204, 296

**SSI** 299

**SWK** 170

**TESL** 101, 102, 103, 104, 105

**TESOL** 201

**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)

**CAD 254**

**ENGL 106 (INACTIVE)**

**HLTH 110**

**MFTG 120, 220**

**MTT 101**

**TPHY 105 (INACTIVE)**
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 we know that 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 below. 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.

Communication Learning Outcomes

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<tr>
<th>Code</th>
<th>Statement</th>
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<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>
</tr>
</tbody>
</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.

Diversity Learning Outcomes

| DI 1  | Students are receptive to beliefs and values that differ from their own. |
| DI 2  | Students consider the views of others in light of those persons’ experiences and particular understandings. |
| DI 3  | Students reflect upon the formation of their own perspectives, beliefs, opinions, attitudes, ideals and values. |
| DI 4  | 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. |
| DI 5  | Students consistently and characteristically approach diversity issues in a manner that exemplifies respect for, and appreciation of, difference. |

Problem-solving Learning Outcomes

| PS1  | Students solve problems based on examples and frameworks provided by instructor. |
| PS2  | Students identify the type of problem and use a framework to solve the problem. |
| PS3  | Students identify the type of problem and, from multiple problem-solving methods, choose the best method and solve problem. |
| PS4  | Students analyze the situation, explore different outcomes from multiple frameworks, apply the appropriate solution, analyze the results, and refine the solution. |
| PS5  | Students define, interpret, and solve problems through collaboration with others. |

Critical Thinking Learning Outcomes

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

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.
**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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<tr>
<th>Program</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 and Certificate Programs

» Criminal Justice
» Early Childhood Care & Education
» Emergency Medical Services
» Health
» Health Information Technology
» Nursing
» Radiography
Criminal Justice

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 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 Introduction to Corrections
CRJ 201 Introduction to Criminology
CRJ 206 Criminal Investigations
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 Requirements
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**
- COMM 101 Introduction to Oral Communication ........................................ 3
- ENGL 101 Composition I ........................................................................... 3
- ENGL 102 Composition II ........................................................................... 3
- Humanities Elective .................................................................................... 3
- Life Science Elective ................................................................................... 4
- Math Elective (MATH 131 or MATH 141) ..................................................... 3-4
- Social Science Electives .............................................................................. 6
- Electives ...................................................................................................... 5-6
- **Total 30-32**

**Core Requirements**
- CRJ 101 Introduction to Criminal Justice .................................................. 3
- CRJ 200 Introduction to Corrections ............................................................ 3
- CRJ 201 Introduction to Criminology ............................................................ 3
- CRJ 202 Policing in America ........................................................................ 3
- CRJ 204 Criminal Law .................................................................................. 3
- CRJ 206 Criminal Investigations ................................................................. 3
- CRJ 215 Juvenile Justice System ................................................................. 3
- **Total 21**

**Elective Listing**
(Select 3-4 courses for 9 to 11 hours total)
- CRJ 208 Administration of Justice ............................................................... 3
- CRJ 218 Terrorism, Intelligence & Criminal Justice System ..................... 3
- CRJ 222 Police Community Relations ....................................................... 3
- CRJ 224 Probation/Parole ............................................................................ 3
- CRJ 226 Criminal Justice Careers Seminar .............................................. 2
- CRJ 296 Special Topics in Criminal Justice .............................................. 1-3
- CRJ 299 Internship in Criminal Justice .................................................... 1-3
- **Total 9-11**

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**
- ENGL 101 Composition I ........................................................................... 3
- PSY 101 Introduction to Psychology ........................................................... 3
- or
- SOC 101 Sociology ..................................................................................... 3

**Criminal Justice Requirements**
- CRJ 101 Introduction to Criminal Justice .................................................. 3
- CRJ 200 Introduction to Corrections ............................................................ 3
- CRJ 206 Criminal Investigations ................................................................. 3
- CRJ 215 Juvenile Justice System ................................................................. 3
- CRJ 224 Probation/Parole ............................................................................ 3
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.
### 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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<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tr>
<td>COMM 101</td>
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<td>ENGL 101</td>
<td>Composition I</td>
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<td>PSY 101</td>
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<td>Social Science Electives</td>
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<td>Physical/Life Science Electives</td>
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**Total 24-25**

**Required Core**

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<td>CHLD 102</td>
<td>Growth &amp; Development of the Young Child</td>
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<td>CHLD 103</td>
<td>Environmental Design to Support Children’s Play</td>
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<td>CHLD 105</td>
<td>Curriculum for Early Childhood Programs</td>
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<td>Guidance of the Young Child</td>
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<td>Observation and Assessment of the Young Child</td>
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<td>Child Development Practicum I</td>
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<td>Child Development Practicum II</td>
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<td>CHLD 209</td>
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**Total 33**

**Electives Listing (8-12 credit hours)**

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<td>CHLD 205</td>
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<td>CHLD 208</td>
<td>Early Childhood Administration</td>
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<td>CHLD 210</td>
<td>School Age Programming*</td>
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<td>CHLD 215</td>
<td>Child Advocacy</td>
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<td>CHLD 220</td>
<td>Individual &amp; Family Development</td>
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<tr>
<td>CHLD 221</td>
<td>Foundations of Inclusion</td>
<td>3</td>
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</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
EARLY CHILDHOOD CARE & EDUCATION

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

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<td>HUMA 203</td>
<td>Non-Western Humanities</td>
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<td>PSY 101</td>
<td>Introduction to Psychology</td>
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Total 24-25

Required Core

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<tr>
<td>CHLD 101</td>
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<td>CHLD 102</td>
<td>Growth &amp; Development of the Young Child</td>
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<td>Curriculum for Early Childhood Programs</td>
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<td>Observation and Assessment of the Young Child</td>
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Total 21

Elective Listing

(Select 6 courses for 18 hours total)

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<td>HLTH 120</td>
<td>Nutrition</td>
</tr>
<tr>
<td>MUSI 150</td>
<td>Music Appreciation</td>
</tr>
</tbody>
</table>

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**
- CHLD 102 Growth and Development of the Young Child..............3
- CHLD 202 Health, Safety & Nutrition for the Young Child........3

**Choose 3 of the following:**
- CHLD 101 Introduction to Early Childhood Education ..............3
- CHLD 105 Curriculum for Early Childhood Programs .................3
- CHLD 109 Observation & Assessment of Young Children ..........3
- CHLD 201 Child Development Practicum I ................................3
- CHLD 209 Child, Family & Community......................................3

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**
- ENGL 101 Composition I.............................................................3
- MATH Elective (MATH 131 or 141).................................................3-4
- PSY 101 Introduction to Psychology..........................................3
  **Total 9-10**

**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 & Assessment of Young Children ..........3
- CHLD 201 Child Development Practicum I ................................3
- CHLD 202 Health, Safety & Nutrition for the Young Child ..........3
- CHLD 209 Child, Family & Community......................................3
  **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**
- 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 & Assessment of Young Children ..........3
- CHLD 201 Child Development Practicum I ................................3
- CHLD 202 Health, Safety & Nutrition for the Young Child ..........3
- CHLD 209 Child, Family & Community......................................3
Early Childhood Care & Education

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
CHLD 102 Growth and Development of the Young Child ............3
CHLD 202 Health, Safety & Nutrition for the Young Child ..........3
CHLD 204 Infant-Toddler Care ........................................3

Choose 3 of the following:
CHLD 101 Introduction to Early Childhood Education ............3
CHLD 105 Curriculum for Early Childhood Programs ............3
CHLD 109 Observation & Assessment of Young Children ..........3
CHLD 201 Child Development Practicum I ..........................3
CHLD 209 Child, Family & Community ................................3

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
ENGL 101 Composition I ..................................................3
MATH Elective (MATH 131 or 141) ..................................3-4
PSY 101 Introduction to Psychology .................................3

Total 9-10

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 & Assessment of Young Children ..........3
CHLD 201 Child Development Practicum I ..........................3
CHLD 202 Health, Safety & Nutrition for the Young Child ..........3
CHLD 204 Infant Toddler Care .........................................3
CHLD 209 Child, Family & Community ..............................3

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
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 & Assessment of Young Children ..........3
CHLD 201 Child Development Practicum I ..........................3
CHLD 202 Health, Safety & Nutrition for the Young Child ..........3
CHLD 204 Infant Toddler Care .........................................3
CHLD 206 Child Development Practicum II ..........................3
CHLD 209 Child, Family & Community ..............................3

* 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.


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 pre-hospital 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.

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
Certificate of Completion
EMT 101 EMT.................................................................8

Total 8

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.

Paramedic
Certificate of Completion
EMT 230 Paramedic I.........................................................11
EMT 231 Paramedic II.........................................................11
EMT 232 Paramedic III........................................................11

Total 33

Students interested in the paramedic certificate are required to meet with the Heartland Community College Program Coordinator to Emergency Medical Services prior to registration to complete the “Advanced EMT Certificate Pre-requisite Checklist”.

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):
BIOL 181 Anatomy and Physiology I, with Lab
CHEM 120 Foundations of Chemistry
or
PHYS 110 Physics in Everyday Life
COMM 101 Introduction to Oral Communications
ECON 101 Principles of Microeconomics
ENGL 101 Composition I
ENGL 102 Composition II
MATH 141 Introduction to Statistics
HUMA 203 Non-Western Humanities
or
RELI 215 Major World Religions
PHIL 114 Ethics
PSY 101 Introduction to Psychology
PSY 209 Human Growth & Development

Required Health Core Courses
HLTH 110 Medical Terminology
HLTH 118 Personal Health and Wellness
HLTH 120 Nutrition
And one of the following:
HLTH 111 Diseases of the Human Body
HLTH 116 Health Effects of Recreational Drugs
HLTH 131 Principles of Weight Management
HLTH 202 Professional Issues In Health
HLTH 296 Special Topics in Health

Recommended and Other Electives
BIOL 182 Anatomy and Physiology II, with Lab
CHEM 161 General Chemistry with Lab
ECON 101 Principles of Microeconomics
ECON 102 Principles of Macroeconomics
EDUC 220 Educational Psychology
GENS 101 Library Research Skills
HLTH 100 Career Explorations in Health Care
HLTH 105 Stress Management
HLTH 135 Pharmacology for Healthcare
HLTH 140 Walking for Health
HLTH 141 Walking/Jogging Lab
HLTH 142 Intro to Strength Training
HLTH 143 Strength Training Lab
HLTH 180 Intro to Gerontology
HLTH 209 Advanced Medical Terminology
MATH 131 Explorations in Math
PHYS 161 College Physics, with Lab
PSY 223 Human Sexuality

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
**Health Information Technology**

**Certificate**

**Medical Coding Specialist**  
34 Semester Hours

The medical coding program is a one-year certificate designed to prepare individuals to code medical documents in a variety of healthcare settings (acute, long-term care, and outpatient). Medical Coding is the process of reviewing medical information documented in patient records to translate the documentation into codes that are utilized for billing, statistics, research, and many other purposes. Instruction regarding coding and reimbursement systems as well as thorough understating of code sets, billing and fraudulent coding will be emphasized.

**Program Prerequisite:**

- OTEC 101 (or proficiency) Keyboarding .................................. 1
- OTEC 102 (or proficiency) Document Formatting .................. 1
- ACSM 120 (or proficiency) Microcomputers in Office Management ........................................... 3

**General Education 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
- HIT 211 Classification & Indexing I ................................... 3
- HIT 212 Classification & Indexing II ................................. 3
- HIT 294 Medical Coding Specialist Practicum .................... 4
- 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

**Total 27**

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

**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
- ACSM 120 (or proficiency) Microcomputers in Office Management ........................................... 3

**General Education 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
- HIT 201 Medical Transcription .......................................... 3
- HIT 202 Advanced Medical Transcription ......................... 3
- HIT 293 Medical Transcription Practicum ........................... 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
- OTEC 113 Introductory Records Management .................... 1
- OTEC 114 Intermediate Records Management .................... 1
- OTEC 115 Advanced Records Management ........................ 1
- OTEC 118 Machine Transcription/Proofreading .................. 3

**Total 33**

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

**Career Potential:**

**Medical Coding Specialist**

- hospitals
- clinics
- physician’s offices
- long-term care centers

**Medical Transcriptionist**

- long-term care centers
- restaurants
- insurance
- managed care organizations
- health information management offices
- government agencies
- medical libraries
- research and development
- medical coding
- documentation
- medical transcription
- reimbursement systems
- patient records
- clinical trials
- coding
- billing
- managed care
- insurance
- medical coding
- medical transcription
- reimbursement systems
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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 112</td>
<td>Introduction to Nursing</td>
<td>1</td>
</tr>
<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>
</tr>
<tr>
<td>BIOL 181</td>
<td>Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
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<tbody>
<tr>
<td>NURS 122</td>
<td>Community-Based Nursing</td>
<td>1</td>
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<tr>
<td>NURS 134</td>
<td>Nursing Individuals with Chronic Health Problems</td>
<td>5</td>
</tr>
<tr>
<td>NURS 135</td>
<td>Nursing Childbearing/Rearing Families</td>
<td>5</td>
</tr>
<tr>
<td>BIOL 182</td>
<td>Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>Composition I</td>
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**Third Semester**

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<th>Course</th>
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<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 232</td>
<td>Leadership &amp; Mgmt in Nursing</td>
<td>1</td>
</tr>
<tr>
<td>NURS 240</td>
<td>Mental Health Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NURS 241</td>
<td>Nursing Care of Individuals with Acute Health Problems I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 191</td>
<td>Introductory Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>Composition II</td>
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**Fourth Semester**

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<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>NURS 242</td>
<td>Contemporary Nursing</td>
<td>1</td>
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<tr>
<td>NURS 245</td>
<td>Nursing Care of Individuals with Acute Health Problems II</td>
<td>5</td>
</tr>
<tr>
<td>NURS 246</td>
<td>Nursing Care of Individuals with Complex Health Problems</td>
<td>5</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Sociology</td>
<td>3</td>
</tr>
<tr>
<td>COMM 101</td>
<td>Introduction to Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

**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 website, www.heartland.edu 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
- 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
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.

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### Second Semester

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<tr>
<td><strong>Total</strong></td>
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</table>

### Summer Term

<table>
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<tr>
<th>Course Code</th>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>NURS 136</td>
<td>Practical Nursing</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

### 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 website, www.heartland.edu for specific information about the admission criteria or obtain nursing program admission information from the Student Services Center.

### Re-admission Procedures

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### Transfer of Nursing Credit

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---

**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...........................................................8

Career Potential:

Certified Nursing Assistant

With additional education, graduates may find employment as:
Licensed Practical Nurse
Registered Nurse
HEALTH & HUMAN SERVICES DEGREE/CERTIFICATE PROGRAMS

Radiography

68-69 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 Code</th>
<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>BIOL 181</td>
<td>Anatomy &amp; Physiology I</td>
<td>4</td>
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<tr>
<td>BIOL 182</td>
<td>Anatomy &amp; Physiology II</td>
<td>4</td>
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<tr>
<td>ENGL 101</td>
<td>Composition I</td>
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<tr>
<td>Math Elective</td>
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Total 14-15

Required Core

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAD 111</td>
<td>Fundamentals of Radiologic Sciences I</td>
<td>2</td>
</tr>
<tr>
<td>RAD 112</td>
<td>Radiographic Procedures I</td>
<td>6</td>
</tr>
<tr>
<td>RAD 113</td>
<td>Radiography Clinical I</td>
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</tr>
<tr>
<td>RAD 121</td>
<td>Fundamentals of Radiologic Sciences II</td>
<td>3</td>
</tr>
<tr>
<td>RAD 122</td>
<td>Radiographic Procedures II</td>
<td>3</td>
</tr>
<tr>
<td>RAD 123</td>
<td>Radiography Clinical II</td>
<td>2</td>
</tr>
<tr>
<td>RAD 132</td>
<td>Radiographic Procedures III</td>
<td>6</td>
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<tr>
<td>RAD 133</td>
<td>Radiography Clinical III</td>
<td>3</td>
</tr>
<tr>
<td>RAD 134</td>
<td>Radiographic Imaging I</td>
<td>3</td>
</tr>
<tr>
<td>RAD 211</td>
<td>Fundamentals of Radiologic Sciences III</td>
<td>3</td>
</tr>
<tr>
<td>RAD 213</td>
<td>Radiography Clinical IV</td>
<td>4</td>
</tr>
<tr>
<td>RAD 214</td>
<td>Radiographic Imaging II</td>
<td>3</td>
</tr>
<tr>
<td>RAD 215</td>
<td>Cross Sectional Anatomy</td>
<td>2</td>
</tr>
<tr>
<td>RAD 223</td>
<td>Radiography Clinical V</td>
<td>2</td>
</tr>
<tr>
<td>RAD 233</td>
<td>Radiography Clinical VI</td>
<td>4</td>
</tr>
<tr>
<td>RAD 234</td>
<td>Radiation Biology &amp; Protection</td>
<td>2</td>
</tr>
<tr>
<td>RAD 235</td>
<td>Radiographic Pathology</td>
<td>2</td>
</tr>
<tr>
<td>RAD 236</td>
<td>Radiography Seminar</td>
<td>2</td>
</tr>
</tbody>
</table>

Total 54

Career Potential:

- Equipment Sales Representative
- Radiation Therapy Technologist

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 211</td>
<td>History of Art I</td>
</tr>
<tr>
<td>ART 212</td>
<td>History of Art II</td>
</tr>
<tr>
<td>ART 214</td>
<td>History of Modern Art</td>
</tr>
<tr>
<td>ART 102</td>
<td>Two-Dimensional Design</td>
</tr>
<tr>
<td>ART 103</td>
<td>3-D Design: Introduction to Sculpture</td>
</tr>
<tr>
<td>ART 104</td>
<td>Basic Drawing</td>
</tr>
<tr>
<td>ART 154</td>
<td>Intermediate Drawing</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 204</td>
<td>Life Drawing</td>
</tr>
<tr>
<td>ART 180</td>
<td>Beginning Photography</td>
</tr>
<tr>
<td>ART 231</td>
<td>Graphic Design I</td>
</tr>
<tr>
<td>ART 106</td>
<td>Painting I</td>
</tr>
<tr>
<td>ART 105</td>
<td>Ceramics I</td>
</tr>
<tr>
<td>ART 145</td>
<td>Sculpture I</td>
</tr>
<tr>
<td>ART</td>
<td>Printmaking I</td>
</tr>
<tr>
<td>ART</td>
<td>Jewelry &amp; Metalworking I</td>
</tr>
<tr>
<td>ART</td>
<td>Fibers I</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 102</td>
<td>Two-Dimensional Design</td>
</tr>
<tr>
<td>ART 103</td>
<td>3-D Design: Introduction to Sculpture</td>
</tr>
<tr>
<td>ART 104</td>
<td>Basic Drawing</td>
</tr>
<tr>
<td>ART 154</td>
<td>Intermediate Drawing</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 204</td>
<td>Life Drawing</td>
</tr>
<tr>
<td>ART 106</td>
<td>Painting I</td>
</tr>
<tr>
<td>ART 105</td>
<td>Ceramics I</td>
</tr>
<tr>
<td>ART 145</td>
<td>Sculpture I</td>
</tr>
<tr>
<td>ART</td>
<td>Printmaking I</td>
</tr>
<tr>
<td>ART</td>
<td>Jewelry and Metalworking I</td>
</tr>
<tr>
<td>ART</td>
<td>Fibers</td>
</tr>
<tr>
<td>ART 180</td>
<td>Beginning Photography</td>
</tr>
<tr>
<td>ART 231</td>
<td>Graphic Design I</td>
</tr>
</tbody>
</table>

Optional

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART</td>
<td>Art Education Observation</td>
</tr>
</tbody>
</table>

**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. 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 field of study.

Career Potential:

With additional education and/or work experience, graduates may find employment as:
Advertising Manager
Book Critic or Dealer
College English Professor
Editor in Publishing Industry
Freelance Writer
Fund-raiser
K-12 Teacher or Administrator
Lawyer
Librarian
Literary Critic or Commentator
Media Planner
Reporter
Researcher

*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 and Certificate Programs

» Agriculture
» Biology
» Chemistry
» Mathematics
» Engineering
Agriculture

Associate in Arts Degree or Associate in Science Degree

Transfer Preparation for Agriculture

Students interested in a career in agriculture will find a variety of academic programs available, including but not limited to: agribusiness, animal sciences, crop and soil science, horticulture, and agriculture education at a four-year college or university. Heartland Community College partners with the College of Agricultural, Consumer and Environmental Sciences (ACES) at the University of Illinois on a collaborative initiative called ACES ACCESS. This initiative provides a sequence of introductory agricultural science foundation courses taught by University of Illinois professors, which are offered using distance education technologies to students attending HCC.

Several of these course include laboratory experiences (i.e. Agronomy, Soil Sciences, Horticulture, and Animal Sciences). The labs are scheduled for one or two Saturdays during the semester on the University of Illinois Urbana-Champaign campus.

Students interested in participating in ACES ACCESS courses, must see an academic advisor in Enrollment Services for registration. Advisors can also assist in selecting courses specific to the major of interest.

Agriculture Core Courses:
12-16 Semester Hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGRI 110</td>
<td>Introductory Agricultural Economics (AG901)</td>
</tr>
<tr>
<td>AGRI 120</td>
<td>Introduction to Horticulture (AG905)</td>
</tr>
<tr>
<td>AGRI 150</td>
<td>Principles of Agronomy (AG903)</td>
</tr>
<tr>
<td>AGRI 157</td>
<td>Soil Science (AG904)</td>
</tr>
<tr>
<td>AGRI 170</td>
<td>Introduction to Animal Sciences (AG902)</td>
</tr>
</tbody>
</table>

These courses will be accepted as general electives if not accepted as core or elective courses in the major at a baccalaureate school.

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 academic 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 (P1 900L)
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
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 (M1900-2, MTH 902)
PHYS 162 College Physics II

Chemistry Core Courses
CHEM 161 General Chemistry I (P1 902L, 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 (M1900-3, 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.
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

- **BIOL 191** Introduction to Microbiology
- **CHEM 162** General Chemistry II (CHM 912)

Select 2

- **BIOL 181** Anatomy & Physiology I (L1 904L)
- **BIOL 182** Anatomy & Physiology II
- **BIOL 161** Principles of Biology I (L1 900L, BIO 910)
- **BIOL 162** Principles of Biology II (BIO 910)

Select 2

- **CHEM 241** Organic Chemistry I
- **CHEM 242** Organic Chemistry II
  - Biochemistry

**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
Mathematics

Associate in Arts Degree or Associate in Science Degree

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 (M1900-1, MTH 901)
MATH 162 Calculus II (M1900-2, MTH 902)
MATH 163 Calculus III (M1900-3, 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 (P2 900L)

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.

Career Potential:

With additional education and/or work experience, graduates may find employment as:
Accountant
Actuary
Computer Programmer
Computer Systems Analyst
Economist
Market Research Analyst
Mathematician
Project Manager
Risk Analyst
Sales/Marketing Representative
Statistician
Teacher/Professor
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**

<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>ENGL 102</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Electives</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Humanities Electives</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Required Prerequisite Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 161</td>
<td>General Chemistry I</td>
<td>5 (CHEM 911)</td>
</tr>
<tr>
<td>CSCI 171</td>
<td>Computing for Engineering and Science</td>
<td>3</td>
</tr>
<tr>
<td>MATH 161</td>
<td>Calculus I</td>
<td>4 (MTH 901)</td>
</tr>
<tr>
<td>MATH 162</td>
<td>Calculus II</td>
<td>4 (MTH 902)</td>
</tr>
<tr>
<td>MATH 163</td>
<td>Calculus III</td>
<td>4 (MTH 903)</td>
</tr>
<tr>
<td>MATH 272</td>
<td>Differential Equations</td>
<td>4 (MTH 912)</td>
</tr>
<tr>
<td>PHYS 171</td>
<td>Mechanics</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 172</td>
<td>Electricity &amp; Magnetism</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>32</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Engineering Course Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 162</td>
<td>General Chemistry II</td>
<td>5 (CHM 912)</td>
</tr>
<tr>
<td>ENGR 110</td>
<td>Engineering Graphics</td>
<td>3 (EGR 941)</td>
</tr>
<tr>
<td>PHYS 173</td>
<td>Fluids &amp; Thermal Physics</td>
<td>2 (EGR 913)</td>
</tr>
<tr>
<td>PHYS 174</td>
<td>Quantum Physics</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Specialty Course Requirements**

(complete ONE set listed below)

*Set I

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 241</td>
<td>Organic Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 242</td>
<td>Organic Chemistry II</td>
<td>5</td>
</tr>
</tbody>
</table>

*Set II

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGR 271</td>
<td>Engineering Mechanics: Statics</td>
<td>3 (EGR 942)</td>
</tr>
<tr>
<td>ENGR 272</td>
<td>Engineering Mechanics: Dynamics</td>
<td>3 (EGR 943)</td>
</tr>
</tbody>
</table>

*Set III

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Electrical Circuits</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Digital Circuits</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>6</strong></td>
<td></td>
</tr>
</tbody>
</table>

*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.)

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**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
Preparing for College Math Sequence
(Math 091, 092, 093, 094)

*Math Milestone 1
4 credits

*Math Milestone 2
4 credits

*Math Milestone 3
4 credits

*Math Milestone 4
4 credits

Math 109
College Algebra for Math & Science
4 credits

Math 128
Trigonometry
3 credits

Math 111
Finite Math for Business
4 credits

Math 142
Business Statistics
4 credits

Math 106
College Algebra for Business & Social Science
4 credits

Math 131
Explorations in Mathematics
3 credits

Math 135
Mathematics for Elementary Teachers I
3 credits

Math 141
Introduction to Statistics
4 credits

Math 111
Explorations in Mathematics
4 credits

Math 142
Business Statistics
4 credits

Math 151
Calculus for Business & Social Science
4 credits

Math 136
Mathematics for Elementary Teachers II
3 credits

Math Department Course Policies

All math courses have a two year expiration from completion. After two years a student must retake the math class or retake the placement test.

All 100 and 200 Level Math Courses:
- Every course includes a comprehensive final exam worth at least 20% of the final course grade.
- Final exams are administered during the college’s official final exam period.
- Multiple choice and True/False questions are limited to 10% of any given exam or overall grade (20% limit in MATH 131).
- No dropping of exams; some courses have policies allowing students to replace the lowest exam score with their score on the comprehensive final exam.
- Homework is limited to no more than 20% of overall grade.
- Extra-credit will be minimal and limited to no more than 5% of any exam. Any extra credit problems will be of a substantially more difficult level.
- Student-generated note cards/sheets are not allowed on exams; instructors may provide an appropriate formula sheet.

MATH 109, 128, 161-163, 271, 272:
- Since instruction is based on a TI-89 which can trivialize some of the procedures taught in this course, most exams will be 2-part in nature (calculator and no-calculator).
  In some cases, “no-calculator” may mean “no-graphing calculator”.

*The course numbers (091, 092, 093, and 094) are all used to represent the Preparing for College Math sequence. The time that it takes a student to complete each milestone varies. The course number changes for a student after each semester in which the student completes at least one milestone.
Social & Business Sciences
Degree and 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 Applications in Business</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>
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<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

The Accounting Foundations certificate program assists students in developing the analytical and critical thinking skills necessary to secure and maintain entry level employment in accounting such as accounting clerk, staff accountant, accounting assistant, bookkeeper, payroll clerk, or business office clerk. The program provides students with the fundamentals of financial accounting recording and reporting systems, tax reporting, computer technology, and general business skills through coursework that emphasizes both theory and practical accounting and business applications.

Certificate 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 Applications</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 130</td>
<td>Computerized Accounting Applications</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 140</td>
<td>Small Business Taxes</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 130</td>
<td>Computer Applications in Business</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACSM 120</td>
<td>Microcomputers in Office Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 115</td>
<td>Business Communication</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 299</td>
<td>Internship in Business &amp; ACSM</td>
<td>1-2</td>
</tr>
</tbody>
</table>

**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:**

- **ACSM 101** Introduction to Computers ................................. 3
- or
- **ACSM 102** Introduction to Computer Concepts ..................... 1.5
  and
- **ACSM 103** Introduction to Computer Skills ......................... 1.5
- **BUSN 110** Introduction to Business .................................. 3
- **BUSN 115** Business Communications ................................. 3
- **BUSN 145** Workforce Preparation ................................. 1
- **BUSN 150** Customer Relations .......................... 1
- **OTEC 101** Keyboarding ........................................ 1
- **OTEC 102** Document Formatting ................................... 1
- **Selected Electives** .................................................. 3

*Elective hours should be chosen from the following list:

- **ACSM 135** Spreadsheets - Excel for Windows ...................... 3
- **ACSM 155** Word Processing - Word for Windows ................ 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
61-64 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
COMM 101 Introduction to Oral Communication .......................... 3
ENGL 101 Composition I ......................................................... 3
Math Elective (General Elective) ........................................ 3-4 or
TMAT 103 Technical Math I .................................................... 4
Science Elective ........................................................................... 3
Social Science Elective .............................................................. 3
Total 15-16

Core Requirements
ACCT 120 Small Business Accounting ...................................... 3
ACCT 130 Computerized Accounting Applications ...................... 3
ACSM 101 Introduction to Computers ........................................ 3
or
ACSM 102 Introduction to Computer Concepts .......................... 1.5
and
ACSM 103 Introduction to Computer Skills ................................ 1.5
ACSM 120 Microcomputers in Office Management ...................... 3
ACSM 125 Presentation Graphics - MS PowerPoint ...................... 1
ACSM 135 Spreadsheets - Excel for Windows ............................ 3
ACSM 145 Database Applications - Microsoft Access .................. 3
ACSM 155 Word Processing - Word for Windows ....................... 3
ACSM 167 Document Design & Layout .................................... 3
BUSN 110 Introduction to Business .......................................... 3
BUSN 115 Business Communications .......................................... 3
BUSN 145 Workforce Preparation ............................................. 1
BUSN 150 Customer Relations ................................................... 1
BUSN 299 Internship in Business & ACSM ................................ 1-3
OTEC 101 Keyboarding .......................................................... 1
OTEC 102 Document Formatting .............................................. 1
OTEC 104 Office Simulation .................................................... 1
OTEC 113 Introductory Records Management ......................... 1
OTEC 114 Intermediate Records Management ......................... 1
OTEC 115 Advanced Records Management ............................... 1
Total 40-42

Electives*
ART 104 Basic Drawing* ...................................................... 3
ART 231 Graphic Design II* .................................................... 3
BUSN 130 Computer Applications in Business .......................... 3
BUSN 210 Legal Environment of Business ............................... 3
BUSN 220 Principles of Management ....................................... 3
BUSN 223 Human Resources Management ............................. 3
BUSN 230 Principles of Marketing .......................................... 3
BUSN 250 Small Business Management ................................. 3
HLTH 110 Medical Terminology ............................................. 3
DMED 101 Introduction to Digital Media .................................. 3
DMED 110 Web Page Development ........................................... 3
DMED 120 Computer Imaging and Design ............................... 3
or
Upper Level DMED Course .................................................... 3
NETW 150 Workstation Operating Systems ............................ 3
NETW 151 PC Hardware Maintenance & Repair ....................... 3
OTEC 118 Machine Transcription and Proofreading ................ 3
OTEC 140 Office Procedures ................................................... 3
Total 6

*Additional electives may be available with departmental approval.
**Students wishing to specialize in desktop publishing must choose among these courses as electives.

Career Potential:
Actuarial Technician
Financial Assistant
Statistical Assistant
Administrative Assistant
Certificate

**Business Technology**
31-33 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>ACSM 101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACSM 102</td>
<td>Introduction to Computer Concepts</td>
<td>1.5</td>
</tr>
<tr>
<td>and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACSM 103</td>
<td>Introduction to Computer Skills</td>
<td>1.5</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 155</td>
<td>Word Processing - Word for Windows</td>
<td>3</td>
</tr>
<tr>
<td>ACSM 167</td>
<td>Document Design &amp; Layout</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>BUSN 299</td>
<td>Internship in Business &amp; ACSM</td>
<td>1-3</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>
</tbody>
</table>

**Total 31-33**

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**Career Potential:**

- Financial Clerk
- Office Clerical Staff
- Processing Worker
- Data Entry Information Clerk
The Administrative Office Professional AAS degree program prepares students for mid-level direct and supervisory administration support work. It prepares students to effectively manage and supervise office administration and support workers. For those currently employed in the administrative office, successful completion of the program would allow for advancement and more job security. Students enrolled in the program will learn advanced technical, administrative, interpersonal, supervisory/managerial, organizational, and communication skills.

General Education Requirements
COMM 101 Introduction to Oral Communication ......................... 3
ENGL 101 Composition I .......................................................... 3
ENGL 102 Composition II ......................................................... 3
MATH 131 Explorations in Math ............................................... 3
PSY 101 Introduction to Psychology ......................................... 3
Life or Physical Sciences Elective .............................................. 3-4
Total 18-19

Core Requirements
ACCT 120 Small Business Accounting ....................................... 3
or
ACCT 200 Financial Accounting ............................................. 4
ACSM 101 Introduction to Computers ....................................... 3
or
ACSM 102 Introduction to Computer Concepts ......................... 1.5
and
ACSM 103 Introduction to Computer Skills ............................. 1.5
ACSM 120 Microcomputers in Office Management ................... 3
ACSM 125 Presentation Graphics - MS PowerPoint ...................... 1
ACSM 135 Spreadsheets - Excel for Windows ............................ 3
ACSM 145 Database Applications - MS Access ........................... 3
ACSM 155 Word Processing - Word for Windows ........................ 3
BUSN 110 Introduction to Business .......................................... 3
BUSN 115 Business Communications ....................................... 3
BUSN 145 Workforce Preparation ............................................ 1
BUSN 150 Customer Relations ................................................ 1
BUSN 170 Supervision .......................................................... 3
BUSN 299 Internship in Business & ACSM ............................... 1-3
DMED 110 Webpage Development ........................................... 3
OTEC 101 Keyboarding .......................................................... 1
OTEC 102 Document Formatting ............................................. 1
OTEC 104 Office Simulation .................................................. 1
OTEC 113 Introductory Records Management ............................ 1
OTEC 114 Intermediate Records Management ............................ 1
OTEC 115 Advanced Records Management .............................. 1
OTEC 118 Machine Transcription/Proofreading ......................... 3
OTEC 140 Office Procedures .................................................. 3
Total 46-49

Electives
BUSN Electives ........................................................................ 1-6

Career Potential:
Supervisor of Office & Administrative Support Workers
Office Manager
Financial Clerk
Executive Secretary
Executive Assistant
Administrative Assistant
Proofreader & Copy Marker
Statistical Assistant
Personal Assistant

With additional education and/or work experience, graduates may find employment as:
Legal Office Assistant/Administrator
Medical Office Assistant/Administrator
Bookkeeper/Accounting Clerk
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>Credits</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>or</td>
<td>ACSM 102  Introduction to Computer Concepts</td>
<td>1.5</td>
</tr>
<tr>
<td>and</td>
<td>ACSM 103  Introduction to Computer Skills</td>
<td>1.5</td>
</tr>
<tr>
<td>ACSM 120</td>
<td>Microcomputers in Office Management</td>
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</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>
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</tr>
<tr>
<td>OTEC 101</td>
<td>Keyboarding</td>
<td>1</td>
</tr>
<tr>
<td>OTEC 102</td>
<td>Document Formatting</td>
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</tr>
<tr>
<td>OTEC 104</td>
<td>Office Simulation</td>
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</tr>
<tr>
<td>OTEC 113</td>
<td>Introductory Records Management</td>
<td>1</td>
</tr>
<tr>
<td>OTEC 114</td>
<td>Intermediate Records Management</td>
<td>1</td>
</tr>
<tr>
<td>OTEC 115</td>
<td>Advanced Records Management</td>
<td>1</td>
</tr>
</tbody>
</table>

**Career Potential:**

- Secretary
- Program Assistant
- Data Entry
- Word Processor
- Office Clerk
- Office Assistant
- Receptionist
- Staff Assistant
- Customer Service

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

- Administrative Assistants
- Executive Assistant
- Legal Office Assistant/Administrator
- Medical Office Assistant/Administrator
- Personal Assistant
- Bookkeeper/Accounting Clerk
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 170</td>
<td>Supervision</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 250</td>
<td>Small Business Management</td>
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</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>
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</tr>
<tr>
<td>ACSM 120</td>
<td>Microcomputers in Office Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 130</td>
<td>Computer Applications in Business</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 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

Sport Management
62-67 Semester Hours

The Associate in Applied Science degree in sport management is designed to prepare students for entry-level positions in, for example, sports and fitness marketing and sales, sport retail management, and recreation program planning, administration, and marketing. For those currently employed in the sports management industry, the program affords the opportunity for professional growth and career advancement. The A.A.S. degree includes a significant portion of general education courses to facilitate future four-year degree completion, if desired. 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>
<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>ENGL 102</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>COMM 101</td>
<td>Introduction to Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Math Elective (Choose from MATH 131, 141, 142 or 151)</td>
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<td>3-4</td>
</tr>
<tr>
<td>Humanities Elective</td>
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<tr>
<td>Social Sciences Elective</td>
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<td></td>
</tr>
<tr>
<td>Life or Physical Sciences Elective</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Other General Education Elective</td>
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**Total 28-29**

Core Requirements

<table>
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<tr>
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<tbody>
<tr>
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<td>3</td>
</tr>
<tr>
<td>BUSN 130</td>
<td>Computer Applications in Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 210</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 225</td>
<td>Introduction to Sport Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 226</td>
<td>Introduction to Sport Marketing</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 170</td>
<td>Introduction to Leisure and Recreation</td>
<td>3</td>
</tr>
<tr>
<td>SOC 226</td>
<td>Sociology of Sport</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 299</td>
<td>Internship in Business</td>
<td>1-3</td>
</tr>
</tbody>
</table>

**Total 22-24**

Electives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 200</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 201</td>
<td>Managerial Accounting</td>
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<tr>
<td>BUSN 220</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 223</td>
<td>Human Resource 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>
<tr>
<td>ECON 101</td>
<td>Principles of Microeconomics</td>
<td>3</td>
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<tr>
<td>ECON 102</td>
<td>Principles of Macroeconomics</td>
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<tr>
<td>EDUC 163</td>
<td>Introduction to Coaching Athletics</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 118</td>
<td>Personal Health and Wellness</td>
<td>3</td>
</tr>
</tbody>
</table>

Career Potential:

- Recreation Program Planner
- Sports Events Sales Representative
- Sports Retail Manager
- Sports Event Planner
- Sports Event Marketing Representative

With additional education, graduates may find employment as:
- Parks, Recreation, or Sports Facilities Manager
- Athletic Director
- Director of Sports Marketing
**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>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>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>
</tr>
<tr>
<td>HIST 136</td>
<td>History of the U.S. Since 1865</td>
<td>3</td>
</tr>
<tr>
<td>HUMA 203</td>
<td>Non-Western Humanities</td>
<td>3</td>
</tr>
<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>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<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>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>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>MATH 136</td>
<td>Mathematics for Elementary Teachers II</td>
<td>3</td>
</tr>
<tr>
<td>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
Associate of Arts in Teaching (AAT) Degree

**Secondary Mathematics**

62-64 Semester Hours

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 four-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>
<td>3</td>
</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>
<td>4</td>
</tr>
<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>
<td>3</td>
</tr>
<tr>
<td>ART 150</td>
<td>Understanding Art</td>
<td>3</td>
</tr>
<tr>
<td>POS 101</td>
<td>American Government and Politics</td>
<td>3</td>
</tr>
<tr>
<td>HIST 136</td>
<td>History of the U.S. Since 1865</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
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<tr>
<td>SOC 101</td>
<td>Sociology</td>
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</table>

**Total 41**

**Professional Education Core Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EDUC 101</td>
<td>Introduction to Education</td>
<td>3</td>
</tr>
<tr>
<td>MATH 161</td>
<td>Calculus I</td>
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<tr>
<td>MATH 162</td>
<td>Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>MATH 163</td>
<td>Calculus III</td>
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</table>

**Total 15**

**Recommended Electives (Choose two)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 135</td>
<td>History of the US to 1865 (S2 900)</td>
<td></td>
</tr>
<tr>
<td>HIST 136</td>
<td>History of the US since 1865 (S2 901)</td>
<td></td>
</tr>
<tr>
<td>HIST 101</td>
<td>History of Western Civilization to 1500 (S2 902)</td>
<td></td>
</tr>
<tr>
<td>HIST 102</td>
<td>Western Civilization Since 1500 (S2 903)</td>
<td></td>
</tr>
</tbody>
</table>

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
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 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.

<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>
</tr>
<tr>
<td>ACSM 101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACSM 102</td>
<td>Introduction to Computer Concepts</td>
<td>1.5</td>
</tr>
<tr>
<td>and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACSM 103</td>
<td>Introduction to Computer Skills</td>
<td>1.5</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 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>
<tr>
<td>ENGL 101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
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**General Education Requirements**

<table>
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<th>Elective Type</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Math Elective</td>
<td>3-4</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
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<td></td>
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**Electives**

<table>
<thead>
<tr>
<th>Elective Type</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSR or BUSN Elective</td>
<td>6-7</td>
</tr>
</tbody>
</table>
|                                      | **Total 6-7**
Certificate

**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>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 130</td>
<td>Customer Relations In Insurance</td>
<td>2</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>BUSN 115</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<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>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 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>
Political Science

Associate in Arts Degree or Associate in Science Degree

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>POS 101</td>
<td>American Government and Politics* (S5 900)</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>POS 124</td>
<td>State and Local Government* (S5 902)</td>
</tr>
<tr>
<td>POS 145</td>
<td>Politics of Mid East, Central/South America, Asia* (S5 906N)</td>
</tr>
<tr>
<td>POS 151</td>
<td>International Relations* (S5 904)</td>
</tr>
<tr>
<td>POS 215</td>
<td>Campaigns and Elections</td>
</tr>
<tr>
<td>POS 220</td>
<td>Comparative Governments* (S5 905)</td>
</tr>
<tr>
<td>POS 250</td>
<td>Activism</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 pursuing 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.

Career Potential:

With additional education and/or work experience, graduates may find employment as:
- Advertising Executive
- Attorney
- Campaign Manager
- City Manager
- Community Relations Director
- Consular Manager
- Development Associate
- Diplomatic Officer
- Director of Public Policy
- Executive Director, Non-Profit/NGO
- FBI/CIA Agent
- Fund Raising Director
- Government Intelligence Analyst
- Intelligence Specialist
- International Relations Manager
- Labor Relations Specialist
- Marketing Director
- Professor
- Sales Manager
- Special Interest Group Director
- Urban/Regional Planner
Associate in Arts or Associate in Science degree

**Civic Engagement Sequence**

13-15 Semester Hours

Students completing this curriculum sequence will develop civic skills in order to become more fully engaged in local, state, national, and/or international civic affairs. After completing the sequence, students will develop and carry out a civic engagement project. This sequence also prepares students for transfer into the Civic Engagement Minor at Illinois State University.

**Core Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>COMM 101</td>
<td>Introduction to Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>POS 101</td>
<td>American Government and Politics</td>
<td>3</td>
</tr>
<tr>
<td>COMM/POS 250</td>
<td>Activism</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 12**

**Electives**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ 201</td>
<td>Introduction to Criminology</td>
<td>3</td>
</tr>
<tr>
<td>POS 124</td>
<td>State and Local Politics</td>
<td>3</td>
</tr>
<tr>
<td>POS 215</td>
<td>Campaigns and Elections</td>
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<tr>
<td>VOL 101</td>
<td>Volunteerism</td>
<td>1</td>
</tr>
<tr>
<td>VOL 299</td>
<td>Service Learning</td>
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</tbody>
</table>

**Total 1-3**
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* (S6 903)
PSY 209 Human Growth & Development* (S6 902)
PSY 216 Adolescent Psychology* (S6 904)

At least one other psychology course selected from:
PSY 203 Abnormal Psychology (PSY 905)
PSY 210 Social Psychology* (S8 900)
PSY 220 Personality Theory
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 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:
Case Worker
Child Psychologist
Clergy
Crisis Intervention Counselor
Employee Assistance Director
Hospice Coordinator
Personnel Manager
Psychiatrist
Psychologist
Physical Therapist
Social Work

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
Sociology

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* (S7 902)
SOC 200 Population and Society
SOC 220 Social Stratification
SOC 222 Sociology of Death and Dying
SOC 225 Organizations and Occupations
SOC 226 Sociology of Sport
SOC 263 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 and 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
61-62 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. 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 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. Upon completion of the program, students will be able to seek entry-level employment as CAD technicians, CAD operators and engineering or architectural 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>
</tr>
<tr>
<td>ENGL 101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 109</td>
<td>College Algebra for Math &amp; Science</td>
<td>4</td>
</tr>
<tr>
<td>or MATH 141</td>
<td>Introduction to Statistics</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>
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<tr>
<td>or TMAT 105</td>
<td>Technical Mathematics II</td>
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<tr>
<td>or TMAT 105</td>
<td>Physical Science Elective</td>
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| Total       |                                           | 17-18 |

Technical Requirements

<table>
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<th>Title</th>
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<tr>
<td>CSCI 101</td>
<td>Introduction 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>MAIN 101</td>
<td>Industrial Electricity &amp; Systems</td>
<td>3</td>
</tr>
<tr>
<td>TECH 114</td>
<td>Introduction to Technical Graphics</td>
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| Total       |                                           | 16    |

Drafting Option

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<tbody>
<tr>
<td>CAD 215</td>
<td>CAD Parametric Modeling &amp; Design</td>
<td>3</td>
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<tr>
<td>CAD 233</td>
<td>Residential Architecture</td>
<td>4</td>
</tr>
<tr>
<td>CAD 234</td>
<td>Commercial Architecture</td>
<td>3</td>
</tr>
<tr>
<td>CAD 240</td>
<td>CAD 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>
</tr>
<tr>
<td>REEC 110</td>
<td>Green Building Technology</td>
<td>3</td>
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</table>

| Total       |                                           | 28    |

Construction Management Option

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</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 Mechanical &amp; Electrical Systems</td>
<td>3</td>
</tr>
<tr>
<td>CNST 113</td>
<td>Construction Documents and 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>
<td>Green Building Technology</td>
<td>3</td>
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| Technical Electives | 3 |

| Total               | 28 |

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>
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</tr>
<tr>
<td>GIS 201</td>
<td>Applications of GIS</td>
<td>3</td>
</tr>
</tbody>
</table>

| Technical Electives | 3 |

| Total               | 28 |

Notes: * Students who take TMAT 103 should also take TMAT 105 and TPHY 103.
Certificate

**Computer Aided Design (CAD)**

32-33 Semester Hours

The computer aided design curriculum introduces students to a broad realm of technical and architectural modeling and imaging, visualization techniques and projection principles and concepts that typify engineering and architectural drawings. 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 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. Upon completion of the program, students will be able to seek entry-level employment as CAD technicians, CAD operators and engineering or architectural 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>Credits</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 for Math &amp; Science</td>
<td>4</td>
</tr>
<tr>
<td>or MATH 141</td>
<td>Introduction to Statistics</td>
<td>4</td>
</tr>
<tr>
<td>or TMAT 103</td>
<td>Technical Math I</td>
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</tr>
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<td></td>
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</table>

**Technical Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</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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**Drafting Option**

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<tr>
<td>CAD 110</td>
<td>CAD Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>CAD 215</td>
<td>CAD Parametric Modeling &amp; Design</td>
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</tr>
<tr>
<td>CNST 101</td>
<td>Construction Materials and Methods</td>
<td>3</td>
</tr>
<tr>
<td>or MFTG 110</td>
<td>Manufacturing Processes</td>
<td>3</td>
</tr>
<tr>
<td>MAIN 101</td>
<td>Industrial Electricity &amp; Systems</td>
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**Construction Management Option**

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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</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 Mechanical &amp; Electrical Systems</td>
<td>3</td>
</tr>
<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>
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<tr>
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<td><strong>Total</strong></td>
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</table>

**Geospatial Technology Option**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</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>
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</tr>
<tr>
<td>or GEOG 101</td>
<td>World Geography</td>
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</tr>
<tr>
<td>GIS 101</td>
<td>Fundamentals of GIS</td>
<td>3</td>
</tr>
<tr>
<td>GIS 171</td>
<td>Remote Sensing</td>
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</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>15-16</strong></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</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
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</table>

**Core Requirements:**

<table>
<thead>
<tr>
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<th>Title</th>
<th>Hours</th>
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<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>
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<td>NETW 124</td>
<td>Wide Area Networks</td>
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<td>TECH 299</td>
<td>Internship in Technology</td>
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<td>or NETW 172</td>
<td>Wireless Networking with Security</td>
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<tr>
<td><strong>Total</strong></td>
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</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

HEARTLAND COMMUNITY COLLEGE
Advanced Certificate

**Computer Network Advanced Cisco Academy**

*9 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 223 and NETW 296 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 223 Advanced Switching .......................... 3
NETW 296 Special Topics in Networking ................. 3

Advanced Certificate

**Computer Network Security Specialist**

*12 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. Courses NETW 170, NETW 172, and NETW 271 prepare students to take several Cisco Certified Networking exams as well as the CompTIA Security+ exam.

Prerequisite is the successful completion of the following 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 271 Cisco Router Security .......................... 3
NETW 296 Special Topics in Networking .................. 3
Computer Networking

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>
<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 with Lab</td>
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<td>4</td>
</tr>
<tr>
<td>Social Science or Humanities Elective</td>
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**Total 17**

**NETW Core Requirements**

<table>
<thead>
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<th>Course Title</th>
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<tbody>
<tr>
<td>CSCI 101</td>
<td>Intro to Computer Information Science</td>
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</tr>
<tr>
<td>CSCI 130</td>
<td>Computer Science I</td>
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</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 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 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>
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<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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**Total 36**

**Technical Elective/Specialization**

Technical Elective Courses*                             12

**Total 12**

*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>
</tr>
</thead>
<tbody>
<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 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>
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<tr>
<td>NETW 271</td>
<td>Cisco Router Security</td>
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<tr>
<td>NETW 283</td>
<td>Introduction to Voice Over IP</td>
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**Windows**

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>NETW 261</td>
<td>Windows Network Infrastructure</td>
<td>3</td>
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<tr>
<td>NETW 262</td>
<td>Windows Directory Services</td>
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**Other**

<table>
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<tr>
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<th>Course Title</th>
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<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>
<td>3</td>
</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>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
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<td>3</td>
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<tr>
<td>Math Elective</td>
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**Total 7**

**Core Requirements**

<table>
<thead>
<tr>
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<th>Description</th>
<th>Hours</th>
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<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 160</td>
<td>Introduction to Networking</td>
<td>3</td>
</tr>
<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>
<td>3</td>
</tr>
<tr>
<td>NETW 167</td>
<td>Windows Server Administration</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 23**
Computer Networking

Advanced Certificate

Computer Networking: Advanced Windows
9 Semester Hours

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

NETW 170  Network Security Fundamentals.........................3
NETW 261  Windows Network Infrastructure..........................3
NETW 262  Windows Directory Services .................................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 Networking ................................3
NETW 162  Networking Technologies ................................4
NETW 182  Linux Administration .......................................3
NETW 183  Linux Security .................................................3
Total 23
## Digital Media Communication

### 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

<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>
<td>Introduction to Oral Communication</td>
<td>3</td>
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#### Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>DMED 101</td>
<td>Introduction to Digital Media</td>
<td>3</td>
</tr>
<tr>
<td>DMED 120</td>
<td>Computer Imaging and Design</td>
<td>3</td>
</tr>
<tr>
<td>DMED 145</td>
<td>Video Production</td>
<td>3</td>
</tr>
<tr>
<td>DMED 250</td>
<td>Preparing Print Publications</td>
<td>3</td>
</tr>
<tr>
<td>ART 104</td>
<td>Basic Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 190</td>
<td>Digital Photography &amp; Imaging I</td>
<td>3</td>
</tr>
<tr>
<td>ART 231</td>
<td>Graphic Design I</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 110</td>
<td>Introduction to Business</td>
<td>3</td>
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</table>

#### Electives

Any DMED, ART or COMM course ................................. 3

|          | **Total 6**                          |       |

### 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

<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>COMM 101</td>
<td>Introduction to Oral Communication</td>
<td>3</td>
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<tr>
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</table>

#### Core Requirements

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<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ART 104</td>
<td>Basic Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 130</td>
<td>Introduction to Visual Culture</td>
<td>3</td>
</tr>
<tr>
<td>ART 190</td>
<td>Digital Photography and Imaging I</td>
<td>3</td>
</tr>
<tr>
<td>ART 291</td>
<td>Digital Photography and Imaging II</td>
<td>3</td>
</tr>
<tr>
<td>ART 294</td>
<td>Digital Publishing</td>
<td>3</td>
</tr>
<tr>
<td>DMED 101</td>
<td>Introduction to Digital Media</td>
<td>3</td>
</tr>
<tr>
<td>DMED 120</td>
<td>Computer Imaging and Design</td>
<td>3</td>
</tr>
<tr>
<td>DMED 145</td>
<td>Video Production</td>
<td>3</td>
</tr>
<tr>
<td>DMED 245</td>
<td>Advanced Video Production</td>
<td>3</td>
</tr>
<tr>
<td>DMED 292</td>
<td>Capstone Experience</td>
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<td><strong>Total 30</strong></td>
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</table>
Digital Media Communication

Associate in Applied Science Degree

**Digital Media Communication (DMED)**

*62-64 Semester Hours*

Students completing the digital media communications degree in the Applied Science program 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, websites 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: websites, 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 15-16**

**Core Requirements**

<table>
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<tr>
<td>DMED 101</td>
<td>Introduction to Digital Media</td>
<td>3</td>
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<td>DMED 110</td>
<td>Web Page Development I</td>
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</tr>
<tr>
<td>DMED 120</td>
<td>Computer Imaging and Design</td>
<td>3</td>
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<tr>
<td>CSCI 101</td>
<td>Introduction to Computer Information Science</td>
<td>4</td>
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<tr>
<td>BUSN 110</td>
<td>Introduction to Business</td>
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</tr>
<tr>
<td>ART 104</td>
<td>Basic Drawing</td>
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**Total 19**

**Web Media Designer Option**

<table>
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<th>Course Title</th>
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<tbody>
<tr>
<td>DMED 145</td>
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<td>3</td>
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<tr>
<td>DMED 150</td>
<td>Interactive Digital Media</td>
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</tr>
<tr>
<td>DMED 160</td>
<td>Web Server Administration</td>
<td>3</td>
</tr>
<tr>
<td>DMED 170</td>
<td>Dynamic Web Technologies</td>
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</tr>
<tr>
<td>DMED 210</td>
<td>Advanced Web Page Design</td>
<td>3</td>
</tr>
<tr>
<td>DMED 245</td>
<td>Advanced Video Production</td>
<td>3</td>
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<tr>
<td>DMED 260</td>
<td>Computer Animation</td>
<td>3</td>
</tr>
<tr>
<td>DMED 290</td>
<td>Advanced Media Production</td>
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<td>Electives</td>
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**Total 28-29**

**Communication Graphics Option**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 160</td>
<td>Mass Communication</td>
<td>3</td>
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<tr>
<td>ART 190</td>
<td>Digital Photography &amp; Imaging I</td>
<td>3</td>
</tr>
<tr>
<td>ART 231</td>
<td>Graphic Design I</td>
<td>3</td>
</tr>
<tr>
<td>DMED 145</td>
<td>Video Production</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 245</td>
<td>Advanced Video Production</td>
<td>3</td>
</tr>
<tr>
<td>DMED 250</td>
<td>Preparing Print Publications</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td>4-5</td>
</tr>
</tbody>
</table>

**Total 28-29**

**Digital Imaging Option**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 130</td>
<td>Introduction to Visual Culture</td>
<td>3</td>
</tr>
<tr>
<td>ART 190</td>
<td>Digital Photography &amp; Imaging I</td>
<td>3</td>
</tr>
<tr>
<td>ART 231</td>
<td>Graphic Design I</td>
<td>3</td>
</tr>
<tr>
<td>ART 291</td>
<td>Digital Photography &amp; Imaging II</td>
<td>3</td>
</tr>
<tr>
<td>ART 294</td>
<td>Digital Publishing</td>
<td>3</td>
</tr>
<tr>
<td>DMED 145</td>
<td>Video Production</td>
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<tr>
<td>DMED 245</td>
<td>Advanced Video Production</td>
<td>3</td>
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<tr>
<td>DMED 260</td>
<td>Computer Animation</td>
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<td>DMED 292</td>
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<tr>
<td>Electives</td>
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<td>1-2</td>
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</tbody>
</table>

**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 website 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 website design.

**General Education Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>COMM 101</td>
<td>Introduction to Oral Communication</td>
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*Total 6*

**Core Requirements**

<table>
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<th>Course Code</th>
<th>Course Title</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>
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<tr>
<td>DMED 120</td>
<td>Computer Imaging and Design</td>
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</tr>
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<td>DMED 145</td>
<td>Video Production</td>
<td>3</td>
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<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>
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<tr>
<td>DMED 210</td>
<td>Advanced Web Page Design</td>
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</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
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 Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI 101</td>
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<td>4</td>
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<tr>
<td>CAD 101</td>
<td>Introduction to AutoCAD</td>
<td>3</td>
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<tr>
<td>CAD 110</td>
<td>CAD Software Applications</td>
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<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:**

- Drafter
- CAD Technician

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

<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>
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</tr>
<tr>
<td>MATH or TMAT Elective</td>
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<tr>
<td>Social Science Elective</td>
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<tr>
<td>Humanities Elective</td>
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</table>

**Total 16**

**Residential Electrician Apprenticeship Option**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ELAP 111</td>
<td>Electrician Apprentice I</td>
<td>4</td>
</tr>
<tr>
<td>ELAP 112</td>
<td>Electrician Apprentice II</td>
<td>4</td>
</tr>
<tr>
<td>ELAP 127</td>
<td>Electrician Apprentice-Residential III</td>
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</tr>
<tr>
<td>ELAP 128</td>
<td>Electrician Apprentice-Residential IV</td>
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</tr>
<tr>
<td>ELAP 137</td>
<td>Electrician Apprentice-Residential V</td>
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</tr>
<tr>
<td>ELAP 138</td>
<td>Electrician Apprentice-Residential VI</td>
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<tr>
<td>ELAP 211</td>
<td>Electrician Internship-Semester 1</td>
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<td>ELAP 212</td>
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<td>ELAP 221</td>
<td>Electrician Internship-Semester 3</td>
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<td>ELAP 231</td>
<td>Electrician Internship-Semester 5</td>
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**Total 50**

**Commercial Electrician Apprenticeship Option**

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<td>Electrician Apprentice II</td>
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</tr>
<tr>
<td>ELAP 121</td>
<td>Electrician Apprentice III</td>
<td>4</td>
</tr>
<tr>
<td>ELAP 122</td>
<td>Electrician Apprentice IV</td>
<td>4</td>
</tr>
<tr>
<td>ELAP 131</td>
<td>Electrician Apprentice V</td>
<td>4</td>
</tr>
<tr>
<td>ELAP 132</td>
<td>Electrician Apprentice VI</td>
<td>4</td>
</tr>
<tr>
<td>ELAP 141</td>
<td>Electrician Apprentice VII</td>
<td>4</td>
</tr>
<tr>
<td>ELAP 142</td>
<td>Electrician Apprentice VIII</td>
<td>4</td>
</tr>
<tr>
<td>ELAP 151</td>
<td>Electrician Apprentice IX</td>
<td>4</td>
</tr>
<tr>
<td>ELAP 152</td>
<td>Electrician Apprentice X</td>
<td>4</td>
</tr>
<tr>
<td>ELAP 211</td>
<td>Electrician Internship-Semester 1</td>
<td>1</td>
</tr>
<tr>
<td>ELAP 212</td>
<td>Electrician Internship-Semester 2</td>
<td>1</td>
</tr>
<tr>
<td>ELAP 221</td>
<td>Electrician Internship-Semester 3</td>
<td>1</td>
</tr>
<tr>
<td>ELAP 222</td>
<td>Electrician Internship-Semester 4</td>
<td>1</td>
</tr>
<tr>
<td>ELAP 231</td>
<td>Electrician Internship-Semester 5</td>
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</tr>
<tr>
<td>ELAP 232</td>
<td>Electrician Internship-Semester 6</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total 50**

**Teledata Electrician Apprenticeship Option**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELAP 111</td>
<td>Electrician Apprentice I</td>
<td>4</td>
</tr>
<tr>
<td>ELAP 112</td>
<td>Electrician Apprentice II</td>
<td>4</td>
</tr>
<tr>
<td>ELAP 125</td>
<td>Electrician Apprentice-Teledata III</td>
<td>4</td>
</tr>
<tr>
<td>ELAP 126</td>
<td>Electrician Apprentice-Teledata IV</td>
<td>4</td>
</tr>
<tr>
<td>ELAP 135</td>
<td>Electrician Apprentice-Teledata V</td>
<td>4</td>
</tr>
<tr>
<td>ELAP 136</td>
<td>Electrician Apprentice-Teledata VI</td>
<td>4</td>
</tr>
<tr>
<td>ELAP 211</td>
<td>Electrician Internship-Semester 1</td>
<td>1</td>
</tr>
<tr>
<td>ELAP 212</td>
<td>Electrician Internship-Semester 2</td>
<td>1</td>
</tr>
<tr>
<td>ELAP 221</td>
<td>Electrician Internship-Semester 3</td>
<td>1</td>
</tr>
<tr>
<td>ELAP 222</td>
<td>Electrician Internship-Semester 4</td>
<td>1</td>
</tr>
<tr>
<td>ELAP 231</td>
<td>Electrician Internship-Semester 5</td>
<td>1</td>
</tr>
<tr>
<td>ELAP 232</td>
<td>Electrician Internship-Semester 6</td>
<td>1</td>
</tr>
<tr>
<td>Electives*</td>
<td></td>
<td>20</td>
</tr>
</tbody>
</table>

**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**

www.heartland.edu
Electronics

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
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* ....................................................................4
Social Science/Humanities Elective .............................................3
Total 20-21

Technical Core Requirements:
CSCI 101 Introduction 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
ELTC 220 Data Communications ..............................................3
Total 19

Technical Electives
Specialty Electives** (See option areas below) ......................... Total 27

Electronic Systems Option:
TECH 114 Introduction to Technical Graphics ............................3
CAD 101 Introduction to AutoCAD .............................................3
ELTC 212 Automation & Control Electronics ............................3
MAIN 201 Electrical Wiring & Maintenance ............................3
or
NETW 208 Data Cabling Systems ............................................3
MAIN 222 Industrial Controllers .............................................3
NETW 160 Introduction to Networking .....................................3
Electives** .............................................................................9
Total 27

Building Automation Option:
CAD 101 Introduction to AutoCAD .............................................3
ELTC 212 Automation and Control Electronics ........................3
REEC 110 Green Building Technology .....................................3
REEC 210 Building Automation .............................................3
CNST 103 Building Mechanical & Electrical Systems ...............3
MAIN 202 Fluid Power Systems .............................................3
MAIN 222 Industrial Controllers .............................................3
NETW 160 Introduction to Networking .....................................3
Elective** .............................................................................3
Total 27

Telecommunications Option:
NETW 121 Networking Fundamentals ....................................3
NETW 122 Routing Protocols and Concepts ............................3
NETW 123 Local Area Networks .............................................3
NETW 124 Wide Area Networks .............................................3
NETW 150 Workstation Operating Systems ............................3
NETW 151 PC Hardware Maintenance & Repair ......................3
NETW 172 Wireless Networking with Security .......................3
NETW 208 Data and Cabling Systems ....................................3
NETW 283 Introduction to Voice Over IP ...............................3
Total 27

*Students who take TMAT 103/105 should also take TPHY 103.

**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:
Green Manufacturing Technician
Computer Technician
Network Technician
Electronics Development Technician
Electronics Maintenance Technician
Electronics Technician
Field Service Technician
Automation Technician
Communication Systems Technician
Wireless Technician
Biomedical Technician

With additional education and/or work experience, graduates may find employment as:
Computer Field Service Supervisor
Medical Equipment Supervisor
Production Supervisor
Electronics Maintenance Supervisor
Field Engineer
Sales Engineer
**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 PC maintenance or electronic systems technology programs.

**Certificate Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit 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>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</td>
<td>4</td>
</tr>
<tr>
<td>Technical Electives*</td>
<td>9</td>
<td></td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit 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></td>
<td></td>
</tr>
<tr>
<td>TMAT 103</td>
<td>Technical Mathematics</td>
<td>4</td>
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</table>

Total 7

**Electrical Maintenance Core Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI 101</td>
<td>Intro 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>NETW 150</td>
<td>Workstation Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>NETW 151</td>
<td>PC Hardware Maintenance and Repair</td>
<td>3</td>
</tr>
<tr>
<td>NETW 160</td>
<td>Introduction to Networking</td>
<td>3</td>
</tr>
<tr>
<td>NETW 208</td>
<td>Data and Cabling Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

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 applications programmer, business programmer, user support/help desk technician and computer operator. Students receive two semesters of hands-on programming experience in a high-level programming language, such as Java and have the choice of selecting a second language from the programming language electives group.

**General Education Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course 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>MATH 109 or higher</td>
<td>4</td>
</tr>
<tr>
<td>Science Elective</td>
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<td>4</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Social Science Elective</td>
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<tr>
<td><strong>Total</strong></td>
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**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>NETW 160</td>
<td>Introduction to Networking</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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<td>11</td>
</tr>
</tbody>
</table>

**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**

<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>CSCI 115</td>
<td>Discrete Structures</td>
<td>4</td>
</tr>
<tr>
<td>CSCI 131</td>
<td>Computer Science II</td>
<td>4</td>
</tr>
<tr>
<td>CSCI 200-0</td>
<td>200-Level Elective</td>
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</tr>
<tr>
<td>MATH 142</td>
<td>Business Statistics (or MATH 141)</td>
<td>4</td>
</tr>
<tr>
<td>MATH 161</td>
<td>Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>NETW 150</td>
<td>Workstation Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>Electives (course selected from CSCI/DMED/NETW areas)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
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**Management Information Systems Option**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 200</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>CSCI 110</td>
<td>Introduction to Database Management Systems</td>
<td>3</td>
</tr>
<tr>
<td>CSCI 135</td>
<td>COBOL Programming I</td>
<td>4</td>
</tr>
<tr>
<td>CSCI 136</td>
<td>Programming in Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>MATH 142</td>
<td>Business Statistics (or MATH 141)</td>
<td>4</td>
</tr>
<tr>
<td>NETW 150</td>
<td>Workstation Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>BUSN Electives (courses selected from BUSN area)</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>CSCI Electives (courses selected from CSCI area)</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>32</td>
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</tbody>
</table>

**Web Application Developer Option**

<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>CSCI 115</td>
<td>Discrete Structures</td>
<td>4</td>
</tr>
<tr>
<td>CSCI 131</td>
<td>Computer Science II</td>
<td>4</td>
</tr>
<tr>
<td>CSCI 233</td>
<td>Enterprise Application Programming In Java I</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSCI 234</td>
<td>Enterprise Application Programming In Java II</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 160</td>
<td>Web Server Administration</td>
<td>3</td>
</tr>
<tr>
<td>DMED 210</td>
<td>Advanced Webpage Design</td>
<td>3</td>
</tr>
<tr>
<td>DMED 270</td>
<td>JavaScript</td>
<td>3</td>
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<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DMED 275</td>
<td>PHP</td>
<td>3</td>
</tr>
<tr>
<td>NETW 150</td>
<td>Workstation Operating System</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>32</td>
</tr>
</tbody>
</table>

**Mobile Application Developer Option**

<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>CSCI 151</td>
<td>iPhone Programming</td>
<td>4</td>
</tr>
<tr>
<td>CSCI 153</td>
<td>Android Development</td>
<td>3</td>
</tr>
<tr>
<td>DMED 120</td>
<td>Computer Imaging and Design</td>
<td>3</td>
</tr>
<tr>
<td>DMED 150</td>
<td>Interactive Digital Media</td>
<td>3</td>
</tr>
<tr>
<td>Two of the following:</td>
<td></td>
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<tr>
<td>CSCI 251</td>
<td>Mobile Game Programming</td>
<td>4</td>
</tr>
<tr>
<td>CSCI 252</td>
<td>Mobile Applications Programming</td>
<td>4</td>
</tr>
<tr>
<td>CSCI 253</td>
<td>Mobile Communications Programming</td>
<td>4</td>
</tr>
<tr>
<td>Elective (courses selected from CSCI/DMED/NETW areas)</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>31</td>
</tr>
</tbody>
</table>

**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 entry-level positions such as applications programmer, business programmer, user support/help desk, and computer operator. Students receive two semesters of hands-on programming experience in a high-level programming language, such as C, and have the choice of selecting a second high-level language from the programming electives group. The courses included in the certificate are accepted toward the completion of the Associate in Applied Science degree in computer technology.

#### General Education 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>CSCI 115</td>
<td>Discrete Structures</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>7</strong></td>
</tr>
</tbody>
</table>

#### Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</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>
<tr>
<td>CSCI Elective Courses (Courses selected from CSCI area)</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>NETW 150</td>
<td>Workstation Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>NETW 160</td>
<td>Introduction to Networking</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></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 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 and Repair</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 145</td>
<td>Workforce Preparation</td>
<td>1</td>
</tr>
<tr>
<td>GENS 100</td>
<td>College Success</td>
<td>1</td>
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<tr>
<td>TMAT or College Level MATH</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>4</strong></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</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>CSCI 115</td>
<td>Discrete Structures</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>7</strong></td>
</tr>
</tbody>
</table>

### 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>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>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

### Technical Elective/Specialization

<table>
<thead>
<tr>
<th>Course</th>
<th>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</td>
<td>DMED 275 PHP</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**Career Potential:**

- Web Programmer
- Web Publisher
- Web Research Specialist
- Web Coordinator
LABORER APPRENTICE

Associate in Applied Science Degree

**Laborer Apprentice Program**

*60 Semester Hours*

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**

- **COMM 101** Introduction to Oral Communication........................................3
- **ENGL 101** Composition I...............................................................................3
- **MATH or TMAT Elective**..................................................................................4
- **Social Science OR Humanities Elective**............................................................3
- **Physical Science Elective (Earth Science recommended)**..................................4

Total 17

**Construction Craft Laborer Apprenticeship Option**

- **ILAP 111** Craft Orientation & Safety Training.................................................3
- **ILAP 112** Mason Tending................................................................................3
- **ILAP 113** Concrete Practices & Procedures......................................................3
- **ILAP 114** Asphalt Technology & Construction...............................................3
- **ILAP 121** Asbestos Abatement.........................................................................3
- **ILAP 122** Principles of Pipelaying....................................................................3
- **ILAP 123** Introduction to Blueprint Reading.....................................................3
- **ILAP 131** Basic Surveying................................................................................3
- **ILAP 132** Bridge Construction .........................................................................3
- **ILAP 133** AGC Hazardous Waste Worker.......................................................4
- **ILAP 211** Laborer Internship I..........................................................................3
- **ILAP 221** Laborer Internship II.........................................................................3
- **ILAP 231** Laborer Internship III................................................................. .......3

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

Total 4

**Construction Craft Laborer Apprenticeship Option**

- **ILAP 111** Craft Orientation & Safety Training.................................................3
- **ILAP 112** Mason Tending................................................................................3
- **ILAP 113** Concrete Practices & Procedures......................................................3
- **ILAP 114** Asphalt Technology & Construction...............................................3
- **ILAP 121** Asbestos Abatement.........................................................................3
- **ILAP 122** Principles of Pipelaying....................................................................3
- **ILAP 123** Introduction to Blueprint Reading.....................................................3
- **ILAP 131** Basic Surveying................................................................................3
- **ILAP 132** Bridge Construction .........................................................................3
- **ILAP 133** AGC Hazardous Waste Worker.......................................................4
- **ILAP 211** Laborer Internship I..........................................................................3
- **ILAP 221** Laborer Internship II.........................................................................3
- **ILAP 231** Laborer Internship III................................................................. .......3

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>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>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>
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</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>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>

Total 16

### Technical Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Specialty Electives** (see option areas)</td>
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<td>27-28</td>
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</table>

Total 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 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</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 Communications</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>Industrial Controllers</td>
<td>3</td>
</tr>
<tr>
<td>Elective**</td>
<td></td>
<td>3</td>
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</tbody>
</table>

Total 30

### 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 Mechanical &amp; Electrical Systems</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 39

*Students who take TMAT 103/105 should also take TPHY 103.

**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.

### Career Potential:

- Green Building Maintenance Technician
- Maintenance Technician
- Facilities Technician
- Mechanical Maintenance Specialist
- Electronic Maintenance Technician
- Automation Technician
- Journeyman Maintenance Technician
- Maintenance Supervisor
- Senior Maintenance Technician
- Production Engineer
- Automation Specialist
- Sales Engineer
- Building Environmental Controls Technician

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HEARTLAND COMMUNITY COLLEGE 98
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, Renewable Energy, 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</td>
<td>TMAT 103 Technical Mathematics I.</td>
<td>4</td>
</tr>
</tbody>
</table>

Total 7

**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>
</tbody>
</table>

Technical Electives* .............................................................................. 12

Total 24

* 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 Mechanical &amp; Electrical Systems</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>
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</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</td>
<td>NETW 208 Data and Cabling Systems</td>
<td>3</td>
</tr>
<tr>
<td>NETW 160</td>
<td>Introduction to Networking</td>
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</table>

**Renewable Energy**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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</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 for further study in electronics or electrical maintenance.

**Certificate Requirements**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit 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></td>
<td></td>
</tr>
<tr>
<td>TMAT 103</td>
<td>Technical Mathematics I</td>
<td>4</td>
</tr>
</tbody>
</table>

Total 7

**Industrial Maintenance Core Requirements:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</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 Mechanical &amp; Electrical Systems</td>
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<td>CNST 113</td>
<td>Construction Documents &amp; Quantity Takeoff</td>
<td>3</td>
</tr>
<tr>
<td>MAIN 101</td>
<td>Industrial Electricity and Systems</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>Elective*</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNST 103</td>
<td>Building Mechanical &amp; Electrical Systems</td>
<td>3</td>
</tr>
<tr>
<td>MAIN 101</td>
<td>Industrial Electricity &amp; Systems</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>TMAT 103</td>
<td>Technical Mathematics</td>
<td>4</td>
</tr>
</tbody>
</table>

Total 24

**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**

<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>
</tbody>
</table>

**Total 7**

### Industrial Maintenance Core Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAIN 101</td>
<td>Industrial Electricity &amp; Systems</td>
<td>3</td>
</tr>
<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 &amp; Maintenance</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>
</tbody>
</table>

| Elective* |                                                   |       |

**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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAIN 101</td>
<td>Industrial Electricity and Systems</td>
<td>3</td>
</tr>
<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>TMAT 103</td>
<td>Technical Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>WELD 110</td>
<td>Maintenance Welding</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 7**

### 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<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>MFTG 120</td>
<td>Computer Numerically Controlled Manufacturing</td>
<td>4</td>
</tr>
<tr>
<td>TMAT 103</td>
<td>Technical Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>TECH 114</td>
<td>Introduction to Technical Graphics</td>
<td>3</td>
</tr>
</tbody>
</table>

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, toolmaking, 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 107</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>TMAT 103</td>
<td>Technical Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>GENS 103</td>
<td>Information Technology Skills</td>
<td>1</td>
</tr>
</tbody>
</table>

Total 8

Machine Tool Technology Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAD 101</td>
<td>Introduction to AutoCAD</td>
<td>3</td>
</tr>
<tr>
<td>MFTG 120</td>
<td>Computer Numerically Controlled Manufacturing</td>
<td>4</td>
</tr>
<tr>
<td>MTT 101</td>
<td>Machine Tool I</td>
<td>4</td>
</tr>
<tr>
<td>MTT 150</td>
<td>Ferrous Metallurgy</td>
<td>3</td>
</tr>
<tr>
<td>MTT 110</td>
<td>Toolmaking I</td>
<td>3</td>
</tr>
<tr>
<td>MTT 201</td>
<td>Machine Tool II</td>
<td>3</td>
</tr>
<tr>
<td>MTT 210</td>
<td>Toolmaking II</td>
<td>3</td>
</tr>
<tr>
<td>TECH 111</td>
<td>Blueprint Reading for Industry</td>
<td>2</td>
</tr>
<tr>
<td>WELD 110</td>
<td>Maintenance Welding</td>
<td>3</td>
</tr>
</tbody>
</table>

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

63-64 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**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course 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></td>
</tr>
<tr>
<td>or</td>
<td>TMAT 103 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>TMAT 105 Technical Mathematics II</td>
<td>4</td>
</tr>
<tr>
<td>Physical Science Elective</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Social Science Elective</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**Total 20-21**

**Technical 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>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 &amp; Systems</td>
<td>3</td>
</tr>
<tr>
<td>MFTG 110</td>
<td>Manufacturing Processes</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 16**

**Machine Tool Design Option**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAD 110</td>
<td>CAD Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>CAD 215</td>
<td>CAD Parametric Modeling &amp; Design</td>
<td>4</td>
</tr>
<tr>
<td>MFTG 120</td>
<td>Computer Numerical Controlled Manufacturing</td>
<td>4</td>
</tr>
<tr>
<td>MTT 101</td>
<td>Machine Tool I</td>
<td>4</td>
</tr>
<tr>
<td>MTT 110</td>
<td>Toolmaking I</td>
<td>3</td>
</tr>
<tr>
<td>MTT 201</td>
<td>Machine Tool II</td>
<td>3</td>
</tr>
<tr>
<td>MTT 210</td>
<td>Toolmaking II</td>
<td>3</td>
</tr>
<tr>
<td>Technical Elective*</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TMAT</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>TECH 114</td>
<td>Introduction to Technical Graphics</td>
<td>3</td>
</tr>
<tr>
<td>MTT 101</td>
<td>Machine Tool I</td>
<td>4</td>
</tr>
<tr>
<td>MFTG 110</td>
<td>Manufacturing Processes</td>
<td>3</td>
</tr>
<tr>
<td>Electives (includes a GENS &amp; BUSN Course)</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>
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**

<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 Elective*</td>
<td></td>
<td>4</td>
</tr>
</tbody>
</table>

**Total 7**

**Quality Technology Core Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI 101</td>
<td>Introduction to Computer Information Science</td>
<td>4</td>
</tr>
<tr>
<td>TECH 111</td>
<td>Blueprint Reading for Industry</td>
<td>2</td>
</tr>
<tr>
<td>MFTG 110</td>
<td>Manufacturing Processes</td>
<td>3</td>
</tr>
<tr>
<td>MFTG 120</td>
<td>Computer Numerically Controlled Manufacturing</td>
<td>4</td>
</tr>
<tr>
<td>MFTG 215</td>
<td>Statistics and Quality Control</td>
<td>3</td>
</tr>
<tr>
<td>MFTG 216</td>
<td>Statistical Process Control</td>
<td>2</td>
</tr>
<tr>
<td>MTRL 101</td>
<td>Basics of Supply Chain Management</td>
<td>3</td>
</tr>
<tr>
<td>Technical Elective</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

**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

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

Career Potential:
Green Building Technician
Green Building Construction
PV Installer
Small Wind Installer
Green Manufacturing Technician
Commercial Wind Technician
Energy Auditor

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD 110</td>
<td>Maintenance Welding</td>
<td>3</td>
</tr>
<tr>
<td>WELD 116</td>
<td>Shielded Metal Arc Welding I</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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

<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>TMAT 103</td>
<td>Technical Mathematics I</td>
<td>4</td>
</tr>
</tbody>
</table>

Social Science Elective .................................................. 3

Total 10

Welding Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TECH 114</td>
<td>Introduction to Technical Graphics</td>
<td>3</td>
</tr>
<tr>
<td>MFTG 110</td>
<td>Manufacturing Processes</td>
<td>3</td>
</tr>
<tr>
<td>WELD 110</td>
<td>Maintenance Welding</td>
<td>3</td>
</tr>
<tr>
<td>WELD 116</td>
<td>Shielded Metal Arc Welding (SMAW) I</td>
<td>3</td>
</tr>
<tr>
<td>WELD 217</td>
<td>Shielded Metal Arc Welding (SMAW) II</td>
<td>3</td>
</tr>
<tr>
<td>WELD 218</td>
<td>Gas Metal Arc Welding (GMAW)</td>
<td>3</td>
</tr>
<tr>
<td>WELD 219</td>
<td>Gas Tungsten Arc Welding (GTAW)</td>
<td>3</td>
</tr>
</tbody>
</table>

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.

Placing into a developmental education course means that you will benefit from additional academic support in that subject area. Although developmental education courses do not transfer for college credit, they provide you with an excellent opportunity to receive individualized instruction in a challenging class.

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>
<thead>
<tr>
<th>READ 070</th>
<th>READ 090</th>
<th>READ 091</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 094</td>
<td>THEA 104</td>
<td>THEA 108</td>
</tr>
<tr>
<td>MUSI 104, MUSI 105, MUSI 106, MUSI 120, MUSI 145, MUSI 196, MUSI 197, MUSI 198, MUSI 199, MUSI 200, MUSI 201, MUSI 202, MUSI 203</td>
<td>CSCI 100, THEA 104</td>
<td>ACM 101, ACM 102, ACM 103, ACM 120, CSCI 101, CAD 233, MAIN 101, MAIN 102, MAIN 104, MAIN 221, MFTG 110, MFTG 120, MFTG 215, MFTG 216, MTT 101, MTT 110, MTT 150, MTT 201, MTT 210, OTEC 101, OTEC 102, OTEC 104, TECH 110, TECH 111, TECH 114, TMAT 103, TMAT 105, TPHY 103, WELD 110, WELD 115, WELD 116, WELD 217, WELD 218, WELD 219</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ENGL 095</th>
<th>THEA 108</th>
</tr>
</thead>
<tbody>
<tr>
<td>INGL 101</td>
<td>EMT 101</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ENGL 099</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 114, BIOL 116, BIOL 117, BIOL 121, ENGL 206, MUSI 110, MUSI 111, RELI 230, SOC 101, SOC 102, SOC 135, ACA 130, ACA 140, MTRL 101, MTRL 210, MTRL 220, MTRL 230, MTRL 240</td>
</tr>
</tbody>
</table>
Preparing for College Math Sequence (Math 091, 092, 093, 094)

*Milestone 1
4 credits

*Milestone 2
4 credits

*Milestone 3
4 credits

*Milestone 4
4 credits

Math 106
College Algebra for Business & Social Science
4 credits

Math 131
Explorations in Mathematics
3 credits

Math 135
Mathematics for Elementary Teachers I
3 credits

Math 141
Introduction to Statistics
4 credits

Math 109
College Algebra for Math & Science
4 credits

Math 128
Trigonometry
3 credits

Math 111
Finite Math for Business
4 credits

Math 142
Business Statistics
4 credits

Math 151
Calculus for Business & Social Science
4 credits

Math 136
Mathematics for Elementary Teachers II
3 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 Department Course Policies

All math courses have a two year expiration from completion. After two years a student must retake the math class or retake the placement test.

All 100 and 200 Level Math Courses:
- Every course includes a comprehensive final exam worth at least 20% of the final course grade.
- Final exams are administered during the college’s official final exam period.
- Multiple choice and True/False questions are limited to 10% of any given exam or overall grade (20% limit in MATH 131).
- No dropping of exams; some courses have policies allowing students to replace the lowest exam score with their score on the comprehensive final exam.
- Homework is limited to no more than 20% of overall grade.
- Extra-credit will be minimal and limited to no more than 5% of any exam. Any extra credit problems will be of a substantially more difficult level.
- Student-generated note cards/sheets are not allowed on exams; instructors may provide an appropriate formula sheet.

MATH 109, 128, 161-163, 271, 272:
- Since instruction is based on a TI-89 which can trivialize some of the procedures taught in this course, most exams will be 2-part in nature (calculator and no-calculator).
- In some cases, “no-calculator” may mean “no-graphing calculator”.

*The course numbers (091, 092, 093, and 094) are all used to represent the Preparing for College Math sequence. The time that it takes a student to complete each milestone varies. The course number changes for a student after each semester in which the student completes at least one milestone.
ACCOUNTING

ACCT 120
Small Business Accounting 3 HRS
This course provides an introduction to general financial accounting principles and their application for small businesses. Topics will include the accounting cycle, payroll, cash, receivables, payables, inventory, depreciation, and financial statement preparation. Practical application of accounting principles 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. The course will emphasize the use of general ledger accounting software to record accounting transactions and the design and development of a comprehensive computerized accounting information system. (FA)

ACCT 140
Small Business Taxes 3 HRS
This course will introduce the fundamentals of federal and state income tax preparation and reporting requirements for individuals and various types of small businesses. In addition, payroll tax and sales tax reporting will also be introduced. (SP)

ACCT 200
Financial Accounting 4 HRS
Prerequisite: Completion of Math through Intermediate Algebra Level 1 or assessment. 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
Introduction to Computers will introduce students from any major to the essential computing concepts including computer hardware and software, in addition to the Internet and World Wide Web. Students will work with a current operating system in addition to software packages used in business and industry. Ethical and social issues will be emphasized. Keyboarding ability recommended. Credit will not be awarded for students who have taken ACSM 102 and ACSM 103 combined. (FA, SP, SU)

ACSM 102
Introduction to Computer Concepts 1.5 HRS
Introduction to Computer Concepts will introduce students from any major to the essential computing concepts including computer hardware and software in addition to the Internet and World Wide Web. Social and ethical issues will be emphasized. ACSM 102 and ACSM 103 combined are equivalent to, and should transfer as, ACSM 101. Credit will not be awarded for students who have previously taken ACSM 101. (FA, SP, SU)

ACSM 103
Introduction to Computer Skills 1.5 HRS
Introduction to Computer Skills will introduce students from any major to the fundamental use of application software. Students will work with an operating system in addition to the software packages used in business and industry. Keyboarding ability recommended. ACSM 102 and ACSM 103 combined are equivalent to, and should transfer as, ACSM 101. Credit will not be awarded for students who have previously taken ACSM 101. (FA, SP, SU)
ACSM 120
Microcomputers in Office Management 3 HRS
Prerequisite: ACMS 101 or ACMS 110 or satisfactory score on the ACMS 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: ACMS 120 or permission of instructor. This course is a comprehensive exploration of designing and creating presentations. Students will learn the key concepts and techniques of using Microsoft PowerPoint to create professional presentations. Keyboarding skills are recommended. (FA)

ACSM 135
Spreadsheets - Excel for Windows 3 HRS
Prerequisite: ACMS 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 145
Database Applications - Access 3 HRS
Prerequisite: ACMS 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: ACMS 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
Document Design and Layout 3 HRS
Prerequisite: ACMS 153 or ACMS 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. (SP)

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, ACMS 296 may be repeated up to a total of 6 credit hours. (VARIABLE)

AGRICULTURE

AGRI 110
Introductory Agricultural Economics 3 HRS
A survey of the field of economics. It is an introduction to the principles of microeconomics (the study of individual consumers and firms) and macroeconomics (the study of inflation, unemployment, and economic growth). An emphasis is placed on using economic analyses to study current agricultural, resource, and environmental policies. This course is part of a special program with the College of ACES at the University of Illinois and will be taught by a University of Illinois instructor. (IAI Major Code AG901) (VARIABLE)

AGRI 120
Introductory Horticulture 3 HRS
General introduction to the principles of plant growth and development as they apply to the wide range of horticultural crops and the industries related to production, marketing and utilization of horticultural crops. This course is part of a special program with the College of ACES at the University of Illinois and will be taught by a University of Illinois instructor. (IAI Major Code AG905) (VARIABLE)
Course Descriptions

AGRI 150
Principles of Agronomy  4 HRS
Introduction to basic agronomy revolving around crop production in the Midwest. The subject matter presented will provide an overview of major aspects of plant and soil management, pest control, and soil and water conservation issues and practices. Students will gain a basic knowledge of plant growth and development and how soil, environment conditions, and crop pests can affect growth and development. This course is part of a special program with the College of ACES at the University of Illinois and will be taught by a University of Illinois instructor. (IAI Major Code AG903) (VARIABLE)

AGRI 157
Soil Science  4 HRS
Prerequisite: Completion of a fundamental level chemistry course. A comprehensive treatment of the basic principles of soils as they exist and interact in the environment. The course emphasizes soil as a natural body in nature; its formation, classification, chemical, and physical properties. Students develop an understanding of the mechanisms that control soil processes and properties. Whenever necessary, students are reintroduced to the relevant science and then shown how to apply these concepts to soils. Introductory Soils is designed to be equally useful to the non-agricultural production students, including those studying plant science, ecology, and environmental science, and to students in curricula such as agriculture, crop science, soil science, horticulture, and forestry. This course is part of a special program with the College of ACES at the University of Illinois and will be taught by a University of Illinois instructor. (IAI Major Code AG904) (VARIABLE)

AGRI 170
Introduction to Animal Science  4 HRS
A survey course covering topics such as beef and dairy cattle, companion animals, horses, poultry, sheep, and swine. This course will include the importance of product technology and the basic principles of nutrition, genetics, physiology, reproduction, microbiology, and behavior as they apply to breeding, selection, feeding, and management. This course is part of a special program with the College of ACES at the University of Illinois and will be taught by a University of Illinois instructor. (IAI Major Code AG902) (VARIABLE)

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 is 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
3-D Design:
Introduction to Sculpture  3 HRS
A foundation art-studio course which explores design elements, principles, and theories as applied to the making of sculpture. A variety of materials, hand tools, and hands-on processes will be employed to create three-dimensional art objects. 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)
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 context. 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
Understanding Art 3 HRS
ART 150 is designed to provide an understanding of the role of art in our culture and in contemporary life. This course utilizes art works from all cultures and periods to establish basic language of art and the principles of aesthetic organization. Information regarding the artist's tools, materials, exhibition spaces and the art market will be studied to further illustrate the use of art in our world. 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 sensitometric 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, 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 sensitometric 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, SU)

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)
Course Descriptions

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 meets 6 hours for 3 hours credit. (SP)

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)

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) (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) (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 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 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. (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, 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)

BIOLOGY

BIOL 099
Biology for Health Careers  2 HRS
Prerequisite: Completion of Math through Beginning Algebra level 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: Completion of Math through Beginning Algebra level or assessment. BIOL 114 will introduce students to a broad range of biological principles, including organization, structure and function, heredity, evolution, and ecology. Students will demonstrate how their knowledge in biology is relevant to them, their community, and their world. Students will use scientific evidence as the basis for their arguments. Students will improve their skills in relaying biological information to peers and to the college. In addition, students will leave with a better understanding of scientific views that differ from their own. The laboratory component will emphasize scientific inquiry and use of knowledge in problem solving. This course is intended for students who are not pursuing a science career. (GECC L1 900L) (FA, SP, SU)
**Course Descriptions**

**BIOL 116**  
Genetics and Society  
3 HRS  
Prerequisite: Completion of Math through Intermediate Algebra Level 1 or assessment. Introduction to basic genetic principles and to contemporary issues in biotechnology. Addresses the ethical, political, and social implications of biological advances in the area of genetics. Life science lab credit can be obtained by concurrent or subsequent enrollment in BIOL 117. (GECC L1 906) (FA, SP)

**BIOL 117**  
Genetics and Society Lab  
2 HRS  
Prerequisite: Credit or concurrent enrollment in BIOL 116. A laboratory course designed to enhance and expand 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: Completion of Math through Beginning Algebra level or assessment. Basic structure and function of the human body on the cellular, tissue, and organ system levels will be covered in this course. This course explores both normal and pathologic conditions. Lab exercises include human models and preserved animal specimens. (This course cannot be used for credit in programs requiring BIOL 181 and BIOL 182.) (GECC L1 904L) (FA, SP)

**BIOL 131**  
Plants and Society  
4 HRS  
This general education course emphasizes scientific inquiry using plants as the study organism. Concepts covered include cell and molecular biology, plant structure and function, plant genetics, classification, evolution and ecology. The importance of plants in human society will be an ongoing theme throughout the course. The laboratory exercises will make extensive use of plant models, living and preserved plant specimens, and wet mount and prepared slides. (GECC L1 901L [pending approval]) (FA, SP)

**BIOL 132**  
Animals and Society  
4 HRS  
This general education course emphasizes scientific inquiry using animals as the study organism. Concepts covered include cell and molecular biology, animal structure and function, animal genetics, classification, evolution and ecology. The importance of animals in human society will be an ongoing theme throughout the course. The laboratory exercises will make extensive use of animal models, living and preserved animal specimens and wet mount and prepared slides. (GECC L1 902L [pending approval]) (FA, SP)

**BIOL 140**  
Evolution: Big Bang to Biotechnology  
3 HRS  
Prerequisite: ENGL 101. This course is intended for those not majoring in science. The course explores the broad outlines of evolution, focusing on past and ongoing changes in the universe and life on Earth, as they are understood from a scientific perspective. It includes the study of the origin and evolution of the universe, the formation and development of the solar system and Earth, and the origin and evolution of life. Major emphasis is given to the evolution of life as deduced by evidence from the fossil record and from comparisons among living species. Practical applications of evolutionary theory in medicine, sociology and other fields of study are also explored. (GECC L1 907 [pending approval])

**BIOL 161**  
Principles of Biology I  
4 HRS  
Prerequisite: Completion of Math through Intermediate Algebra Level 1 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 and completion of Math through Intermediate Algebra Level 1, 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)

**BIOL 181**  
Anatomy and Physiology I  
4 HRS  
Prerequisite: One year of high school biology or college level biology course within the last five years, BIOL 099 with a grade of C or higher, or assessment; and completion of Math through Intermediate Algebra Level 1, 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 animal specimens. (BIOL 182 completes the sequence.) (GECC L1 904L) (FA, SP, SU)

**BIOL 182**  
Anatomy and Physiology II  
4 HRS  
Prerequisite: BIOL 181 with a grade of C or higher; and completion of Math through Intermediate Algebra Level 1 with a grade of C or higher, or assessment. 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 animal specimens. (BIOL 182 completes the sequence begun in BIOL 181.) (FA, SP, SU)
BUSN 108
Personal Finance 3 HRS
This course provides the background and specific skills necessary for effective personal financial decision making. Students will learn to understand, mathematically analyze, and evaluate financial products and strategies. This course emphasizes active decision making. As students learn the basic concepts, they will develop personal financial goals, devise plans for attaining them, and begin the implementation of strategies leading to financial security and independence. (FA)

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 Applications in Business 3 HRS
This course focuses on the use of Office suite application tools to support effective business decision-making. Students are introduced to concepts and develop skills in word processing, spreadsheet, database, presentation, and Internet applications. Students will use critical thinking and problem solving skills to develop integrated solutions to business cases that focus on improving management productivity. Keyboarding ability is recommended. (IAI Major Code 902) (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)

BUSN 170
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)

BUSN 180
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)
**Course Descriptions**

**BUSN 210**  
**Legal Environment of Business**  
3 HRS  
*Prerequisite: BUSN 110 or permission of instructor.* This 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)

**BUSN 220**  
**Principles of Management**  
3 HRS  
*Prerequisite: BUSN 110 or permission of instructor.* This management course is designed to introduce students to an overview of business theories and/or 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)

**BUSN 223**  
**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. (FA)

**BUSN 225**  
**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)

**BUSN 226**  
**Introduction to Sports Marketing**  
3 HRS  
This course is designed to provide an overview of sports marketing principles to students. The following topics will be examined: current issues, theories, and research in sports marketing, promotion, marketing mix, consumer behavior, and relationship marketing. (SP)

**BUSN 230**  
**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)

**BUSN 240**  
**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)

**BUSN 250**  
**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)

**BUSN 256**  
**Topics in Business**  
1-6 HRS  
*Prerequisites: BUSN 110 or permission of instructor.* 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)

**CAD 101**  
**Introduction to AutoCAD**  
3 HRS  
*Prerequisite: TECH 114 (or TECH 112) with a grade of C or better or concurrent enrollment.* Introduction to AutoCAD covers basic AutoCAD commands and techniques using assorted applications, including mechanical, architectural, and possibly others. This course will provide an introduction to the use of AutoCAD software. (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 the 3D coordinate system, element constraints, advanced template design, interaction between CAD programs, basic 3D drawings, assembly drawings, and creation of presentations and animations (FA, SP).
CAD 215
CAD Parametric Modeling and Design 3 HRS
Prerequisite: 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. (FA, SP)

CAD 224
Geometric Dimensioning & Tolerancing 3 HRS
Prerequisite: CAD 215 (or CAD 203). Geometric Dimensioning and Tolerancing 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). Residential Architecture is 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. Residential Architecture will be taught using AutoCAD Revit, additional AutoCAD software, Google Sketchup, and other packages as the industry dictates. (FA)

CAD 234
Commercial Architecture 3 HRS
Prerequisite: CAD 101. 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. (SP)

CHEM 120
Fundamentals of Chemistry 4 HRS
Prerequisite: Completion of Math through Beginning Algebra level or assessment. 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 140
Introduction to Environmental Chemistry 4 HRS
Prerequisite: CHEM 120 or CHEM 161 (or equivalent). Environmental Chemistry includes topics such as the chemistry of living organisms, natural and synthetic materials, water purification, environmental pollution, energy resources, and the importance of water, air, land, and wildlife. (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 Major 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. (IAI Major Code 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. One three-hour lab 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)

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)

CHLD 101
Intro to Early Childhood 3 HRS
This survey course provides an overview of early childhood care and education including historical and cultural perspectives, organization, structure, programming, and evidence-based practices. Professional and evidence-based practices of highly-qualified early childhood educators are outlined with an emphasis on their ability to enhance development and learning of each and every child between the ages of birth and eight. Considerations for diversity of culture, language, race, socio-economic status, gender, ethnicity, and ability will be included. Students will spend a minimum of 15 hours of observation in diverse early childhood settings. (FA, SP, SU)

CHLD 102
Growth and Development of the Young Child 3 HRS
This course provides an overview of the theory and principles of human growth and development from conception through adolescence. Content includes an in-depth study of the inter-relatedness of physical, cognitive, social and emotional aspects of development. Development is studied in the context of family, gender, culture, language, ability, socioeconomics, diversity, and society. Special emphasis will be on the theories of Piaget, Vygotsky, Erikson, and Gardner. Four field observations are required outside of class time in addition to at least two during class sessions. (FA, SP, SU)

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 involved in planning, implementing and evaluating developmentally appropriate, evidence-based curriculum for young children are studied. The course focuses on relationships among developmental theory, philosophy, and practice, and development of curriculum based on the needs and interests of young children including those who are culturally, linguistically, and ability diverse. The analysis of a wide range of early childhood curriculum models is emphasized. Six field experiences will be required for this class. (FA,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
This course is designed to demonstrate to the student how to do authentic, alternative, classroom-based assessment on young children and how to appropriately use standardized test information. The course will further provide the student with the knowledge and skills to interpret and use the information gained to plan curriculum that is responsive to and supportive of children's learning and development. Students will have the opportunity to engage in assessment processes through means of classroom observations, providing each student with a stronger understanding of child development skills. Students learn about and explore a variety of age, individually, linguistically, and culturally appropriate formal and informal assessments to gather and share information on each child's skills, abilities, interests and needs, birth through age 8. Includes field experiences. (FA, SP)

CHLD 201
Child Development Practicum I 3 HRS
Prerequisite: CHLD 102, 105, 109, 202, 209, and must have “clear” on DCFS licensing background check. This course deals with the practical application of evidence-based practices based on early childhood education principles and theories. Students work with diverse young children and families in high-quality, culturally, linguistically, and ability diverse early childhood settings under the supervision of a site supervisor and a college course work supervisor. Six hours of lab work will be required each week. This course meets for 1 hour seminar and 6 hours practicum for 3 hours credit. (FA, SP, SU)

CHLD 202
Health, Safety & Nutrition for the Young Child 3 HRS
This course provides an overview of the health, safety and nutritional needs of young children and early childhood practices to ensure the health and well-being of each child in a group setting. Content includes roles and responsibilities of adults in meeting children's diverse needs, the promotion of healthy life style practices, understanding common childhood illnesses and injuries, meeting health, nutrition and safety standards, and planning nutritious meals that are appropriate for each child. (FA, SP)

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. This course meets for 1 hour seminar and 6 hours practicum for 3 hours credit. (FA, SP, SU)

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 diverse needs of the child within the context of family, school and community. The course will examine the interplay of diverse cultures, lifestyles, abilities, language and communication with the role of the early childhood environment and other community institutions. Students will gain an understanding of their professional role in supporting evidence-based practices that strengthen respectful, collaborative family/child partnerships through effective use of community and family resources. (FA, 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. (VARIABLE)

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, SP)

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)

CHLD 296
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)

CONSTRUCTION

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 Mechanical & Electrical Systems 3 HRS
Prerequisite: MAIN 101 and concurrent enrollment in TMAT 103 or a college level MATH course. This course introduces students to the basics of mechanical, electrical, plumbing and fire protection (MEP) systems commonly found in commercial buildings. Topics covered include design, installation, and maintenance of MEP systems, construction documents, estimating, energy efficiency, and troubleshooting. (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 152
Surveying and Site Planning 3 HRS
Surveying and Site Planning will provide a hands-on learning environment to develop an understanding of surveying applications and site planning considerations. Students will learn about the planning, design, layout, and construction of our physical environment and infrastructure; development of effective strategies to solve surveying problems will be emphasized. Students will also learn about practical approaches involved in evaluating and planning sites within the context of natural and cultural systems; emphasis will be placed on developing the knowledge and practical skills to become capable of analyzing and planning a site for development. It is recommended that a student complete CNST 101 and a college-level math course prior to 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)
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 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, SU)

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. (SP)

COMM 132
Introduction to Photojournalism 3 HRS
The course is an introduction to the principles and techniques of photojournalism for use in print, broadcast, web and other journalistic mass media. This course will advance students' skills in digital 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 digital SLR camera (equipped with manual override), lenses of varying focal lengths, and a flash with adjustable output. This class assumes little to no knowledge of photography and Photoshop. Students will meet 6 hours for 3 hours credit. (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
COMM 160 is a study of the historical, social, and cultural impact of mass media on society. This course also examines different forms of communication from print to media to social media. (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 250
Activism 3 HRS
Prerequisite: Completion of ENGL 101 and COMM 101 with a grade of C or better, or permission of the instructor(s). This course is designed for students who want to develop their skills in doing activism. Course materials, class discussions, guest speakers, educational excursions, and designing and implementing individual, semester-long projects will develop students' personal philosophies regarding social justice and enhance their abilities to analyze issues and engage in political activism. This course will be cross-listed as POS 250. (FA)
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)

CRIMINAL JUSTICE

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, SU)

CRJ 200
Introduction to 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) (FA, SP)

CRJ 201
Introduction to 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) (FA, SP, SU)

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, SP)

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, SP)

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) (FA, SP)
CRJ 218  
Terrorism, Intelligence and the Criminal Justice System  3 HRS  
This course introduces the student to terrorism and its impact on the criminal justice system in the twenty-first century. Students will examine the relationship between intelligence and homeland security strategies using a case-study methodology. The course also includes a focus on controversial issues surrounding the USA Patriot Act and intelligence gathering within the United States. Additionally, the role that federal, state, and local law enforcement agencies play in counterterrorism will be studied. (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. (VARIABLE)

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 296  
Special Topics in Criminal Justice  1-6 HRS  
Prerequisite: Successful completion of CRJ 101, with a grade of C or better, cumulative grade point average of 2.0 or higher or consent of instructor. The purpose of this course is to offer students an opportunity to study a topic, which will (1) develop a greater knowledge of the criminal justice field or (2) studies or examines a contemporary issue of concern within the criminal justice system. Course may be repeated up to 3 times with a different topic, for 6 hours of credit. Refer to the schedule book for specific topics offered. Specific topic title will be stated on the student's transcript. (VARIABLE)

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)

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. (VARIABLE)

CSCI 101  
Introduction to Computer Information Science  4 HRS  
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, SP)
**Course Descriptions**

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 915) (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. Concurrent enrollment in CSCI 115 is suggested. 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) (VARIABLE)

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, or CSCI 224 with a grade of C or better. 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. (FA)

CSCI 153  
**Android Development**  4 HRS  
Prerequisite: 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. (SP)
CSCI 171
Computing for Engineering & Science 3 HRS
Prerequisite: 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)

CSCI 220
C Programming 3 HRS
Prerequisite: 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)

CSCI 221
C++ Programming 3 HRS
Prerequisite: 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)

CSCI 224
Programming in Java 3 HRS
Prerequisite: 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)

CSCI 230
Network Programming in Java 3 HRS
Prerequisite: 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 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)

CSCI 231
Graphical Programming in Java 3 HRS
Prerequisite: 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)

CSCI 232
Enterprise Application Programming in Java 3 HRS
Prerequisite: 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)

CSCI 233
Enterprise Application Programming in Java I 3 HRS
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 3 HRS
Prerequisite: CSCI 131 with a grade of C or better, or CSCI 224 with a grade of C or better. 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 4 HRS
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 4 HRS
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 4 HRS
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. (VARIABLE)

CSCI 253
Mobile Communications Programming 4 HRS
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. (VARIABLE)

CSCI 260
Database Management Systems 3 HRS
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 2-4 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 Technology will be reviewed based on (1) previous experience, (2) courses completed, and (3) aptitude/ability match with selected topic. (VARIABLE)

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 worldwide 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 composting, 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. 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 website, 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 website, 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)

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
This is a 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
This is 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. This class is 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: Completion of Math through Beginning Algebra level or assessment. 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 907L) (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)

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. (GECC P1 907L) (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: Completion of Math through Intermediate Algebra Level 1 or assessment. 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. (VARIABLE)

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. Note: Students who enroll in EDUC 101 and/or EDUC 105 will be required to undergo a criminal background check by a college selected vendor. A clear background check is mandatory in order to complete the course/state required 15 hour clinical component for each class. The cost of the background check will be added as a course fee. (FA, SP)

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. Note: Students who enroll in EDUC 101 and/or EDUC 105 will be required to undergo a criminal background check by a college selected vendor. A clear background check is mandatory in order to complete the course/state required 15 hour clinical component for each class. The cost of the background check will be added as a course fee. (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. (SP)
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 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. (VARIABLE)

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. (VARIABLE)

EDUC 220
Educational Psychology  3 HRS
Prerequisite: PSY 101 and EDUC 101 or equivalent education course with a C or better or permission of instructor. 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)
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**Course Descriptions:**

- **Electrician Apprentice III (ELAP 121)**
  - **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)

- **Electrician Apprentice IV (ELAP 122)**
  - **Prerequisite:** ELAP 121. Course includes National Electric Code, applied science and math, sketching schematics, rigging, fire alarm systems, and basic refrigeration and air conditioning. (VARIABLE)

- **Electrician Apprentice-Teledata III (ELAP 125)**
  - **Prerequisites:** ELAP 112. This course covers advanced topics in DC theory and circuits, introductory topics relating to telephones and their cabling systems, and the National Electric Code as it relates to wire and wiring. (VARIABLE)

- **Electrician Apprentice-Teledata IV (ELAP 126)**
  - **Prerequisites:** ELAP 125. This course covers topics in the National Electrical Code as it relates monitoring systems, introductory networking concepts, grounding and bonding fundamentals, and other related circuit/cable/raceway topics. (VARIABLE)

- **Electrician Apprentice Residential III (ELAP 127)**
  - **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)

- **Electrician Apprentice Residential IV (ELAP 128)**
  - **Prerequisite:** ELAP 127. This course involves the theory, applications, calculations and connections associated with transformers and power distribution systems commonly used in the residential electrical field. (VARIABLE)

- **Electrician Apprentice V (ELAP 131)**
  - **Prerequisite:** ELAP 122. Explores advanced electrical theory related to AC current, electrical and mechanical specifications, protective control and starter relays. (VARIABLE)

- **Electrician Apprentice VI (ELAP 132)**
  - **Prerequisite:** ELAP 131. Covers troubleshooting electrical circuits, equipment, complex circuits and controls and application of the National Electrical Code. (VARIABLE)

- **Electrician Apprentice-Teledata V (ELAP 135)**
  - **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)

- **Electrician Apprentice-Teledata VI (ELAP 136)**
  - **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)

- **Electrician Apprentice Residential V (ELAP 137)**
  - **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)

- **Electrician Apprentice Residential VI (ELAP 138)**
  - **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)

- **Electrician Apprentice-Teledata VII (ELAP 139)**
  - **Prerequisite:** ELAP 138. 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)

- **Electrician Apprentice VIII (ELAP 142)**
  - **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)

- **Electrician Apprentice IX (ELAP 145)**
  - **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)

- **Electrician Apprentice X (ELAP 151)**
  - **Prerequisite:** ELAP 152. 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
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
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
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
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
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
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. (FA)

ELTC 220
Data Communications
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 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. (VARIABLE)

EMERGENCY MEDICAL SERVICES

EMT 101
Emergency Medical Technician
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 230
Paramed I
Prerequisite: Completion of BIOL 121, or BIOL 181 and concurrent enrollment in BIOL 182, or equivalent, and an active IL EMT-Basic or EMT-Intermediate license. Completion of the Advanced EMT Certificate Prerequisite 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. Students are exposed to preparatory and operations divisions of the curriculum, including roles and responsibilities, medical-legal aspects, general principles of pathophysiology, and medication administration, followed by ambulance, rescue, and hazardous materials awareness. The semester concludes with advance airway care and advanced patient assessment and physical examination techniques. Didactic formats include lecture and group learning. (FA2YRS)
EMT 231  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. The semester begins with the trauma division as students learn structure and function of trauma systems, kinematics, and the implementation of care plans for trauma victims. The medical division begins with an emphasis on cardiac and respiratory emergencies. Students learn to recognize cardiac dysrhythmias, administer cardiac medications, and assess and manage respiratory and cardiac disorders. Didactic formats include lecture and group learning. This course meets for 9 hours lecture and 12 hours clinical for 11 hours credit. (SP2YRS)

ENGLISH

ENGL 094  Writing Skills Review I  3 HRS
Prerequisite: Satisfactory score on English placement exam or consent of the department. Concurrent enrollment in READ 090 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)

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 final portfolio that includes a research paper (or papers) is required. This paper (or papers) constitutes the majority of the grade for this course. (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 final portfolio that includes a research paper (or papers) is required. This paper (or papers) constitutes the majority of the grade for this course. (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. (SP)
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 150  
Introduction to Non-Western Literature  3 HRS  
Prerequisite: Completion of ENGL 101 with a grade of C or better, or concurrent enrollment, is required. This course will involve discussing, analyzing and writing about literature/texts by non-western authors with an emphasis on non-western cultures, including Asian, South Asian, African, Caribbean, and Middle Eastern. The course will look at texts from a number of different genres and historical periods. (GECC H3 908N [pending approval]) (VARIABLE)

ENGL 206  
Creative Writing  3 HRS  
An introductory course in writing in the principal bellettristic 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)

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 poetic forms. 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 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? ENGL 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.* (FA)

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 254  
**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 296  
**Special Topics in English Studies**  1-3 HRS  
*Prerequisite: Completion of ENGL 101 with a grade of C or better. This is a course in English Studies that is appropriate for students in the second year of college. The course advances strategies of research, writing, and interpretation. The particular topic of the course introduces or advances study of written, oral, visual, or multimedia texts pertinent to any field within English studies, including literature, creative writing, rhetoric, linguistics, English Education, advanced writing, composition, critical theory, cultural studies, and textual production. The study might include formal qualities, historical frameworks, theoretical groundings, secondary literature, cultural dimensions, linguistic features, rhetorical characteristics, symbolic implications, literary elements, or aesthetic applications pertinent to a defined group of texts. Because topics and research studied change each semester, ENGL 296 may be repeated for a total of six credits.* (VARIABLE)
Course Descriptions

ENGINEERING

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 Major 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, SU)

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)

FILM 296
Studies In Film 3 HRS
Prerequisite: Completion of, or concurrent enrollment in, ENGL 101 is strongly recommended. An advanced course in film studies, including films from the genres of the western, film noir, the foreign film, the musical, the science fiction film and others. Each film will be considered by examining the constituent elements and formal qualities that are intrinsic to that particular film and the genre, as well as by studying the relationship of one film to another and to the societies from which they developed. Because topics and films studied will change each semester, FILM 296 may be repeated for a total of six credits. (VARIABLE)

FRENCH

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 202 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. (FA)

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)
GENERAL STUDIES

GENS 100
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 101
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 102
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 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 each 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)

GEOGRAPHY

GEOG 101
World Geography 3 HRS
This course is a study of the interrelationships between contemporary world cultures and geographic structures and regions. The course includes a geographic perspective of human origins and distribution, population, migration, health, climate, culture, language, settlements, industry, and agriculture. (GECC S4 900N) (FA, SP, SU)

GEOG 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)

GEOG 120
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
This is 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. (FA)

GERM 102
German II 4 HRS
Prerequisite: GERM 101 with a grade of C or better or consent of instructor. This course is 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
Prerequisite: GERM 102 with a grade of C or better or with the consent of the instructor. This class emphasizes the 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 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. (VARIABLE)

HISTORY
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, SU)

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
Prerequisite: Completion of, or concurrent enrollment in, ENGL 101 or equivalent. This course is a survey of British History from the early Britons to 1714. Topics covered include early Britons and Roman invasions, emergence of England, Norman Conquest and relations with Europe, conquest of Wales, wars between England and Scotland, Henry VIII and English Reformation, 1688 Revolution, Parliament, and House of Windsor. (VARIABLE)

HIST 108
Survey of British History II 3 HRS
Prerequisite: Completion of, or concurrent enrollment in, ENGL 101 or equivalent. This course is a survey of British History from 1714 to present. Topics covered include the Whigs and Tories, the 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 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
Prerequisite: Completion of, or concurrent enrollment in, ENGL 101 or equivalent. This course is an introduction to Latin American history. As such, the cultural, economic, political, and religious characteristics of the region will be discussed. The sixteenth, seventeenth, and eighteenth centuries are the principal concern. The topics include the indigenous civilizations of the Americas; the motives for, and the methods and results of, the Iberian conquest and colonization; the struggle for independence from Spain; the national period; legacy from the past and new dependency; and twentieth century Latin America. Though the emphasis will be on the Spanish heritage, the course will include a brief examination of the Brazilian experience. (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 is on the local and Midwestern context. (VARIABLE)

HIST 259
History of Illinois 3 HRS
Prerequisite: Completion of, or concurrent enrollment in, ENGL 101. This course presents Illinois history from the earliest times to the present. It includes political, economic, social, cultural, educational, and constitutional developments. (SP)

HIST 261
Non-Western Civilization I 3 HRS
Prerequisite: Completion of, or concurrent enrollment in, ENGL 101. This course is designed as an introduction to the study of non western civilizations from their earliest origins to the late-fifteenth 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
Prerequisite: Completion of, or concurrent enrollment in, ENGL 101. 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 tenants 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 905N) (SP)

HIST 266
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)

HIT 201
Medical Transcription 1-3 HRS
Prerequisites: OTEC 118, ACSM 155, and completion or concurrent enrollment in HLTH 111, 135, and 209. HIT 201 is designed as the entry-level course focusing on formatting reports, editing and proofreading transcribed work, and going through a systemic approach reviewing medical terminology, and 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. (FA)

HIT 202
Advanced Medical Transcription 3 HRS
Prerequisites: Successful completion of HIT 201 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 recordins of a variety of experiences including those involving ethical and legal considerations in professional and medical situations. (SP)

HIT 211
Classification and Indexing I 3 HRS
Prerequisites: ACSM 155; HLTH 110 with grade of C or better; and completion of, or concurrent enrollment in HLTH 111, 135, and 209. HIT 211 is designed as the entry level course introducing concepts of reimbursement, HIPAA and compliance processes in the acute care setting. The course will also provide an overview of both ICD-9-CM and ICD-10-CM codes with the inclusion of ICD-9 CM Official Guidelines for Coding and Reporting. Case studies and simulation lab will integrate anatomy and physiology, medical terminology and pharmacology in a systemic approach. (SP)
HIT 212 Classification & Indexing II 3 HRS
Prerequisites: HIT 211 completed with a grade of C or better or concurrent enrollment. HIT 212 is designed to expand upon concepts learned in HIT 211 with the inclusion of CPT and HCPCS codes. Students will learn how to recognize modifiers and understand their purpose. Course also includes understanding evaluation and management services utilizing the key components of a patient’s history, physical exam and medical decision making. Case studies and the simulation lab utilizing Evolve will allow students to have experience coding actual medical records in the electronic format. (SU)

HIT 293 Medical Transcription Practicum 4 HRS
Prerequisite: GPA of 2.0 or better in medical transcription program and completion of or concurrent enrollment in HIT 202. 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)

HIT 294 Medical Coding Specialist Practicum 4 HRS
Prerequisites: HIT 212 with a grade of C or better. This course will be the capstone for the medical coding specialist certificate. Students will gain experience as a medical coder under the supervision of a site supervisor and a college instructor. (SU)

HEALTH

HLTH 100 Career Explorations in Health Care 2 HRS
Prerequisite: Completion of, or concurrent enrollment in ENGL 101. Through the exploration of possible career choices in healthcare, students will determine prerequisites for academic programs leading to those careers, identify job entry requirements, use appropriate resources, and apply study strategies leading to success in their chosen academic program. (FA-EVEN)

HLTH 101 Heartsaver First Aid 2 HRS
HLTH 101 is designed for the layperson in the workplace or at home rather than the healthcare provider. Students will receive instruction in six sections, including general principles, medical emergencies, injury emergencies, cardiopulmonary resuscitation, automated external defibrillation, and environmental emergencies. A two-year Heartsaver First Aid certification is issued to students who successfully complete the course. (VARIABLE)

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 3 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. (FA, SP)

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, SU)

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. (FA, SP, SU)

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. (FA)

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. (SP)

HLTH 120 Nutrition 3 HRS
This course will emphasize general principles regarding the functions and sources of essential nutrients. Applicable information regarding nutrition throughout the lifespan, nutrition-related medical conditions, and nutritional planning will also be studied. (FA, SP, SU)
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. (FA, 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. (FA, SP)

HLTH 140 Walking for Health 2 HRS
This course emphasizes a beginner’s walking program (i.e., 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. (FA, SP)

HLTH 140 Walking/Jogging Lab 2 HRS
Prerequisite: 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. (FA, SP)

HLTH 142 Introduction to Strength Training 2 HRS
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. (FA, SP)

HLTH 143 Strength Training Lab 2 HRS
Prerequisites: 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. (FA, SP)

HLTH 147 Principles of Exercise and Nutrition 3 HRS
This course is a continuation of HLTH 140, lecture activities and for physiological testing, but will complete activity labs on their own. (FA, SP)

HLTH 148 Introduction to Gerontology 3 HRS
Prerequisite: Completion of ENGL 101 with a grade of C or better. This introductory course in Gerontology includes an overview of the physical, psychological, and sociological aspects of aging. Topics included are normal versus pathological aging, society’s view of and response to aging, and current issues facing the aged, such as healthcare, finances, and social change. (FA, SP)

HLTH 180 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. (FA, SP)

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. (FA, 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, integrative 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. (FA, SP)

HLTH 280 Cross Cultural Health Care Exploration 3 HRS
Prerequisite: ENGL 101 with a grade of C or better or concurrent enrollment. The course includes an overview of the physical, psychological, and sociological aspects of health, illness and aging across different cultures. Topics included are the influence of one's culture, ethnicity, and spiritual beliefs upon one's life, including health care decisions. Health care adaptations based on the unique individual or group needs are presented. (FA, SP)
**HLTH 284**
**Gerontology Regulations and Resources** 3 HRS
- **Prerequisite:** ENGL 101 with a grade of C or better or concurrent enrollment. This course in Gerontology builds upon previous courses in the curriculum. The course includes an overview of federal and state regulatory bodies overseeing the population of elders and elder services. Topics include an in-depth look at Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and The Omnibus Budget Reconciliation Act of 1987 (OBRA) as well as home health, assisted living and elder daycare governing bodies; an exploration of Medicare, Medicaid, and the American Association of Retired Persons (AARP) as elder care financial entities; and application of regulations to the practice area. Additionally, resources for elderly individuals, families, care providers, and ancillary persons will be presented. (FA, SP)

**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)

**HONORS**

**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 101**
**Introduction to the Humanities** 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) (VARIABLE)

**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 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) (VARIABLE)
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. For study abroad program only. (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, with an emphasis on understanding the varied sources of myths, their cultural context, and their function in society. The course will consider how the characters and events of Classical Mythology have been represented in literature, art, and culture from antiquity to the present. (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. An 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 an internship credit hour) to gain practical skills and experience. Work experience must be approved in advance by the internship coordinator. (VARIABLE)

ILLINOIS 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)
**Course Descriptions**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ILAP 114</td>
<td>Asphalt Technology and Construction</td>
<td>3 HRS</td>
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<tr>
<td>ILAP 121</td>
<td>Asbestos Abatement</td>
<td>3 HRS</td>
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<tr>
<td>ILAP 122</td>
<td>Principles of Pipelaying</td>
<td>3 HRS</td>
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<tr>
<td>ILAP 123</td>
<td>Introduction to Blueprint Reading</td>
<td>3 HRS</td>
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<tr>
<td>ILAP 131</td>
<td>Basic Surveying</td>
<td>3 HRS</td>
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<tr>
<td>ILAP 132</td>
<td>Bridge Construction</td>
<td>3 HRS</td>
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<tr>
<td>ILAP 133</td>
<td>AGC Hazardous Waste Worker</td>
<td>4 HRS</td>
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<td>ILAP 211</td>
<td>Laborer Internship I</td>
<td>3 HRS</td>
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<td>ILAP 221</td>
<td>Laborer Internship II</td>
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<td>ILAP 231</td>
<td>Laborer Internship III</td>
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**INDEPENDENT STUDY**

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<tr>
<td>INDP 297</td>
<td>Independent Study</td>
<td>1-6 HRS</td>
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<td>INDP 297</td>
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**INSURANCE**

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<tbody>
<tr>
<td>INSR 115</td>
<td>Life and Health Insurance I</td>
<td>3 HRS</td>
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Additional course topics include federal, state, and local regulatory requirements and the use of personal protective equipment and clothing. (VARIABLE)

This course includes lecture, lab and work experience. Students are prepared for asbestos abatement in a work environment. Additional course topics include trenching and excavation safety, pressure pipe laying techniques, utility line and grade, and gravity flow piping systems. (VARIABLE)

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)

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)

This course includes lecture, lab and work experience. The contents include basic construction surveying, line and grade checking, and laser tracking leveling. (VARIABLE)

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)

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)

This course 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)

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**Independent Study** course may be repeated once for a total of no more than 6 semester hours credit in independent study. (VARIABLE)

This course provides 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)

INSR 200
Finance in Life & Health Insurance  3 HRS
Financial management issues affecting the solvency and probability of life and health insurers are explained. Students will gain an understanding for the complexity of insurance companies through study of topics including: risk/return tradeoff, establishing prices, managing assets, and monitoring financial performance. In addition, this course is geared to prepare the student to successfully sit for the Fellow, Life Management Institute (FLMI) 371 examination. (VARIABLE)

ITALIAN

ITAL 101
Italian I  4 HRS
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, the use of actual speech patterns, and basic elements of Italian culture. (FA)

ITAL 102
Italian II  4 HRS
Prerequisite: ITAL 101 with a grade of C or better, or equivalent proficiency. The purpose of this course is to continue the development of proficiency in the four language skills (listening, reading, writing and speaking) in Italian. Students will be able to communicate with an Italian native speaker on a variety of everyday topics, using proper polite expressions and structures, as well as becoming familiar with the characteristics of Italian culture and developing awareness of current events and issues in Italy. (SP)

ITAL 201
Italian III  4 HRS
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)
Course Descriptions

ITAL 202
Italian IV 4 HRS
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. (GECC H1 900) (SP)

JAPANESE

JAPN 101
Japanese I 4 HRS
A beginning course in Japanese, with emphasis on the development of basic listening, speaking, reading, and writing skills. Basic vocabulary, essentials of Japanese 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 Japanese should not enroll in JAPN 101. (FA)

JAPN 102
Japanese II 4 HRS
Prerequisite: JAPN 101 or equivalent. A continuation of Japanese 101, with emphasis on expanding the basic conversational vocabulary and more detailed study of grammatical principles and syntactic patterns. (SP)

JAPN 201
Japanese III 4 HRS
Prerequisite: JAPN 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 4 HRS
Prerequisite: JAPN 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)

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, SU)

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. (FA)

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. (FA)

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, or 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. (SP)
MATH 091
Preparation for College Math A 4 HRS
Prerequisite: Placement by assessment.
This course is designed for students who need to develop their math skills prior to taking college level mathematics. Topics include: whole numbers, solving equations with integers, solving linear equations, fractions, mixed numbers, decimals, ratios, and proportions. For students who can successfully work at an accelerated pace, additional topics include: percents, orders of operations, solving linear equations, lines, exponents, polynomials, factoring, rational expressions, functions, radical expressions, and linear systems. For students who can successfully work at an accelerated pace, additional topics include: compound inequalities, systems of equations, complex numbers, and quadratic equations. (FA, SP, SU)

MATH 092
Preparation for College Math B 4 HRS
Prerequisite: Successful completion of Math 091. This course is designed for students who need to develop their math skills prior to taking college level mathematics. Topics include: percents, orders of operations, solving linear equations, lines, exponents, polynomials, factoring. For students who can successfully work at an accelerated pace, additional topic include: rational expressions, functions, radical expressions, linear systems, compound inequalities, systems of equations, complex numbers, and quadratic equations. (FA, SP, SU)

MATH 093
Preparation for College Math C 4 HRS
Prerequisite: Successful completion of Math 092. This course is designed for students who need to develop their math skills prior to taking college level mathematics. Topics include: rational expressions, functions, radical expressions, and linear systems. For students who can successfully work at an accelerated pace, additional topic include: compound inequalities, systems of equations, complex numbers, and quadratic equations. (FA, SP, SU)

MATH 094
Preparation for College Math D 4 HRS
Prerequisite: Successful completion of Math 093. This course is designed for students who need to develop their math skills prior to taking college level mathematics. Topics include: compound inequalities, systems of equations, complex numbers, and quadratic equations. (FA, SP, SU)

MATH 095
College Algebra for Math & Science 4 HRS
Prerequisite: Completion of Math through Intermediate Algebra Level 2 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: Completion of Math through Intermediate Algebra Level 2 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)
### Course Descriptions

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MATH 131</td>
<td>Explorations in Mathematics</td>
<td>3 HRS</td>
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<td></td>
<td><strong>Prerequisite:</strong> Completion of Math through Intermediate Algebra Level 1 or assessment. This course focuses on mathematical reasoning and the solving of real life problems, rather than on routine skills and appreciation. Three or four topics are studied in depth, with at least three chosen from the following list: counting techniques and probability, geometry, graph theory, logic and set theory, mathematical modeling, mathematics of finance, game theory, linear programming, and statistics. Note, a scientific calculator is required for this course (a graphing calculator is also acceptable). (GECC M1 904) (FA, SP, SU)</td>
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<tr>
<td>MATH 135</td>
<td>Mathematics for Elementary Teachers I</td>
<td>3 HRS</td>
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<td><strong>Prerequisite:</strong> Completion of Math through Intermediate Algebra Level 1 or assessment. 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, SP)</td>
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<tr>
<td>MATH 136</td>
<td>Mathematics for Elementary Teachers II</td>
<td>3 HRS</td>
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<td></td>
<td><strong>Prerequisite:</strong> 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) (FA, SP)</td>
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<tr>
<td>MATH 141</td>
<td>Introduction to Statistics</td>
<td>4 HRS</td>
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<td></td>
<td><strong>Prerequisite:</strong> Completion of Math through Intermediate Algebra Level 1 or assessment. 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, measurement 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)</td>
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<tr>
<td>MATH 142</td>
<td>Business Statistics</td>
<td>4 HRS</td>
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<td><strong>Prerequisite:</strong> MATH 106 or MATH 109, with grade of C or better, or equivalent, or assessment. 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. Note, 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. (GECC M1 902, IAI Major Code BUS 901) (FA, SP, SU)</td>
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<tr>
<td>MATH 151</td>
<td>Calculus for Business &amp; Social Science</td>
<td>4 HRS</td>
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<td><strong>Prerequisite:</strong> MATH 106 with grade of C or better, or equivalent, or assessment. Mathematical analysis of calculus with applications to business and social sciences. Topics include function, the derivative, basic techniques of differentiation, optimization, the definite integral, curve sketching, and multivariable functions. The course focuses on interpretation and applications. Topics are presented geometrically, numerically, algebraically, and verbally. Note, a TI 83, TI 83+, TI 84, or TI 84+ is required for this course. (GECC M1 900-B) (FA, SP, SU)</td>
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<tr>
<td>MATH 161</td>
<td>Calculus I</td>
<td>4 HRS</td>
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<td></td>
<td><strong>Prerequisite:</strong> MATH 109 and MATH 128 with grade of C or better, or equivalent, or assessment. A first course in calculus. Topics include functions, curve sketching, limits, continuity, definition of derivative, rate of change, slope, derivatives of polynomial and rational functions, the chain rule, implicit differentials, approximation by differentials, higher order derivatives, Rolle’s Theorem, mean value theorem, applications of the derivative, the definite integral, the fundamental theorem of calculus, integration with applications and the calculus of trigonometric, logarithmic and exponential functions. Every topic is presented numerically, graphically, and symbolically. Note, a graphing calculator is required for this course (instruction will be based on a TI 89). (GECC M1 900-1, IAI Major Code MTH 901) (FA, SP, SU)</td>
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<tr>
<td>MATH 162</td>
<td>Calculus II</td>
<td>4 HRS</td>
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<td><strong>Prerequisite:</strong> MATH 161 with a grade of C or better, or equivalent. A second course in calculus. Topics include area, volume and other applications of the integral, calculus of trigonometric, logarithmic and exponential functions, techniques of integration including numerical methods, indeterminate forms: L’Hospital’s rule, improper integrals, sequences and series, Taylor series, convergence tests, polar coordinates and parametric forms. Topics are presented numerically, graphically, and symbolically. Note, a graphing calculator is required for this course (instruction will be based on a TI 89). (GECC M1 900-2, IAI Major Code MTH 902) (FA, SP, SU)</td>
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MATH 163  
**Calculus III**  
4 HRS  
*Prerequisite: MATH 162 with a grade C or better, or equivalent.* The third semester of the calculus sequence, focusing on multivariable functions. Topics include differentiation and integration of functions with multiple variables, partial derivatives, the differential, directional derivatives, gradients, two- and three-dimensional motion, vector fields, and line integrals. Concepts are examined in three representations: numerically, graphically, and symbolically. Note, a graphing calculator is required for this course (instruction will be based on a TI 89). (GECC M1 900-3, IAI Major Code MTH 903) (FA, SP)

MATH 271  
**Linear Algebra**  
4 HRS  
*Prerequisite: MATH 162 with a grade of C or better, or equivalent.* This is an introductory course in linear algebra. Topics include vectors, matrices and operations; inverse of a matrix; solution of systems of linear equations; vector spaces and subspaces; linear independence, dependence, and transformations; range and kernel of linear transformations; rank, basis and dimension; determinants; eigenvalues and eigenvectors; inner product spaces and orthogonality. (IAI Major Code MTH 911) (SU)

MATH 272  
**Differential Equations**  
4 HRS  
*Prerequisite: MATH 162 with a grade of C or better, or equivalent.* This is an introductory course in differential equations. Topics include linear equations with constant coefficients; the general linear equation; variation of parameters; undetermined coefficients; linear independence; the Wronskian; exact equations; separation of variables; and applications. In addition, the course will cover at least two or three of the following topics: systems of linear differential equations; solution of Laplace transforms; existence and uniqueness of solutions; solution by power series; oscillation and comparison theorems; partial differential equations; boundary value problems; numerical methods; and stability of solutions. (IAI Major Code MTH 912) (SP)

MATH 296  
**Special Topics in Math**  
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 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. (VARIABLE)

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**  
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, and flexible and computer-integrated manufacturing. (FA, SP)

MFTG 120  
**Computer Numerically Controlled Manufacturing**  
4 HRS  
*Prerequisite: MFTG 110 or MTT 101.* 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 responses of components and structures to external loads. The concept of principle stress is emphasized. (VARIABLE)

MFTG 215  
**Statistics and Quality Control**  
3 HRS  
The 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. Additionally, the course will cover collection of data, calculation of basic parameters, and the creation, interpretation and application of control charts. (VARIABLE)
**Course Descriptions**

**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)

**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, bandsaws and engines 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
This course provides a comprehensive study of refining properties, mechanical properties, and physical properties of ferrous materials. Additional topics of study include theory of alloys, heat treatment, and testing. (VARIABLE)

**MACHINE TOOL II**
**Prerequisite:** MTT 101. This course provides an introduction to common types of milling machines, surface grinders, and their accessories. Students will also learn about 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. This course is a comprehensive study of mass production tooling including 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
Prerequisite: MUSI 110. 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)

**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. (SP)
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<tr>
<td>MUSI 120</td>
<td>Choir</td>
<td>1 HR</td>
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<td>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)</td>
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<tr>
<td>MUSI 145</td>
<td>Jazz Ensemble</td>
<td>1 HR</td>
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<td>Rehearsal and performance in jazz ensemble. (VARIABLE)</td>
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<tr>
<td>MUSI 150</td>
<td>Music Appreciation</td>
<td>3 HRS</td>
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<td>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 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)</td>
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<tr>
<td>MUSI 160</td>
<td>Non-Western Music</td>
<td>3 HRS</td>
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<td>A study of representative music of selected cultures of the non-Western world, with an emphasis on understanding music in cultural and social contexts. (GECC F1 903N) (SP)</td>
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<tr>
<td>MUSI 170</td>
<td>Music History &amp; Literature I: Antiquity to the 18th Century</td>
<td>4 HRS</td>
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<td>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. Particular attention is given to understanding musical works, aesthetics, and concepts in their historical, social, and cultural contexts. (FA)</td>
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<tr>
<td>MUSI 171</td>
<td>Music History and Literature II: The Classical Era to the Present</td>
<td>4 HRS</td>
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<tr>
<td></td>
<td>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. (FA)</td>
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<tr>
<td>MUSI 196</td>
<td>Applied Music Instruction for Nonmajors</td>
<td>1-2 HRS</td>
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<td>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. See your academic advisor to register. (FA, SP, SU)</td>
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<tr>
<td>MUSI 197</td>
<td>Applied Music Instruction for Nonmajors</td>
<td>1-2 HRS</td>
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<td>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. See your academic advisor to register. (FA, SP, SU)</td>
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<td>MUSI 198</td>
<td>Applied Music Instruction for Nonmajors</td>
<td>1-2 HRS</td>
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<td>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. See your academic advisor to register. (FA, SP, SU)</td>
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<tr>
<td>MUSI 199</td>
<td>Applied Music Instruction for Nonmajors</td>
<td>1-2 HRS</td>
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<td>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. See your academic advisor to register. (FA, SP, SU)</td>
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Course Descriptions

MUSI 200
Applied Instruction in Music  2 HRS
Prerequisite: Consent of the instructor or the division chair. 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. See your academic advisor to register. (FA, SP, SU)

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. See your academic advisor to register. (FA, SP, SU)

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. See your academic advisor to register. (FA, SP, SU)

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. See your academic advisor to register. (FA, SP, SU)

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 harmonic theory, 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 harmonic 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 harmonic, 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)
**COMPUTER NETWORKING**

**NETW 121**
**Networking Fundamentals** 3 HRS  
*Prerequisite: Completion of NETW 150 with a grade of C or better.* This is the first of four courses in the Cisco Networking Academy designed to provide students with classroom and laboratory experience in current and emerging networking technology. This course is designed to be integrated into technology curricula or continuing education programs at postsecondary institutions such as technical schools and universities. Instruction includes, but is not limited to: networking, LANs, WANs, OSI models, routers, router programming, topologies, and IP addressing. (FA, SP)

**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 Academy 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, SP)

**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 Academy 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. (FA, 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 Academy which relates to the OSI Reference Model, related applications, and future 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)

**NETW 125**
**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. (FA, SP)

**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)
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, SP)

NETW 167
Windows Server Administration 3 HRS
Prerequisite: NETW 166 with a grade of C or better or concurrent enrollment in NETW 166. This course prepares students to install and configure Microsoft Windows Server. Various file systems and disk management functions, administrating the operating system, network protocols, and remote access are included. It also helps prepare students for the Microsoft Certified Professional examination. (FA, SP)

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. (FA, SP)

NETW 172
Wireless Networking with Security 3 HRS
Prerequisite: Completion of NETW 124 with a grade of C or better. 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 student's 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. This course covers 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 System Administrators, Network Administrators, and IT professionals who install, configure, manage, and support Linux networks. This course helps prepare for the Linux + Certification Exam. (FA)

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 and security technologies and protocols, and then moves into configuring a Linux network using a variety of command line and graphical utilities. (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. 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 student’s 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 262
Windows Directory Services 3 HRS
Prerequisite: Completion of 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 for the MCSE Exam, Implementing and Administering a Microsoft Windows 2000 Directory Services Infrastructure. (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 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. NETW 296 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) aptitude/ability match with selected topic. (VARIABLE)

NURSING

NURS 110
Nursing Assistant 8 HRS
Prerequisites: Placement into college level Reading and English and a Math COMPASS score of 40 or greater in the Pre-Algebra domain; authorization for Live Scan fingerprint (required by Illinois law); physical exam, including TB test; and a 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 will be the focus of this course. 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. (Lec 5 Lab 3) (FA, SP, SU)

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. (FA, SU)

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, SU)
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. (Lec 4 Lab 3) (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 Health Problems     5 HRS
Prerequisites: Successful completion of NURS 112, 113, NURS 117 and PSY 101 and concurrent enrollment 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)
**NURS 232**

**Leadership & Management in Nursing**  
1 HR  
Prequisite: 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  
Prequisite: 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  
Prequisite: 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  
Prequisite: 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  
Prequisite: NURS 232, NURS 241, BIOL 182, BIOL 191, ENGL 102, and PSY 101 and concurrent enrollment in, or successful completion of, 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  
Prequisite: 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)
### COURSE DESCRIPTIONS

#### 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)

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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)

PHYS 110
Physics in Everyday Life 3 HRS
Prerequisite: Completion of Math through Beginning Algebra level or assessment. This course is designed for non-science majors. The fundamentals of physics are introduced by emphasizing a conceptual understanding of the material rather than computational problem solving. Numerous demonstrations and discussions of the applications of physics to everyday phenomena and experiences are used to present the material. Topics include mechanics, heat, sound, electricity and magnetism, and light. (GECC P1 900) (FA, SP, SU)

PHYS 161
College Physics I 5 HRS
Prerequisite: MATH 109 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: 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 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. First 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)

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

POLITICAL SCIENCE

POS 101
American Government and Politics 3 HRS
This course introduces students to the structures and processes of American government and politics, to the exercise of power, and to value conflicts among key actors in the political process. The course also addresses some of the theoretical underpinnings of the study of American government such as democracy, pluralism and elitism. Finally, the course asks students to apply their learning to interpretations of current political events. Topics for study in the course include: political participation, interest groups, the Constitution, civil liberties, civil rights, the presidency, Congress, the federal court system, the media, political parties, and elections. (GECC S5 900) (FA, SP, SU)

POS 124
State and Local Politics 3 HRS
This course will explore the role of state and local governments in the US system. Students will explore a variety of theories and models that attempt to explain the power relationships between the federal government and various state and local governments. Course topics include: state constitutions, federalism, governors, state legislatures, state courts, taxing and budgeting, and local government structures. Additionally, students will examine their own roles in state and local communities. Special attention will be given to both the state of Illinois and Bloomington-Normal. (GECC S5 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 S5 906N) (SP)

POS 151
International Relations 3 HRS
International Relations is an introductory study of the basic principles of politics among nations, encompassing both the dynamics and organizational dimensions of the subject. It includes examination of U.S. foreign policy and the foreign policies of other world powers, plus a survey of important issues and disputes relevant to the balance of power. (GECC S5 904) (FA)

POS 215
Campaigns and Elections 3 HRS
This course will explore the institutions, processes, and activities associated with elections in the US focusing on the Congress and the President. Through directed readings, lecture, discussions, course assignments, and role play exercises students will consider the theories, strategies, and tactics surrounding modern campaigns, including but not limited to, mass media advertising, campaign financing, and candidate debate strategies. Students will study why citizens do or do not vote in elections and they will study whether or not elections matter in the governmental policy making process. (FA2YRS)

POS 220
Comparative Governments 3 HRS
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 S5 905) (VARIABLE)

POS 250
Activism 3 HRS
Prerequisite: Completion of ENGL 101 and COMM 101 with a grade of C or better, or permission of the instructor(s). This course is designed for students who want to develop their skills in doing activism. Course materials, class discussions, guest speakers, educational excursions, and designing and implementing individual, semester-long projects will develop students’ personal philosophies regarding social justice and enhance their abilities to analyze issues and engage in political activism. This course will be cross-listed as COMM 250. (FA)

POS 296
Special Topics in Political Science 1-3 HRS
Prerequisite: As set by faculty. Course will provide an in-depth study of selected topics in political science. 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)

PSYCHOLOGY

PSY 101
Introduction to Psychology 3 HRS
This course provides an introduction to 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 S6 900) (FA, SP, SU)
PSY 203  
Abnormal Psychology 3 HRS  
Prerequisite: PSY 101. This course provides an examination of the etiology, assessment, and treatment patterns of psychological disorders across the lifespan. (IAI Major Code PSY 907) (FA, SP)

PSY 207  
Introduction to Child Psychology 3 HRS  
Prerequisite: PSY 101. Child psychology is the study of human development from conception to puberty. This course will examine the many environmental and biological factors which shape and influence development and will study many different areas of cognitive, social, emotional and biological development. 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. This course examines human development from conception to death with some focus on research methods and developmental theories. This course 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 toward 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, as is the specific study of the social psychology of politics, business and law. (GECC S8 900) (FA, SP)

PSY 216  
Adolescent Psychology 3 HRS  
Prerequisite: PSY 101. This course provides an overview of the etiological issues relevant to adolescent development. 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 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 904) (SP)

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. This course provides a critical examination of psychology’s most influential theories as they relate to the study of personality. Theories will include but are not restricted to trait, biological, psychoanalytic, social-behavioral, cognitive, and humanistic. Emphasis will be placed on both the historical and current applications of the theory, as well as empirical support. (IAI Major Code PSY 907) (VARIABLE)

PSY 223  
Human Sexuality 3 HRS  
Prerequisite: PSY 101. This course involves the study of the social and psychological aspects of human sexuality. Topics include sexual development, cultural influences, gender, sexual orientation, sexual difficulties, love and relationships. Emphasis will be placed on the mental and emotional aspects of human sexuality as well as current issues. (VARIABLE)

PSY 225  
Psychology of Relationships 3 HRS  
Prerequisite: PSY 101. This course provides an overview of the psychological research relevant to intimate relationships. Topics include attraction, love, friendship, sexuality, communication, conflict, abuse, and ending relationships. An emphasis will be placed on the research identifying healthy versus unhealthy relationships. (VARIABLE)

RADIOGRAPHY

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)

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 completion of (with a grade of C or better), or concurrent enrollment in, 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: Completion of BIOL 181, RAD 111, RAD 112, RAD 113 with a grade of C or better and completion of (with a grade of C or better), or concurrent enrollment in, 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 the direct supervision of an ARRT-registered radiographer. (SU)

RAD 132
Radiographic Procedures III 6 HRS
Prerequisites: Successful completion of RAD 121, RAD 122, RAD 123 and concurrent enrollment in, or successful completion of BIOL 182, RAD 133, and RAD 134. This course provides detailed instruction in radiographic anatomy, patient positioning, proper beam-part-image receptor alignment and image analysis for fluoroscopic studies of the lower GI system, and urinary system. Radiography of the skull, facial bones, mandible, zygomatic arches, temporomandibular joints, nasal bones, paranasal sinuses and orbits, in addition to previously learned radiographic procedures will also be performed. Students assume greater responsibility during exams, continue competency testing and document progress toward mastery of clinical practice. Skills are refined under direct and indirect supervision of an ARRT-registered radiographer. (FA)

RAD 133
Radiography Clinical III 3 HRS
Prerequisites: Completion of RAD 121, RAD 122, RAD 123 with a grade of C or better, and completion of (with a grade of C or better), or concurrent enrollment in, BIOL 182, RAD 132, and RAD 134. This course provides clinical opportunities for practical experience in applying knowledge and skills. Students will assist patients and perform routine radiographic procedures with emphasis on fluoroscopic studies of the esophagus, upper gastrointestinal system, small bowel, lower GI system, and urinary system. Radiography of the skull, facial bones, mandible, zygomatic arches, temporomandibular joints, nasal bones, paranasal sinuses and orbits, in addition to previously learned radiographic procedures will also be performed. Students assume greater responsibility during exams, continue competency testing and document progress toward mastery of clinical practice. Skills are refined under direct and indirect supervision of an ARRT-registered radiographer. (FA)

RAD 134
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)
RAD 211
Fundamentals of Radiologic Sciences III 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 and emerging technologies are briefly discussed. (SP)

RAD 213
Radiography Clinical IV 4 HRS
Prerequisites: Completion of BIOL 182, RAD 132, 133, and RAD 134 with a grade of C or better and completion of (with a grade of C or better), or concurrent enrollment in, 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: Completion of ENGL 101, RAD 211, RAD 213, RAD 214, and RAD 215 with a grade of C or better and concurrent enrollment in RAD 234. 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 233
Radiography Clinical VI 4 HRS
Prerequisites: Completion of RAD 223 and RAD 234 with a grade of C or better and completion of (with a grade of C or better), or concurrent enrollment in, MATH elective, 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 ENGL 101, RAD 211, RAD 213, RAD 214, and RAD 215 and concurrent enrollment in RAD 223. 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 are 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. (SU)

RAD 235
Radiographic Pathology 2 HRS
Prerequisites: Successful completion of RAD 223 and RAD 234 and concurrent or successful completion of MATH elective, RAD 233, and 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: Successful completion of RAD 223 and RAD 234, and concurrent or successful completion of MATH elective, RAD 233, and RAD 235. This is a capstone course intended to integrate the student’s previous learning and provide preparation for the American Registry of Radiologic Technologists (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. (FA)

**READING**

**READ 070**  
Basic Literacy  
4 HRS  
Prerequisite: Placement by assessment. Basic Literacy provides students with instruction and practice in essential reading and writing 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 C or better, 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 brief 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, maintenance 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, SP)

**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)
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, Judaism, Christianity and Islam using historical, psychological, sociological, and phenomenological 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) (FA, 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)

SCIENCE

SCI 296
Special Topics in Science 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 science. Each student wishing to enroll in Special Topics in Science will be reviewed based on (1) previous experience, (2) courses completed, and (3) aptitude/ability match with selected topic. (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
This course will examine how social problems are framed, who has the power to frame them, how the public reacts to them, how we work to solve these problems, and how we evaluate solutions to problems. Typical issues used within this course to study social problems may include inequality (by social class, race, ethnicity, sex, and age), institutional issues (education, family, health care, crime, etc.), and global threats (war, terrorism, environmental issues). (GECC S7 901) (FA, SP)

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
This course is a sociological investigation of marriage and family, with particular attention given 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)
### Course Descriptions

#### SOC 200
**Population and Society** 3 HRS  
Prerequisite: SOC 101 and completion of Math through Beginning Algebra level, or assessment. 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 226
**Sociology of Sport** 3 HRS  
Prerequisite: SOC 101 and completion of, or concurrent enrollment in, ENGL 101. The course will focus upon important, enduring issues within the sociology of sport in addition to controversial issues currently under debate. The course examines sport as a microcosm of society. Through different theoretical perspectives, sport is analyzed as a key social institution that influences and is influenced by the larger society. Particular attention is paid to common sociological concepts such as stratification, discrimination, norms, mobility, violence, and social structure as evidenced in professional and amateur athletics. (SP)

#### 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 102 with a grade of C or better. 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)
SPAN 202  
Spanish IV  
4 HRS  
Prerequisite: SPAN 201 with a grade of C or better. The goal of this class is to help students to effectively communicate in Spanish in both spoken and written situations. Emphasis will be placed on using activities and assignments that will place value on oral comprehension, speaking, reading and writing. Further, the students will be led to better understand and use Spanish in cultural contexts. Students will be required to independently research grammar and vocabulary. (GECC H1 900) (FA, SP)

SPAN 204  
Spanish Conversation Through Film  
3 HRS  
Prerequisite: SPAN 102 or 4 years of high school Spanish. Spanish 204 is an intermediate course in Spanish. Through the use of Spanish films, this course will provide activities to help students further develop their Spanish communication skills. The class is designed to offer a framework for conversing in Spanish in a natural manner. The course will emphasize the building of vocabulary through listening and speaking as well as reading and writing in Spanish. (FA)

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 intended to prepare the students who desire fluency in Spanish. 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. (FA, 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. (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. (VARIABLE)

TECH 114  
Introduction to Technical Graphics  
3 HRS  
This is an introductory course in the basics of industrial blueprint reading and standard drafting practices; sketching and manual drafting techniques will be covered. Topics include types of drawings, nomenclature, and common applications of technical drawings. (FA, SP, SU)

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 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 department. An introduction to current and historical approaches to teaching English to speakers of other languages (TESOL) which includes aspects of first and second language acquisition, linguistic 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. (VARIABLE)

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, punctuation, and spelling. (VARIABLE)

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. (VARIABLE)

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. (VARIABLE)

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. (VARIABLE)

TEACHING ENGLISH TO STUDENTS OF OTHER LANGUAGES

TESOL 201
TESOL Career Preparation 3 HRS
Prerequisite: ENGL 101 and COMM 101 with a grade of C or better, or consent of instructor. TESOL 201 provides students an overview of the field of Teaching English to Speakers of Other Languages (TESOL) and serves as basic training for teaching English to speakers of other languages in the U.S. or abroad. This course does not yield K-12 certification. Students will study the main components of the field of TESOL including the following: theoretical developments, former and current methodologies, classroom management, and assessment through a series of selected readings. Students will also observe two hours a week of classes in the HCC Adult Education English as a Second Language (ESL) program, assist teachers in designated classes, and lead at least one teaching experience observed by the instructor. After completing this course, students should be able to determine whether teaching ESL is an appropriate career choice and determine whether or not to pursue further educational training. (VARIABLE)
THEATER

THEA 101
Introduction to Theater 3 HRS
THEA 101 is an introductory course which focuses on drama as a performing art. Students will examine representative plays and study the historical, social, cultural, aesthetic, and technical aspects of theatrical 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 Theater Production 3 HRS
Primarily a laboratory course dedicated to defining the process of support the technical theater 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)

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: Completion of Math through Beginning Algebra level 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 of 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. (SP)

TECHNICAL PHYSICS

TPHY 103
Technical Physics I 4 HRS
Prerequisite: TMAT 103 or completion of Math through Intermediate Algebra Level 2, or assessment. 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. (VARIABLE)

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. (FA, SP)
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. Entry-level ability will be developed in meeting industrial requirements. The course involves welding a variety of metals in the flat and horizontal positions using approved electrodes. It is designed to prepare the student for the AWS welder qualification test for unlimited thickness metals. Safety instruction is included. (FA)

WELD 218
Gas Metal Arc Welding 3 HRS
Prerequisite: WELD 116 or permission of the instructor. 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. This course involves welding a variety of metals in all positions using approved electrode wire and design to prepare the student for the AWS welder qualification test for unlimited thickness metals. In addition, 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. (VARIABLE)

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)
» Adult Education
» Community Education
» Youth Enrichment
» The Green Institute and the Pregracke Center
» The Challenger Learning Center
» Customized Training
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:

- **Adult Basic Education** for individuals who need to improve basic literacy and math skills;
- **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;
- **ESL Bridge to Health Careers (EBHC)** for non-native English speakers who are interested in working in the field of healthcare;
- **Skills for Success** 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;
- **Essentials Programs** for individuals who are unemployed/underemployed and need intensive preparation to enter specific fields. Essentials Programs have been offered in the areas of office technology (Business Essentials), manufacturing (Manufacturing Essentials), small business start-up (Entrepreneurial Essentials). Additional programs may be offered in the future.

Most Adult Education programs are supported by state and federal grants; services and materials in these classes 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 website: 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, computers skills.
- **Job Training**: truck driver training, real estate, travel and tourism, health care.
- **College Prep**: test review, college application process

**Youth Enrichment**

HCC's 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.

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**The Green Institute and Pregracke Center**

Established in 2008, the Green Institute is a learning center focused on environmental stewardship and sustainability. It is a resource for the campus and broader community of businesses and residents as they participate in the Green Economy. 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 Astroth Community Education Center (ACEC), 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, STEM focused educational experience via an aerospace theme. Relocated to Heartland in 2010, the CLC offers youth programs, professional development and customized training. For more information about the Challenger Learning Center call (309) 268-8700 or visit www.challengerlearningcenter.com.
Customized Training

The Customized Training Department provides continuing education and training tailored to the unique needs of area employers and delivered virtually any time or place. Staff in Customized Training is prepared to work with business, industry, non-profit and governmental organizations to identify training needs and develop customized solutions that help organizations maintain a highly qualified workforce.

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 Skills & Tools:**
- leadership, supervision and professional development

**Industrial and Manufacturing:**
- manufacturing and maintenance, quality control, OSHA safety, Hazwoper, etc.

**Language & Literacy:**
- business writing, presentation tools and techniques, telephone skills, grammar, English as a Second Language, Spanish for specific industries

Call (309) 268-8440 to discuss how Customized Training can assist your organization or visit www.heartland.edu/customizedTraining.
College Policies

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

Integrity in academics is a fundamental principle at Heartland Community College (HCC) and the world in which we live; therefore, it is essential to the credibility of the College's educational programs. It is important that all credit and recognition earned at this institution reflect the honest work of each individual. Academic Integrity protects the value of your educational achievement at Heartland Community College. Integrity, respect and honest achievement are necessary principles for an educated person, and the College is committed to helping students achieve these ideals through development and growth. The College, therefore, views any act of academic dishonesty as a serious offense against the HCC community, which includes all students and staff.

Heartland Honor Code: In the continuous pursuit of excellence, the HCC community is dedicated to the principles of integrity, respect, and honest achievement. As a member of this community, we each have the responsibility to uphold these ideals with the expectation they be upheld by others.

Student Validation of Work: The signing of a student’s name, whether manual or electronic, will declare that the product being signed is the student’s own work completed according to instructor guidelines and rules.

Academic Integrity Is Promoted When Students:

- **Are aware of faculty and college policies.** It is vital that students are knowledgeable about the parameters set forth for each assignment, as well as the policies in the HCC Catalog and Student Handbook. Unfamiliarity with this information will not excuse the student of the consequences.
- **Focus on the process of learning.** Mastering the material and the process of learning are more important than having a “grade-only” or a “succeed at whatever cost” mentality. This mentality can lead to short term gains with long term consequences.
- **Employ good time management and study skill techniques.** Poor time management, trying to take on too much in one semester, and ineffective study skills often lead to lack of preparation and an inability to meet deadlines. Acts of academic dishonesty are often desperate attempts to cover-up for lack of time and preparation.
- **Seek help.** Free services are available. If you are overwhelmed by course content, meet with the faculty member to discuss your concerns. Heartland also provides free tutoring, free help with papers at the Writing Lab, and on-campus workshops in time-management and study skills. Contact the Academic Support Center for more information.
- **Familiarize yourself with the policies.** Policies established by each faculty member are most often found in the course syllabus; the College policies are found in the HCC Catalog and Student Handbook.
- **Communicate upfront.** Collaborate only when it is permitted by that faculty member, and maintain the HCC Academic Integrity standards if academic dishonesty is suggested. Let study partners know where you stand on issues of academic integrity.
- **Improve time-management and study skills.** Schedule adequate time for studying and writing papers. Keep a balance between school, work, family, and extra-curricular activities.
- **Withdraw from the course.** If you are doing poorly in a course or if a crisis has caused you to fall too far behind, first consider talking to your instructor or a tutor. Also, consult with your academic advisor about the withdrawal date, and discuss your questions and concerns. Don’t ever consider academic dishonesty as an option to try to achieve your goals.
- **Re-examine goals.** HCC offers free career counseling through Enrollment Services to help you determine the best use of your interests and abilities. Know that family and friends may try to influence you, but the choice of your future is ultimately up to you.
Violations of academic integrity include, but are not limited to, the following:

**Misrepresentation of Data:**
- Fabricating data or deliberately presenting in an assignment data that was not obtained in accordance with assigned guidelines for data collection or generation;
- 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, a document meant to exempt a student from an academic requirement, or any other document pertaining to academic requirements.

**Cheating:**
- Any unauthorized use of notes, study aids or information from class work or examination from another student;
- Secretly 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 person to take an exam in one’s place;
- Submitting identical or similar papers for credit in more than one course without obtaining prior permission from the course instructors involved.

**Aiding Cheating or Other Acts of Academic Dishonesty:**
- Providing material or information with the knowledge that it will be used improperly;
- Any actions that intentionally form an unfair advantage over fellow students’ work;
- Postponing the taking of an exam by reporting an untrue circumstance (illness, emergency, etc.);
- Developing relationships with college personnel to obtain information or an advantage not provided to all students.
- Falsifying information that would be used to acquire privileges such as obtaining an incomplete for a course.

**Plagiarism:**
- Presenting as one’s own work ideas or information that are not considered to be common knowledge;
- Representations or words of another person without customary and proper acknowledgement of that authorship or collaboration;

To learn more about the definition and scope of plagiarism, please see your instructor or a Heartland librarian. Unfamiliarity of this term will not excuse a student from the penalties of such conduct.

**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;
- Using College computing resources to illegally obtain or distribute copyrighted material;
- 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.

**Witnessing Academic Dishonesty:** If you become aware of an issue involving academic dishonesty, you are encouraged to inform your instructor, an advisor, or other appropriate HCC staff. Your concern will be dealt with in a confidential manner. Your action or inaction about academic dishonesty has consequences either way. The HCC Community encourages each student to choose to promote honesty.

**Disciplinary Procedures:** Consequences 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. Basic due process protections for students are outlined in the HCC Catalog and Student Handbook under Student Disciplinary Procedures and Student Appeals Procedures and should be consulted regarding issues of academic integrity. Acts of academic dishonesty may impact both the student and the College well into the future. If you have questions about academic integrity issues, consult an advisor, instructor, or librarian.
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. Please refer to page 191 for student appeals information.

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.

Please refer to page 191 for student appeals information.

Acceptance of 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. Associate in Applied Science degree programs should see specific program requirements for students interested in proficiency credit information.

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.

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.
### Advanced Placement Program Credits

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 for Credit</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Government</td>
<td>4 or 5</td>
<td>POS 101</td>
<td></td>
<td>3 hours</td>
</tr>
<tr>
<td>American History</td>
<td>3, 4 or 5</td>
<td>HIST 135, 136</td>
<td></td>
<td>6 hours</td>
</tr>
<tr>
<td>Art Studio- General</td>
<td>3, 4 or 5</td>
<td>ART 102</td>
<td></td>
<td>3 hours</td>
</tr>
<tr>
<td>Art Studio- Drawing</td>
<td>3, 4 or 5</td>
<td>ART 104</td>
<td></td>
<td>3 hours</td>
</tr>
<tr>
<td>Art 3D Design</td>
<td>3, 4 or 5</td>
<td>ART 103</td>
<td></td>
<td>3 hours</td>
</tr>
<tr>
<td>Art History</td>
<td>3, 4 or 5</td>
<td>ART 211, 212</td>
<td></td>
<td>6 hours</td>
</tr>
<tr>
<td>Biology</td>
<td>4 or 5</td>
<td>BIOL 161, 162</td>
<td></td>
<td>8 hours</td>
</tr>
<tr>
<td>Calculus Test AB</td>
<td>3, 4 or 5</td>
<td>MATH 161</td>
<td></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></td>
<td>8 hours</td>
</tr>
<tr>
<td>Chemistry</td>
<td>4</td>
<td>CHEM 161</td>
<td></td>
<td>5 hours</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>CHEM 161 &amp; 162</td>
<td></td>
<td>10 hours</td>
</tr>
<tr>
<td>Comparative Politics</td>
<td>4 or 5</td>
<td>POS 220</td>
<td></td>
<td>3 hours</td>
</tr>
<tr>
<td>Computer Science Test A</td>
<td>4 or 5</td>
<td>CSCI 130</td>
<td></td>
<td>4 hours</td>
</tr>
<tr>
<td>Computer Science Test AB</td>
<td>3</td>
<td>CSCI 130</td>
<td></td>
<td>4 hours</td>
</tr>
<tr>
<td></td>
<td>4 or 5</td>
<td>CSCI 130, 131</td>
<td></td>
<td>8 hours</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>4 or 5</td>
<td>EASC 111</td>
<td></td>
<td>3 hours</td>
</tr>
<tr>
<td>English Lang-Comp</td>
<td>3</td>
<td>ENGL 101</td>
<td></td>
<td>3 hours</td>
</tr>
<tr>
<td></td>
<td>4 or 5</td>
<td>ENGL 101, 102</td>
<td></td>
<td>6 hours</td>
</tr>
<tr>
<td>English Lit-Comp</td>
<td>4</td>
<td>ENGL 101, 112</td>
<td></td>
<td>6 hours</td>
</tr>
<tr>
<td>European History</td>
<td>3, 4 or 5</td>
<td>HIST 101, 102</td>
<td></td>
<td>6 hours</td>
</tr>
<tr>
<td>German Language</td>
<td>3</td>
<td>GERM 101, 102</td>
<td></td>
<td>8 hours</td>
</tr>
<tr>
<td></td>
<td>4 or 5</td>
<td>GERM 101, 102, 201, 202</td>
<td></td>
<td>16 hours</td>
</tr>
<tr>
<td>Macro Economics</td>
<td>4 or 5</td>
<td>ECON 102</td>
<td></td>
<td>3 hours</td>
</tr>
<tr>
<td>Micro Economics</td>
<td>4 or 5</td>
<td>ECON 101</td>
<td></td>
<td>3 hours</td>
</tr>
<tr>
<td>Physics Test B</td>
<td>3, 4 or 5</td>
<td>PHYS 161, 162</td>
<td></td>
<td>10 hours</td>
</tr>
<tr>
<td>Physics Test C, Part 1</td>
<td>3, 4 or 5</td>
<td>PHYS 171</td>
<td></td>
<td>4 hours</td>
</tr>
<tr>
<td>Physics Test C, Part II</td>
<td>3, 4 or 5</td>
<td>PHYS 172</td>
<td></td>
<td>4 hours</td>
</tr>
<tr>
<td>Psychology</td>
<td>4 or 5</td>
<td>PSY 101</td>
<td></td>
<td>3 hours</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>4 or 5</td>
<td>SPAN 102, 201, 202</td>
<td></td>
<td>12 hours</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>SPAN 201, 202</td>
<td></td>
<td>8 hours</td>
</tr>
<tr>
<td>Statistics</td>
<td>4 or 5</td>
<td>MATH 141</td>
<td></td>
<td>4 hours</td>
</tr>
<tr>
<td>World History</td>
<td>3, 4 or 5</td>
<td>HIST 101, 102</td>
<td></td>
<td>6 hours</td>
</tr>
</tbody>
</table>

### 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.

Accepted transfer credits will be entered on the student’s permanent record at HCC, but the grades earned in these courses will not be used in computing the student’s cumulative grade point average.

### 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.
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.

Please refer to page 191 for student appeals information.

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 “Notice of Intent to Graduate” form when applying online within IRIS, with an academic advisor or in the Student Records Office, SCB 1000.

Instructions for applying for graduation can be found online at http://www.heartland.edu/advisement/graduation.jsp

For additional questions concerning graduation, contact the Records Office at graduate.office@heartland.edu or Advisement at (309) 268-8033.

Credit/Non-Credit Option

The purpose of the credit/non-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.
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.

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 Success of any disciplinary charges. The Dean of Student Success 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 Success 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 Success will inform the student of the committee's decision. The student may appeal the committee's decision to the Vice President of Instruction.

Please refer to page 191 for student appeals information.

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).

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. summer 2008 undergraduate). If a student does not have Internet access, a copy of the grade report may be obtained in person by visiting Enrollment Services in Normal, Lincoln or Pontiac. Grade reports will be mailed only to the student's address on file if requested over the phone.
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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A (4.0)</td>
<td>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.</td>
</tr>
<tr>
<td>B (3.0)</td>
<td>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.</td>
</tr>
<tr>
<td>C (2.0)</td>
<td>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.</td>
</tr>
<tr>
<td>D (1.0)</td>
<td>This grade represents less than adequate performance. It signifies questionable readiness to proceed with more advanced study of the subject.</td>
</tr>
<tr>
<td>F (0.0)</td>
<td>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.</td>
</tr>
</tbody>
</table>

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, P, CR, NC, #, NR, NP, 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

Heartland Community College awards degrees and certificates at the end of each semester. 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:

- Go to myHeartland
- Login with login name and password
- Go to IRIS
- Go to My Academics
- Apply for Graduation
- Submit completed “Notice of Intent to Graduate” form to Records Office, including $10.00 graduation fee

Students must complete this process by October 1st for fall graduation and by March 1st for spring or summer graduation.

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 “Notice of Intent to Graduate” form when applying online within IRIS, with an academic advisor or in the Student Records Office, SCB 1000.

For additional questions concerning graduation, contact the Records Office at graduation.office@heartland.edu or Advisement at (309) 268-8033.

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 Enrollment Services and the Human Resources Office and on the College’s website at www.heartland.edu. For additional information, please contact the Dean of Student Success at (309) 268-8633 or the Director of Human Resources at (309) 268-8148.

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.
Informed Consent

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

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 Director of Advisement and Student Records or the Dean of 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.

Privacy of Student Educational Records (FERPA)

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 “Request to Prevent Disclosure of Directory Information” form prior to the second week of class. This form needs to be completed in person in the Office of Student Records, SCB 1000.

Additionally, educational records are maintained by the Office of Student Records in SCB 1000. In accordance with the college policy and state and federal regulations, student records are maintained in a manner that protects the privacy of students and provides eligible students access to the information recorded.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (PL 93-380) includes provisions that protect the privacy of students.

Additional Student Rights Under the FERPA ACT (PL-380):

1) The right to inspect and review their education records within 45 days of the day the College receives a request for access.
2) The right to request the amendment of their education record that they believe is inaccurate.
3) The right to consent to disclosures of personally identifiable information contained in their education record, except to the extent that FERPA authorizes disclosure without consent. An exception is disclosure to school officials within the college who have a legitimate educational interest.
4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. Upon request the college discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

For further information, consult the Family Educational Rights and Privacy Act (PL 93-380) at www.ed.gov/policy/gen/guid/fpco/index.html or the "What you need to know (FERPA)" booklet available in the Office of Student Records, SCB 1000.
Registered Sex Offenders

The College maintains an open enrollment philosophy and welcomes people from all backgrounds to the campus. There are instances when the past conduct of an individual and their rights must be balanced with the College’s responsibility to maintain a safe and secure environment for all persons on the campus. The safety and security of all persons, especially those who have not yet have reached the age of emancipation, is always at the forefront of the College’s actions, and specifically in this policy regarding a Registered Sex Offender (RSO) on the campus.

All students, faculty, staff and other visitors on campus, who are RSOs are hereby required to report their status as a RSO in such a manner as prescribed by the College President to ensure compliance with Illinois law and be consistent with this policy.

In keeping with past practice of the College, and Illinois law, RSOs who either attend classes, participate in other community or public programs on the campus, or work at Heartland Community College or any of its satellite facilities, are required to submit a written request to attend classes or participate in other functions on campus. The request must be submitted in a timely manner before the class, event, or employment is scheduled to begin to allow adequate time for the College to review the request and make a determination on their ability to be on campus. The written request must be submitted for each semester or any time the RSO changes his/her classes or begins a new class or College program.

RSO’s seeking to attend classes or attend public programs or other community events on campus must contact the Dean of Student Success to report their status.

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.

Student Appeal 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) Academic Probation or Dismissal
2) Discipline
3) Exception to College Policy
4) Financial Aid
5) Refunds
6) Student Grades

Please refer to page 191 for student appeals information.

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.

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.
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.

Students preparing to transfer are advised to refer directly to the official catalog of the college or university they plan to attend and meet that institution’s requirements and recommendations for a selected area of concentration.

Transfer resources can be found at www.iTransfer.org.

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 website. Deadlines vary based on the start and end date of each class. Withdrawal forms are available in Enrollment Services, or students may withdraw online through myHeartland by accessing IRIS. 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.

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.
Overview of Student Issues Related to College Policies

Heartland Community College appreciates input from students and views student complaints as a valuable piece of our institutional improvement efforts. As the goal for informal and formal complaints is to resolve student concerns at the most direct point of contact, all staff are encouraged to resolve complaints as they encounter them and offer student support whenever possible to avoid further issues stemming from miscommunication and/or lack of information. Please use the Formal Student Appeal Process Chart for guidance on whom to contact for a divisional response.

Specific Procedures for Classroom-Related Issues

- If a student has a course-related complaint, he/she is encouraged to speak with the instructor. All divisions stress the importance of students communicating concerns first with instructors.
- If, after speaking with the instructor, the student is still dissatisfied, the student is asked to contact the Academic Administrator for review and follow up.
- If the student is still unsatisfied with the divisional recommendation – the student can choose to move through the formal appeals process.

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. To begin a formal appeal, a letter must be drafted explaining the reason for the appeal, and the student should provide any supporting documentation. The letter should be addressed to the person below who will process the appeal, disseminate it to the correct appeals team, and document the outcome of the appeal.

Division Secretary of Student Success
Suite SCB 2300
Heartland Community College
1500 W. Raab Road
Normal IL, 61761

Formal Student Appeals Process Chart

<table>
<thead>
<tr>
<th>Policy</th>
<th>Division Response</th>
<th>Formal Appeal</th>
<th>Final Appeal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Probation &amp; Dismissal</td>
<td>Director of Advising and Records</td>
<td>Dean of Student Success</td>
<td>Vice President for Learning and Student Success</td>
</tr>
<tr>
<td>Discipline: Academic Integrity</td>
<td>Academic Administrator</td>
<td>Dean of Student Success</td>
<td>Vice President for Learning and Student Success</td>
</tr>
<tr>
<td>Discipline: Code of Conduct</td>
<td>Academic Administrator</td>
<td>Dean of Student Success</td>
<td>Vice President for Learning and Student Success</td>
</tr>
<tr>
<td>Discipline: Threat of Violence</td>
<td>Safety &amp; Security Office</td>
<td>Dean of Student Success</td>
<td>President’s Cabinet</td>
</tr>
<tr>
<td>Exception to Graduation Requirement</td>
<td>Academic Administrator</td>
<td>Dean of Student Success</td>
<td>Vice President for Learning and Student Success</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Financial Aid Office</td>
<td>Dean of Enrollment Services</td>
<td>Vice President for Learning and Student Success</td>
</tr>
<tr>
<td>Refund: Medical Withdrawal</td>
<td>Director of Advising and Records</td>
<td>Dean of Enrollment Services</td>
<td>Vice President for Learning and Student Success</td>
</tr>
<tr>
<td>Refund: Call to Active Duty</td>
<td>Director of Advising and Records</td>
<td>Dean of Enrollment Services</td>
<td>Vice President for Learning and Student Success</td>
</tr>
<tr>
<td>Student Grades</td>
<td>Academic Administrator</td>
<td>Dean of Student Success</td>
<td>Vice President for Learning and Student Success</td>
</tr>
</tbody>
</table>
**Academic Advisement**

Academic advisors should be consulted before changing an approved schedule, changing your program of study/major, withdrawing from heartland and/or transferring to another institution. If you are experiencing academic difficulty, please consult an academic advisor.

**Academic Support Center**

Services provided by the ASC include the library, open computing lab, tutoring, writing lab 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 for class 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.

**Athletics**

HCC is a member of the NJCAA and is part of the MWSC, 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 athletic website at www.heartland.edu/athletics.

**Campus Security**

Heartland considers the safety and wellbeing of its students, visitors and staff vital. Security monitoring of campus and parking areas takes place at all times.

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).

HCC complies with provisions of the Campus Security Act. Information and statistics regarding crimes and law enforcement on campus are available on the Heartland website. Look for crime statistics in the A-Z index.

**Career Services**

Career Services offers resources and services to enhance students’ career development and support students in developing effective job-search skills and strategies. Students can gain knowledge of the career field of their choice, helping them make educated career decisions. In addition, access to job shadowing opportunities and internships is provided. Career Services houses a career library and the College Central Network Online Career Center which is available at HYPERLINK “http://www.collegecentral.com/heartland” www.collegecentral.com/heartland. Contact Career Services for:

- Internship opportunities
- Job shadowing opportunities
- Career resources and event information
- Job search skill development
- Employment opportunities, both on- and off-campus
Career Services is located in the Community Commons Building (CCB 1112) and can be reached by phone at (309) 268-8034 or email HYPERLINK "mailto:career.services@heartland.edu" career.services@heartland.edu.

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 chosen 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 Career 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 professionals employed in a career area of interest. Typical “shadows” are four hours to one day in length. For more information, contact Career Services at (309) 268-8034.

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 Enrollment Services or complete the transaction online using IRIS (Internet Registration and Information Service).

Counseling
Personal problems sometimes become obstacles in pursuing a satisfying, productive college experience. The Director of Student Counseling in the Student Success division is a trained counselor prepared to assist you and make referrals to local human services agencies when needed. Discussions are absolutely confidential. For more information please call (309) 268-8381.

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: (309) 268-8259.

HALO
The Heartland Academy for Learning Opportunities (HALO) is a 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, non-credit program offering two one-year certificates of completion, Level 1 and Level 2 Certificates. For more information, please contact the HALO Program at: (309) 268-8255.

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 students can find additional information about the program and an application form online. To be considered, one must be enrolled in one of the College’s Transfer Degree Programs, satisfy a number of academic criteria, 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. For more information, please contact the Honors Program at: (309) 268-8633.
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.

Online Resources For Students

The HCC website is www.heartland.edu.

On the HCC website, 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 website. Look for personal development in the A-Z index.

The HCC Green Services resource center offers students, alumni and members of the Heartland district an online job board at www.collegecentral.com/heartland.

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 & Services)
- WebCT/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 website.

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 website.

IRIS

Through IRIS (Internet Registration, Information & Services), 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.

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

Once in the Library tab in myHeartland, current students can access thousands of magazines, journals, and newspapers. Additionally, by creating an account with their student ID, students can request from millions of books in libraries across Illinois for delivery to Heartland Library. Librarians can also be emailed for assistance with research questions.

Network File Storage

Students may use the Backpack feature in myHeartland to store class assignments and other electronic files. These files are accessible any time, anywhere, through myHeartland.

New Student Orientation

All new students are provided with a mandatory New Student Orientation Session. 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 or register for your session, please call (309) 268-8026 or visit http://www.heartland.edu/orientation.
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 Cancelled Class Meetings 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, 7AM – 7:30PM and Friday, 7AM – 4:30PM. 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 is available to assist students and other users.

Perkins Services
The Perkins Program is a federally-funded program designed to assist students who are enrolled in career and technical education programs. Students must be actively enrolled in Associate of Applied Science degree or certificate programs, and must have a cumulative 2.0 GPA to be eligible. Services provided include academic support, laptop loans, class materials, networking opportunities with local employers and career development.

Students pursuing degrees and/or certificates in careers that are traditionally comprised of the opposite gender, such as men in nursing or women in electronics or computer networking are strongly encouraged to apply.

For more information or to apply for the Perkins Program, please contact the Perkins Coordinator at (309) 268-8018.

TRIO Student Support Services/Project RISE
Project RISE (Resources to Increase Student Excellence) is a component of the federally funded TRIO-Student Support Services Program (SSSP). 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.

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 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.
Student Engagement

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.

Student Life, Engagement and Wellness 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 Engagement 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 website. 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.

Fitness and Recreation Center

The Fitness and Recreation Center is located on the east side of Campus and is free to use for all HCC employees and for students who are currently enrolled in at least one credit hour. A valid HCC ID, which can be obtained from the Academic Support Center for no charge, is required for first floor access. The FRC includes two classrooms, a computer lab, an aerobics/dance studio, a cardio machine area, a weight machine circuit, a free weight area, two full length basketball/volleyball courts, and a walking track. In the winter months, the FRC also serves as an indoor practice facility for HCC athletic teams. In addition, the FRC houses several of the Health and Human Services (HHS) and Community Education courses. For schedules and more information, visit the FRC website www.heartland.edu/fitnessRec.

Intramurals

Intramurals are primarily held in the Fitness and Recreation Center and are available as student interest warrants. Volleyball is held during the fall semester, while Basketball is held early in the spring semester. For schedules and more information, visit the FRC website at www.heartland.edu/fitnessRec.

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 ID Cards**

Heartland photo ID cards are Issued free of charge to all students and are valid as long as the student is enrolled at Heartland. ID cards are issued at the Academic Support Center in the Student Commons Building. ID cards are needed to check out library materials, gain entrance to the Fitness and Recreation Center, and as a bus pass with the Bloomington-Normal Transit System.

**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) 268-8050 or visit www.heartland.edu/testing/ for more information.

**Transcripts**

Official transcripts must be requested in writing. Students may stop by the student records desk in Enrollment Services 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 through myHeartland by accessing IRIS.

To request an official transcript, a request form must be submitted to Enrollment Services. 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
Student Records Office
1500 W. Raab Rd.
Normal, IL 61761

or faxed to:
(309) 268-7992.

There is no fee to obtain transcripts; however, they 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.

**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 Writing Lab is also housed within Tutoring Services at the Normal campus. In The Writing Lab, 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 study 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.

**The Writing Lab**

In The Writing Lab, English faculty help students understand rhetorical concepts in their composition classes, work on process assignments and develop their writing skills. All appointments for The Writing Lab instructors are made through Tutoring and Testing Services, and The Writing Lab appointments are governed by the same policies that apply to appointment tutoring. At the current time, The Writing Lab 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
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, Visa, MasterCard, Discover or American Express. To learn more visit my.heartland.edu/pay.

Tuition and fees may be paid in person at the following locations: (1) Enrollment Services 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 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.

Tuition and fees are subject to change. For current rates, please refer to the College website.

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 $390 per credit hour for the 2012-2013 academic year.
**Payment 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. 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 and electronically, to each student once per semester. The student bill is also available online on the Student Center page in IRIS.

**Collection Policy**

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. Please visit www.heartland.edu/refunds for all applicable refund deadlines. Official drops may be completed by submitting a signed drop form to the Admissions department located in suite 1000 of the Community Commons Building (CCB) or 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 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 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 if they do not plan to attend the courses in which they have enrolled. Please 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?

Financial aid credit balances (refunds) will typically begin to be issued during the 6th week of classes. Student refunds (non-financial aid) will typically begin to be issued during the 3rd week of classes.

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)

For more information visit http://www.heartlandonecard.com.

What do students need to do?

Heartland OneCards are mailed automatically to all students who are enrolled in credit classes. To ensure proper delivery of their Heartland OneCard by the Post Office, students need to keep their address current with the College and watch out for their Heartland OneCard in the mail. Heartland OneCards are always mailed to the student’s address on file with the College and cannot be forwarded by the Post Office. If a student throws away or loses his or her Heartland OneCard or it is sent to the address on file and the address is incorrect or undeliverable, a $20 charge will be assessed to the student to issue a replacement card. This represents the charge by Higher One to issue a new card to the student.

Students must log in to http://heartlandonecard.com using their Heartland OneCard 16-digit card number to CHOOSE their refund preference. Students will not be able to receive any refunds owed to them by the College until they have chosen a refund preference.

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 OneCard. 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 e-mail 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 website.

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 http://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. Go to the Library for more information.

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 at (309) 268-8140.

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.gov. The priority deadline for filing for financial aid is April 1st prior to fall enrollment. Students who meet the priority deadline will be considered for limited funds available to the College. 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 valid 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 aid types);
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. Not receive financial aid at more than one school for the same period of time;
10. Make satisfactory academic progress as defined by the Financial Aid Office at Heartland Community College; and
11. 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. Financial Aid enrollment status is defined as follows:

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Enrollment Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-5</td>
<td>less than half-time</td>
</tr>
<tr>
<td>6-8</td>
<td>half-time</td>
</tr>
<tr>
<td>9-11</td>
<td>three-quarter time</td>
</tr>
<tr>
<td>12 +</td>
<td>full-time</td>
</tr>
</tbody>
</table>

Federal Pell Grant
The 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 usually range from $575-$5550 per academic year. Students can receive Federal Pell Grant for a maximum of 12 semesters. After the Free Application for Federal Student Aid (FAFSA) is evaluated, the U.S. Department of Education determines an estimate of Federal Pell Grant eligibility.

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 6 credit hours per semester in order to receive the award. FSEOG awards vary in amount, but generally are $100-$500 per academic year.

Federal Work Study (FWS)
FWS awards allow for an opportunity to work on campus or at 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 6 credit hours per semester and have a minimum cumulative GPA of 2.0 in order to work under the FWS program.
COLLEGE FUNDING

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 and must be repaid. Direct loans, subsidized and unsubsidized loans include:

1. Subsidized Loans are 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. 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 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 6-month grace period and during all periods of repayment.

All Direct 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 for Direct Loans vary depending on the amount you borrow and the repayment plan that is chosen.

Parent PLUS Loans through the Direct Loan Program
Plus loans are available to credit-worthy parents of dependent students. Parents can apply through the U.S. Department of Education. Loan funds are not grant money and must be repaid. Direct loans, subsidized and unsubsidized loans include:

Parent PLUS Loans through the Direct Loan Program
Plus loans are available to credit-worthy parents of dependent students. Parents can apply through the U.S. Department of Education. Loan funds are not grant money and must be repaid. Direct loans, subsidized and unsubsidized loans include:

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 Success for further review.

Illinois Student Assistance Commission (ISAC) Monetary Award Program (MAP)
ES 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 $285 - $1672 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 March. 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.

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 or through the Illinois Student Assistance Commission (ISAC).

Illinois National Guard (ING) Grant
Members of the Illinois National Guard or the Illinois Naval Militia who have served at least one year and are concurrently in the Guard or Militia may apply for this grant. The grant will pay tuition and universal fees for 120 credit hours of enrollment at any state-supported institution. Applications are available in the financial aid office or online through the Illinois Student Assistance Commission (ISAC), and must be submitted for each academic year of enrollment.
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 G.I. 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 G.I. 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 or stops attending all classes prior to the completion of 60% of the enrollment period may be required to repay a portion of the financial aid 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.

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 at the end of each term. 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
   To remain in good standing for Satisfactory Academic Progress, a student must have earned hours equal to at least 67% of the total hours attempted.

   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) plus hours attempted at other Colleges/Universities. Earned hours are defined as the sum of hours for which a student has earned a grade of A, B, C or D plus hours transferred from other Colleges/Universities. Withdrawals, incompletes, audits, non-credit, repeats for an F, failures, and non-passing grades are not earned hours.

2. Grade Point Average Requirements
   Financial aid recipients must maintain the following grade point average (GPA) based on cumulative hours earned in order to meet satisfactory progress requirements:

<table>
<thead>
<tr>
<th>Cumulative Completed Hours</th>
<th>Minimum Cumulative 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 attempted credits from other schools whether or not financial aid was received.

For more information on Satisfactory Academic Progress, refer to https://www.heartland.edu/documents/financialAid/forms02/F02SAPpolicy.pdf.

### Appeal and Reinstatement

Eligible students* may appeal their denial status by submitting a written request to the Financial Aid Appeals Committee. The appeal must include a detailed explanation of the exceptional/unforeseen circumstances which existed as well as pertinent documentation to support the appeal and an explanation of changes made in personal, social or economic situations which will allow for improving chances for success. Unforeseen circumstances may include hospitalization of the student, death of an immediate family member or relocation due to employment.

*Students in violation of “the completion requirement and/or grade point average requirement” may be eligible to submit an appeal. Students not meeting the “maximum time limit/credit requirement” (maximum of 96 credit hours attempted) are **NOT** eligible to appeal for financial aid reinstatement.

Appeals will be considered for eligible applicants only if BOTH of the following criteria exist:

1. There are documented exceptional/unforeseen circumstances that existed that prevented the student from meeting the standard(s); and
2. The student can realistically meet satisfactory academic progress requirements by the end of the following semester.

The deadline for appealing for satisfactory academic progress denial status is the last business day before classes begin each semester. Appeals received after this day will **not be considered** until the next semester.

If you meet the qualifications to appeal, you must complete a Satisfactory Academic Progress Appeal form. Print the completed appeal form, sign it, attaching supporting documents and submit to the financial aid office.

The Committee will review the appeal, as well as all supporting documentation and provide a written explanation of the decision to you.

Students in violation of Satisfactory Academic Progress in itself, does not prevent enrollment at Heartland Community College, however, the student must pay for all courses on his/her own.

### Repeat Credit Hours

Financial aid will cover the cost of tuition for multiple repeats of a course if a failing grade has been received for all previous attempts of the course. Financial aid will cover the cost of tuition and fees for a maximum of one repeat attempt of any given course if the student has previously received a passing grade in the course. In cases where a minimum passing grade is required, financial aid will cover the cost of tuition and fees for multiple repeats of the course if the minimum required passing grade has not previously been achieved.

### 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 Foundation 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/scholarships.jsp, 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.
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 Policy - page 182); and
- 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
- Rising Scholars Scholarship
- Academic English Language Program (AELP) Transition Scholarship
- Alumni Association Scholarship
- AAWCC-Heartland Chapter Scholarship
- Art Adams Scholarship
- Jonathan M. Astroth Student-Athlete Award
- Bloomington-Normal Drivers Golf Club Scholarship
- Bloomington Rotary Foundation Scholarship
- Pearl Davies Bowman Scholarship
- Marilyn Casey Scholarship-ICCSF
- Caterpillar Scholarship
- Central Illinois Chapter of The Links, Inc. Community College Scholarship
- Harold and Jeanne Chadwick Scholarship
- Coughlin-Kath Family Scholarship
- COUNTRY Financial Scholarship
- COUNTRY Financial - helping you achieve financial security! Scholarship
- Linda Craig Memorial Nursing Scholarship
- Eastland Mall Scholarship
- Electrolux Home Care Products Scholarship
- David W. and Deborah R. Fedor Scholarship
- David & Deborah Fedor HALO Scholarship
- Green Economy Scholarship
- HCC Honors Program Scholarship
- HCC Nursing Scholarship
- Heartland Faculty Association Scholarship
- H. Keith & L. Christine Hinthorn Memorial Scholarship
- Illinois Health Improvement Association Scholarship - ICSSF
- Dr. Richard L. Kelly Scholarship
- Lincoln Rotary Club Scholarship
- Long-Term Care Nursing Scholarship
- Joseph E. McCauley Art Scholarship
- Marcella McIntire Memorial Scholarship
- McLean County India Association Scholarship
- Dr. Rod, Jeanne and Andria Merkle Scholarship
- John P. Messinger Scholarship
- Normal Rotary Club Art Adams Scholarship
- Edward W. Pegg Sr. Memorial Scholarship
- Edward W. Pegg Jr. Scholarship
- Marybeth K. Penn Scholarship
- Kathleen M. Phillips Scholarship
- Poulton/Mitchell Family Scholarship
- Prairie Scholarship
- Gary Riepe Memorial Scholarship
- Christine Riley Scholarship
- SEWA International Community Service Scholarship
- Star for Education Foundation Inc. Scholarship
- State Farm Good Neighbor Scholarship
- Van Gundy Agency Scholarship
- John N. Stevens Memorial Scholarship
- Shelly Weidenbenner Memorial Scholarship
- Kay & Thomas Wilson Scholarship
- WNET-Helping Women Lead Scholarship
- Murl D. Wunderle Business Scholarship

**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 optional summer sessions (maximum of 8 credit hours per session) 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, HCC Financial Aid office, or on Heartland’s website. Applications become available February of each year and are due April 1st.
» Alumni
» ATM
» 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
» Heartland Community College Foundation
» Housing
» Lost/Found
» Office Hours
» Parking
» Public Display Monitors
» Safety/Security
» Sales/Solicitations
» Scheduling Rooms
» School Colors
» Smoke-Free Environment
» Student Feedback
» Telephones
» TDD
» Voter Registration
Alumni

The Heartland Community College alumni relations 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) 268-8188 or online at www.heartland.edu/alumni. Graduates who maintain a current address with the alumni office may receive an alumni newsletter.

ATM

There is one automated teller machine (ATM) located on the main campus in Normal to the north of the Security station on the first floor of the Student Commons Building (SCB). It has been provided by Higher One and supports the Heartland OneCard accounts (with no fee), as well as other ATM cardholders (with a fee).

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 bi-weekly to Higher One. Students are encouraged to contact the Cashier if more urgent delivery is required.

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 website, IRIS, or www.heartland.bkstr.com. The bookstore also offers a rental program for certain textbooks. Students should contact the bookstore for more information.

In addition to the bookstore, the Pontiac Center offers text book sales for Pontiac students during certain times. Students should contact the Pontiac Center at (815) 842-6777 for the book sale dates at this site.

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.

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.

Detailed information on bus schedules throughout Bloomington-Normal may be accessed at 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 6 weeks to 6 years old. The center operates Monday through Friday 7:30AM – 5PM 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 online at www.heartland.edu/services/child.html.

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 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 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 6AM for day classes and 4PM for evening classes. Check the HCC website (www.heartland.edu) for information on closing due to inclement weather.

The following sources may be consulted for cancellation information:

<table>
<thead>
<tr>
<th>FM</th>
<th>AM</th>
<th>TV</th>
</tr>
</thead>
<tbody>
<tr>
<td>96.3 WMNW Atlanta</td>
<td>1230 WJBC Bloomington/Normal</td>
<td></td>
</tr>
<tr>
<td>89.1 WGLT Bloomington/Normal</td>
<td>ISU (10)</td>
<td></td>
</tr>
<tr>
<td>92.5 WCFF Champaign</td>
<td>MY 59</td>
<td></td>
</tr>
<tr>
<td>92.9 WRPW Bloomington/Normal</td>
<td>WEEK (25)</td>
<td></td>
</tr>
<tr>
<td>96.7 WHIN Bloomington/Normal</td>
<td>WMBD (31)</td>
<td></td>
</tr>
<tr>
<td>99.1 WXTT Champaign</td>
<td>WHOI (19)</td>
<td></td>
</tr>
<tr>
<td>99.5 WDQZ Bloomington/Normal</td>
<td>WCIA (3)</td>
<td></td>
</tr>
<tr>
<td>100.3 WXY Champaign</td>
<td>WYZZ (43)</td>
<td></td>
</tr>
</tbody>
</table>
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 Enrollment Services 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.
Heartland Community College Foundation

The Heartland Community College Foundation is a non-profit 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.

Housing

HCC does not provide housing accommodations. Students needing housing accommodations should check the local community resources for assistance.

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 Enrollment Services, Business Office, 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 jump starting vehicles low on battery power and contacting locksmith companies to unlock vehicles in which keys have been left.
General Information

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 Success. Sales campaigns and collections are restricted to specific locations and times as approved by the Dean of Student Success. Office-to-office selling of any kind is prohibited on campus.

All non-club solicitation activities must be approved by the Dean of Student Success or her designee and must adhere to specific locations and times as approved.

Scheduling Rooms

Meetings may be scheduled in classrooms/labs and other meeting rooms by requests processed with the Enrollment Services Division Secretary. Call (309) 268-8078 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

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.

If you would like to file a complaint about any campus facilities, activities, employees or another student, you may go to the Dean of Student Success Office and complete a complaint form.

Telephones

A pay telephone is located in the Student Commons Building (SCB) 1st floor lobby.

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.

Voter Registration

In compliance with Public Act 94-0492, Heartland Community College provides voter registration information on its website 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 website to locate information on these activities or to locate a deputy registrar on campus.
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AA-Heartland Community College

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Dawn L. Berry
Division Secretary – Student Success

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**Johnna C. Darragh**  
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**Cory W. Dawson**  
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Plumber/Pipefitter

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- AA-University of Maryland at Munich

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BS-Illinois State University, Criminal Justice  

Bryn B. Westerhold  
Switchboard and Imaging Operator  

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BA-Illinois Wesleyan University, Mathematics/IS-Asian Studies  

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BS-Illinois State University, Elementary Education  

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BS-Clarion University of Pennsylvania, Communication  

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Coordinator of TRIO 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
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## Important Phone Numbers

- **Main Campus, 1500 W. Raab Rd., Normal**
  - (309) 268-8000
  - (217) 735-1731

- **Academic Advising CCB-1000**
  - (309) 268-8033

- **Academic Support Center SCB-1200**
  - (309) 268-8200

- **Bookstore SCB-1601**
  - (309) 452-9007

- **Business Office/Cashier**
  - (309) 268-8140

- **Child Care Center SCB-1000**
  - (309) 268-8029

- **Disability Support CCB-1000**
  - (309) 268-8100

- **Executive Office CCB-2000**
  - (309) 268-8020

- **Heartland Campus Café SCB-1602**
  - (309) 268-8205

- **Library SCB-1200**
  - (309) 268-8291

- **Library Reference**
  - (309) 268-8293

- **Lincoln Center, 620 Broadway, Lincoln**
  - (217) 735-1731

- **Pontiac Center, 211 E. Madison, Pontiac**
  - (815) 842-6777

- **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) 268-8231

- **Workforce Services WDC-2500**
  - (309) 268-8034

### Academic Division Offices

- **Academic Support CCB-2300**
  - (309) 268-8410

- **Adult Education (GED, ESL) CCB-1600**
  - (309) 268-8180

- **Community Education WDC-2400**
  - (309) 268-8160

- **Corporate Education WDC-2400**
  - (309) 268-8440

- **Health and Human Services ICB-2800**
  - (309) 268-8740

- **Humanities and Fine Arts ICB-2000**
  - (309) 268-8620

- **Math and Science ICB-2400**
  - (309) 268-8640

- **Nursing ICB-2800**
  - (309) 268-8750

- **Social and Business Sciences ICB-2100**
  - (309) 268-8590

- **Technology WDC-1200**
  - (309) 268-8860