HEARTLAND
COMMUNITY COLLEGE

2004 2005 CATALOG

Get the edge.

Get the edge.

HCC believes that...

- learning is a lifelong endeavor;
- every individual has dignity and worth;
- all persons should have access to educational opportunities that foster the fullest development of individual potential;
- those who benefit from public education have a corresponding responsibility of service to society.

Board of Trustees

¡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.

Welcome! It is my pleasure to introduce you to Heartland Community College.

Heartland was designed with the student in mind. All our efforts are directed to helping students achieve their educational goals.

We can help by providing an excellent, affordable education—whether you plan to continue at a university, advance your job skills, or pursue personal enrichment. Our Normal campus offers an educational environment second to none, with state-of-the-art technology. Even more important, you will experience excellent teaching by highly qualified faculty and the personal attention offered by small classes.

We also believe in providing support services students may need to succeed, including financial aid, disability services, tutoring, and exceptional child care.

Heartland also understands busy lifestyles. Our flexible class schedules help students balance important choices about how to invest their time.

Heartland is an outstanding place to begin or to renew your college career. Explore our web site, give us a call, or stop by and talk with one of our advisors. We look forward to meeting you.

Sincerely,

Jonathan M. Astroth

Jonathan M. Astroth
President

TABLE OF CONTENTS

ACADEMIC CALENDAR 2004-2005

FALL SEMESTER 2004

August 19 (R) . . . . . **Classes Begin for 16 Week and 1st 8 Week Session**
September 6 (M) . . . . . Labor Day (College Closed)
September 7 (T) . . . . . **Classes Begin for 12 Week Session**
October 14 (R) . . . . . **Classes End for 1st 8 Week Session**
October 15 (F) . . . . . Midterm Break - No Classes, Offices Open
October 18 (M) . . . . . **Classes Begin for 2nd 8 Week Session**
November 24 (W) . . . Thanksgiving Break Begins - No Classes - College is Open
November 25 - 28 (R-Su) . . . . . Thanksgiving Break - College is Closed
December 3 (F) . . . . . **Classes End for 12 Week Session**
December 6 - 7 (M-T) . . . . . Final Exams for 12 Week Session Courses
December 10 (F) . . . . . **Classes End for 16 Week and 2nd 8 Week Session**
December 11 - 17 (Sa-F) . . . . . Final Exam Week
December 17 (F) . . . . . End of Term

SPRING SEMESTER 2005

January 17 (M) . . . . . Martin Luther King Day (College Closed)
January 18 (T) . . . . . **Classes Begin for 16 Week and 1st 8 Week Sessions**
January 31 (M) . . . . . **Classes Begin for 12 Week Session**
March 12 (Sa) . . . . . **Classes End for 1st 8 Week Session**
March 14 - 19 (M-Sa) . . . . . Midterm Break (Spring Break)
March 21 (M) . . . . . **Classes Begin for 2nd 8 Week Session**
April 23 (Sa) . . . . . **Classes End for 12 Week Session**
April 25 - April 30 (M-Sa) . . . . . Final Exams for 12 Week Session
May 11 (W) . . . . . **Classes End for 16 Week and 2nd 8 Week Sessions**
May 12 (R) . . . . . Optional Review Day - Clinical Course Classes Meet
May 13 - 19 (F-R) . . . . . Final Exam Week
May 20 (F) . . . . . Commencement
May 20 (F) . . . . . End of Term

SUMMER SESSIONS 2005

4 WEEK SESSION 2005

May 23 (M) . . . . . **Classes Begin**
May 30 (M) . . . . . Memorial Day Holiday (College Closed)
June 15 - 16 (W-R) . . . . . Final Exams
June 17 (F) . . . . . End of 4 Week Session

REGULAR 8 WEEK SESSION 2005

June 6 (M) . . . . . **Classes Begin**
July 4 (M) . . . . . Independence Day Holiday (College Closed)
July 26 - 28 (T-R) . . . . . Final Exams

6 WEEK SESSION 2005

June 20 (M) . . . . . **Classes Begin**
July 4 (M) . . . . . Independence Day Holiday (College Closed)
July 26 - 28 (T-R) . . . . . Final Exams

ACADEMIC CALENDAR 2005-2006

FALL SEMESTER 2005

August 18 (R) . . . . . **Classes Begin for 16 Week and 1st 8 Week Session**
September 5 (M) . . . . . Labor Day (College Closed)
September 6 (T) . . . . . **Classes Begin for 12 Week Session**
October 13 (R) . . . . . **Classes End for 1st 8 Week Session**
October 14 (F) . . . . . Midterm Break - No Classes, Offices Open
October 17 (M) . . . . . **Classes Begin for 2nd 8 Week Session**
November 23 (W) . . . Thanksgiving Break Begins - No Classes - College is Open
November 24 - 27 (R-Su) . . . . . Thanksgiving Break - College is Closed
December 2 (F) . . . . . **Classes End for 12 Week Session**
December 5 - 6 (M-T) . . . . . Final Exams for 12 Week Session Courses
December 9 (F) . . . . . **Classes End for 16 Week and 2nd 8 Week Session**
December 10 - 16 (Sa-F) . . . . . Final Exam Week
December 16 (F) . . . . . End of Term

SPRING SEMESTER 2006

January 16 (M) . . . . . Martin Luther King Day (College Closed)
January 17 (T) . . . . . **Classes Begin for 16 Week and 1st 8 Week Sessions**
January 30 (M) . . . . . **Classes Begin for 12 Week Session**
March 11 (Sa) . . . . . **Classes End for 1st 8 Week Session**
March 13 - 18 (M-Sa) . . . . . Midterm Break (Spring Break)
March 20 (M) . . . . . **Classes Begin for 2nd 8 Week Session**
April 22 (Sa) . . . . . **Classes End for 12 Week Session**
April 24 - 29 (M-Sa) . . . . . Final Exams for 12 Week Session
May 10 (W) . . . . . **Classes End for 16 Week and 2nd 8 Week Sessions**
May 11 (R) . . . . . Optional Review Day - Clinical Course Classes Meet
May 12 - 18 (F-R) . . . . . Final Exam Week
May 19 (F) . . . . . Commencement
May 19 (F) . . . . . End of Term

SUMMER SESSIONS 2006

4 WEEK SESSION 2006

May 22 (M) . . . . . **Classes Begin**
May 29 (M) . . . . . Memorial Day Holiday (College Closed)
June 14 - 15 (W-R) . . . . . Final Exams
June 16 (F) . . . . . End of 4 Week Session

REGULAR 8 WEEK SESSION 2006

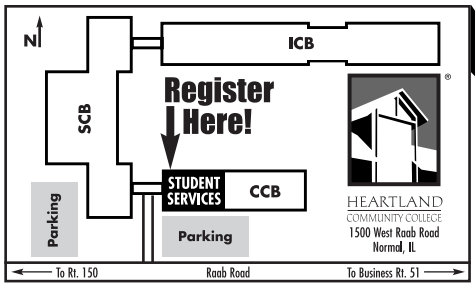
June 5 (M) . . . . . **Classes Begin**
July 4 (T) . . . . . Independence Day Holiday (College Closed)
July 25 - 27 (T-R) . . . . . Final Exams
July 28 (F) . . . . . End of 8 Week Session

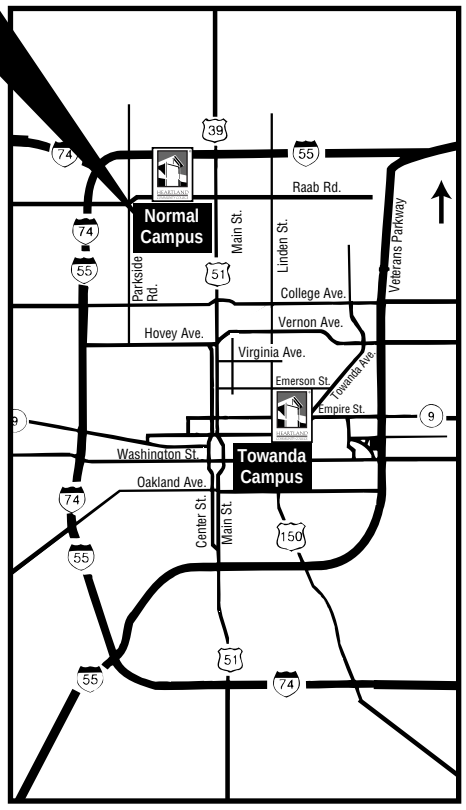
6 WEEK SESSION 2006

June 19 (M) . . . . . **Classes Begin**
July 4 (T) . . . . . Independence Day Holiday (College Closed)
July 25 - 27 (T-R) . . . . . Final Exams
July 28 (F) . . . . . End of 6 Week Session

Heartland Campus Locations

Bloomington-Normal

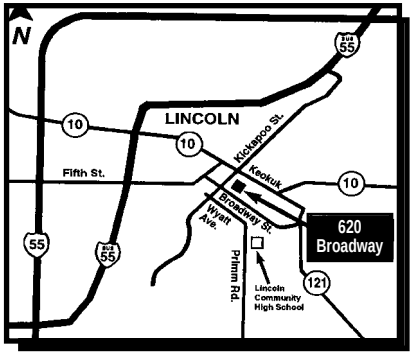




Main Campus
1500 West Raab Road
Normal, Illinois 61761
(309) 268-8000
TDD (309) 268-8030

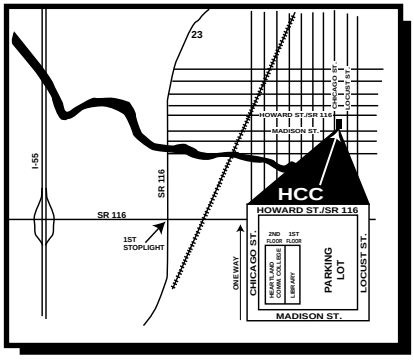
Towanda Campus
1226 Towanda Avenue
Bloomington, Illinois 61701

Lincoln



620 Broadway
Lincoln, Illinois 62656
(217) 735-1731

Pontiac



211 E. Madison
Pontiac, Illinois 61764
(815) 842-6777

www.heartland.edu

General Information

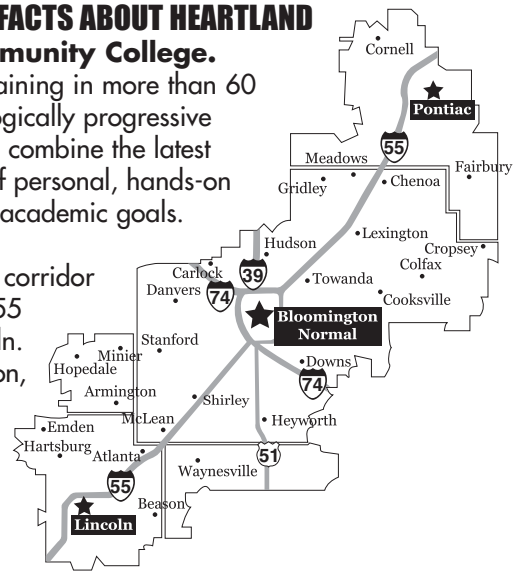
About Heartland

Important Heartland Community College policies, facts and procedures

HISTORY AND GENERAL FACTS ABOUT HEARTLAND

Get the edge at Heartland Community College.
Heartland Community College offers training in more than 60 career fields in innovative and technologically progressive learning facilities. Classrooms and labs combine the latest advances in technology with the type of personal, hands-on instruction students need to reach their academic goals.

HCC serves District 540, a geographic corridor that extends along Interstate Highway 55 in Illinois roughly from Pontiac to Lincoln. Campus locations in Normal, Bloomington, Lincoln, and Pontiac make the College an accessible option for all District residents.



Heartland Community College History

1990 Community College District 540 is formed and Board of Trustees selects name—Heartland Community College.
1991 College opens in temporary facility at Landmark Mall and offers first classes.
1991 Founding president, Dr. Jonathan Astroth, is appointed.
1992 College is awarded candidacy status by North Central Association and moves to Towanda Plaza.
1993 College begins nursing program.
1994 College is awarded maximum initial accreditation by the North Central Association.
1994 College opens Lincoln Center.
1995 College opens Pontiac Center.
1998 Ground broken for permanent campus on Raab Road.
1999 College receives 10 year accreditation from the North Central Association.
2000 Raab Road campus opens for classes.
2001 College celebrates 10th anniversary.
2002 College updates and streamlines mission statement.
2003 College announces new Web address: www.heartland.edu.
2003 Campus addition to Instructional Commons Building is completed.
2003 State announces support for construction of Workforce Development Center.

VISION AND PHILOSOPHY

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

Mission

Heartland Community College provides access to higher education and excellence in teaching and learning.

Heartland Community College fulfills its mission via the following institutional purposes and goals:

1. Prepare students to continue their education or succeed in the workforce through the following:
    a. the first two years of baccalaureate education
    b. career/technical education
    c. developmental instruction, including adult basic education
2. Enrich community life through the following:
    a. non-credit community education programs
    b. public service activities responsive to community needs
    c. services to district employers to enhance the economic well-being of the community
3. Maximize the potential for student success with academic, financial, and other support services.
4. Develop the general education competencies of students in critical thinking, communication, and analysis from multiple perspectives.
5. Facilitate student access by offering instruction and services in convenient locations, times, and formats and by maintaining a moderate tuition.
6. Foster excellence in teaching and learning by supporting professional development of faculty, recognizing outstanding teaching, and encouraging use of emerging technology and innovative methods.
7. Continuously improve overall organizational performance through the professional development of all employees.
8. Promote appreciation of human diversity and commonality.

THE CAMPUS

The physical facilities for HCC are located throughout the District with centers in Pontiac and Lincoln. The main campus is a 240,000-square-foot facility located on 160 acres in North Normal at 1500 West Raab Road.

CAMPUS SECURITY & HEALTH EMERGENCIES

Every student has the right, upon request to the College, to obtain information and statistics about policies and procedures regarding crimes and law enforcement on campus. The College complies with provisions of the Campus Security Act.

Health emergencies should be handled by dialing 911.

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. The Nursing Program is accredited by the National League for Nursing Accrediting Commission, 61 Broadway, New York, NY 10006, (212) 363-5555.

EDUCATIONAL GUARANTEE

HCC guarantees the transferability of pre-baccalaureate (university parallel) courses to baccalaureate colleges and universities for each student who completes the Associate in Arts degree or the Associate in Science degree. If such appropriately approved courses do not fully transfer, the College will refund to the degree-completion student the tuition paid for the non-transferring courses.

HCC guarantees the competence needed for entry into technical employment for each student who completes an appropriate Associate in Applied Science degree. An Associate in Applied Science degree completion student who is judged by his/her employer to lack the technical or general educational skills necessary for entry to the position shall be provided up to 12 tuition-free credit hours of additional training in the program completed by the graduate.

All students must meet with an Academic Advisor during each registration to qualify for the benefits of educational guarantees.

TECH PREP

Tech Prep

The Tech Prep educational initiative under the Education-to-Careers umbrella is designed to prepare a highly qualified workforce which meets the technical requirements of today's workplace. The changing workplace not only requires technical expertise, but also demands excellent skills in communication, writing, mathematics, critical thinking and problem solving. Tech Prep addresses these workplace demands by integrating college general studies course work with a rigorous concentration of technical education.

Tech Prep Sequence of Courses

A Tech Prep sequence consists of academic and technical courses taught at the high school level and continues with two years at the community college in a prescribed series of courses. The completion of these courses results in an Associate in Applied Science degree in the student's chosen field of study. An academic plan of course work including two years of planned study at a secondary school, two years at HCC and possibly an additional two years at a senior institution (the 2+2+2 model) can result in a seamless transition of learning and advancing technical skills.

Tech Prep Articulated Credit

A large number of articulation agreements exist between HCC and area career/technical centers and high schools. These agreements allow the technical student to advance through levels with a seamless transition, unduplicated learning and advancing technical skills. For more details on the program of interest, contact an Academic Advisor in the Student Services Center for details on the Associate in Applied Science degree of interest.

ACADEMIC DIVISIONS

Academic Support: Reading, General Studies

Business: Accounting, Applied Computer Science, Business, Economics, Insurance, Microcomputer Applications, Office Technology, Small Business Management

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

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

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

Social and Behavioral Sciences: Anthropology, Education, Geography, History, Political Science, Psychology, Social Work, Sociology

Technology: Computer Aided Design, Computer Science, Computer Networking, Computer Technology, Design, Digital Media, Electrical Maintenance, Electrician Apprentice, Electronics Technology, Information Technology, Machine Tool Technology, Maintenance Technology, Materials and Logistics Management, Manufacturing Technology, Web Development, Welding

DEGREES AND CERTIFICATES

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 students 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 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 completion of those courses.

ILLINOIS ARTICULATION INITIATIVE (IAI)

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. Completion of the transferable General Education Core Curriculum at any participating college or university in Illinois assures the transferring student that general education requirements for an associate or bachelor's degree have been satisfied. 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 categories identify qualifying general education courses:

IAI (Communication)	IAI (Mathematics)
IAI (Fine Arts)	IAI (Physical and Life Sciences)
IAI (Humanities)	IAI (Social/Behavioral Sciences)

See an Academic Advisor for additional information and read about the IAI at their Web site: www.iTransfer.org.

TRANSFER PROGRAMS

To pursue a program leading to transfer to a university (A.A., A.S., or A.E.S. 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.

COOPERATIVE AGREEMENTS

The following is a list of current cooperative agreements Heartland has entered into with other community colleges. Cooperative agreements allow Heartland District students to attend community colleges outside their district at in-district rates.

C.A.R.E.E.R. AGREEMENTS

The C.A.R.E.E.R. cooperative agreement applies to all programs of vocational instruction offered at Illinois Valley Community College, Joliet Junior College, Kankakee Community College, Moraine Valley Community College, Morton College, Prairie State Community College, Richland Community College and South Suburban College not offered at Heartland Community College.

Name of College/Name of Program	A.A.S.	A.A.	A.S.	Cert.
Belleville Area College				
Fire Science	☑	❑	❑	☑
Black Hawk College				
Ag Mechanics	☑	❑	❑	☑
Ag Transfer	❑	❑	☑	❑
Agri Business Mgmt.	☑	❑	❑	❑
Animal Science	❑	❑	❑	☑
Auto Repair Technology	☑	❑	❑	☑
Banking & Finance	❑	❑	❑	☑
Beef Production	❑	❑	❑	☑
Broadcasting	☑	❑	❑	❑
Business Information Tech.	☑	❑	❑	❑
CAD	❑	❑	❑	☑
CAD: 3D Modeling	❑	❑	❑	☑
Child Development	☑	❑	❑	❑
Civil Technology	☑	❑	❑	❑
Commercial Art	☑	❑	❑	❑
Emergency Medical Services	❑	❑	❑	☑
Engineering (Pre)	❑	❑	☑	❑
Equestrian Science	☑	❑	❑	❑
Financial Svc. Mgmt.	☑	❑	❑	❑
Fire Science Officer	☑	❑	❑	❑
Horse Science	☑	❑	❑	❑

Name of College/Name of Program	A.A.S.	A.A.	A.S.	Cert.
Horticulture	☑	❑	❑	☑
International Trade	❑	❑	❑	☑
Law Enforcement	☑	❑	❑	☑
Library Technical Assistant	❑	❑	❑	☑
Licensed Practical Nursing	❑	❑	❑	☑
Machine Tool Operator	❑	❑	❑	☑
Machine Tool Production	❑	❑	❑	☑
Physical Therapy Assistant	☑	❑	❑	❑
Swine Production	❑	❑	❑	☑
Technical Communication	☑	❑	❑	☑
Truck Driving	❑	❑	❑	☑
Carl Sandburg College				
Automotive Body Repair	☑	❑	❑	☑
Automotive Technology	☑	❑	❑	☑
Child Development	☑	❑	❑	❑
Construction Engineering Tech.	❑	❑	☑	❑
Cosmetology	❑	❑	❑	☑
Cosmetology Teacher	❑	❑	❑	☑
Desktop Publishing	☑	❑	❑	☑
Drafting & Design Tech.	☑	❑	❑	☑
Engine Performance	❑	❑	❑	☑
Food Marketing Mgmt.	☑	❑	❑	❑
Human Services Assistant	❑	❑	❑	☑
Industrial Electricity	☑	❑	❑	❑
Machine Tool	❑	❑	❑	☑
Manufacturing Processes	☑	❑	❑	❑
Mortuary Science	☑	❑	❑	❑
Nail Technology	❑	❑	❑	☑
Numerical Control	❑	❑	❑	☑
Radiologic Technology	❑	❑	❑	☑
Welding	❑	❑	❑	☑
Illinois Central College				
Accounting Clerk/Bookkeeper	❑	❑	❑	☑
Ag Business Management	☑	❑	❑	❑
Agri Transfer	❑	❑	☑	❑
Agriculture Mechanics	❑	❑	❑	☑
Alcohol Drug Abuse Counseling	☑	❑	❑	☑
Architecture Construction Tech.	☑	❑	❑	❑
Automotive Technology	☑	❑	❑	❑
Caterpillar Dealer Service Tech.	☑	❑	❑	❑
Child Development	❑	❑	❑	☑
COBOL Programming	❑	❑	❑	☑
Computer Aided Manufacturing	❑	❑	❑	☑
Computer Aided Mech. Drafting	❑	❑	❑	☑
Computer Programming	☑	❑	❑	❑
Court and Freelance Reporting	☑	❑	❑	❑
Database Administration	☑	❑	❑	☑
Dental Hygiene	☑	❑	❑	❑
Diesel Powered Equipment Tech.	☑	❑	❑	❑

Name of College/Name of Program	A.A.S.	A.A.	A.S.	Cert.
Dietetic Assistant	❑	❑	❑	☑
Drug & Alcohol Couns. Train.	☑	❑	❑	❑
Engine Power Tech.	☑	❑	❑	❑
Fire Science	❑	❑	❑	☑
Fire Science Tech.	☑	❑	❑	❑
GM-ASEP	☑	❑	❑	❑
Graphic Arts	☑	❑	❑	❑
Graphic Design	☑	❑	❑	❑
Health Info. Mgmt. Technician	☑	❑	❑	❑
Horticulture	☑	❑	❑	❑
Industrial & Business Security	☑	❑	❑	☑
Industrial Electrical Tech.	☑	❑	❑	❑
Interpreter Preparation	☑	❑	❑	☑
Landscaping	❑	❑	❑	☑
Library Technical Assistant	☑	❑	❑	❑
Maintenance Mechanic Tech.	☑	❑	❑	❑
Management/Supervision Option	☑	❑	❑	❑
Mechanical Design Technology	☑	❑	❑	❑
Mechanical/Electrical Maintenance	❑	❑	❑	☑
Medical Coder	❑	❑	❑	☑
Medical Laboratory Tech.	☑	❑	❑	❑
Medical Office Assistant	❑	❑	❑	☑
Medical Transcription	❑	❑	❑	☑
Mgmt./Materials & Logistics Option	☑	❑	❑	❑
Microcomputer Network Specialist	☑	❑	❑	❑
Microcomputer Networking	❑	❑	❑	☑
Microcomputer Programming	❑	❑	❑	☑
Microcomputer Repair	❑	❑	❑	☑
Microcomputer Software Support Specialist	☑	❑	❑	❑
Occupational Therapy Assistant	☑	❑	❑	❑
Paralegal	☑	❑	❑	☑
Phlebotomy	❑	❑	❑	☑
Physical Therapist Assist.	☑	❑	❑	❑
Radiography	☑	❑	❑	❑
Real Estate	☑	❑	❑	☑
Refrig./Air Conditioning Tech.	☑	❑	❑	❑
Respiratory Therapist	☑	❑	❑	❑
Surgical Technologist	❑	❑	❑	☑
Transportation & Traffic Mgmt.	❑	❑	❑	☑
Travel & Tourism	❑	❑	❑	☑
UNIX System Specialist	☑	❑	❑	❑
Wastewater Treatment	❑	❑	❑	☑
Web Administrator	❑	❑	❑	☑
Web Designer	❑	❑	❑	☑
Web Developer	❑	❑	❑	☑
Web Technology	☑	❑	❑	❑
Welding Technology	☑	❑	❑	☑

Name of College/Name of Program	A.A.S.	A.A.	A.S.	Cert.
Illinois Valley Community College				
Ag Transfer	❑	❑	☑	❑
C.A.R.E.E.R. Agreement	☑	❑	❑	☑
Engineering	❑	❑	☑	❑
John Wood Community College				
Accounting	☑	❑	❑	☑
Administrative Assistant Option	☑	❑	❑	❑
Agri Business Management	☑	❑	❑	❑
Agriculture Production Management	❑	❑	❑	☑
Agriculture Supply & Service	❑	❑	❑	☑
AS-400	☑	❑	❑	☑
Beef Management	☑	❑	❑	☑
Business Management	❑	❑	❑	☑
Computer Aided Design	☑	❑	❑	❑
Computer Information Systems Option	☑	❑	❑	❑
Culinary Arts	❑	❑	❑	☑
Early Childhood Education	☑	❑	❑	❑
Electrical Technology	☑	❑	❑	☑
Fire Science Option	☑	❑	❑	❑
Horticulture	☑	❑	❑	☑
Industrial Electrical Maintenance	❑	❑	❑	☑
Information Mgmt. Option	☑	❑	❑	☑
Law Enforcement Option	☑	❑	❑	❑
Legal Option	☑	❑	❑	❑
Management Option	☑	❑	❑	❑
Marketing Option	☑	❑	❑	❑
Medical Option	☑	❑	❑	❑
Office Technology	☑	❑	❑	☑
Restaurant Management	☑	❑	❑	❑
Sales	❑	❑	❑	☑
Surgical Technology	❑	❑	❑	☑
Swine Management	☑	❑	❑	☑
Truck Driving Training	❑	❑	❑	☑
Joliet Junior College				
C.A.R.E.E.R. Agreement	☑	❑	❑	☑
Kankakee Community College				
C.A.R.E.E.R. Agreement	☑	❑	❑	☑
Lincoln Land Community College				
Agri-Business Management	☑	❑	❑	❑
Agriculture	❑	❑	☑	❑
Agri-Fertilizer Operations	☑	❑	❑	❑
Airframe & Powerplant Aviation	☑	❑	❑	❑
Architectural Construction Drft. Tech.	☑	❑	❑	☑
Auto Body Repair	❑	❑	❑	☑
Automotive Technology	☑	❑	❑	☑
Aviation Mechanics	☑	❑	❑	❑
Firefighter II	☑	❑	❑	☑
Food & Beverage Mgmt.	❑	❑	❑	☑
Hospitality Mgmt. and Services	☑	❑	❑	❑

Name of College/Name of Program	A.A.S.	A.A.	A.S.	Cert.
Hotel/Motel Mgmt.	❑	❑	❑	☑
Landscape Design/Turf Mgmt.	☑	❑	❑	☑
Occupational Therapy Assistant	☑	❑	❑	❑
Radiography	☑	❑	❑	❑
Respiratory Care	☑	❑	❑	❑
Truck Driving	❑	❑	❑	☑
Moraine Valley Community College				
C.A.R.E.E.R. Agreement	☑	❑	❑	☑
Morton College				
C.A.R.E.E.R. Agreement	☑	❑	❑	☑
Parkland College				
Ag Equipment Mgmt & Marketing	☑	❑	❑	❑
Ag Management	☑	❑	❑	❑
Ag Research Technology	☑	❑	❑	❑
Agri-Business	❑	❑	❑	☑
Agricultural Business Mgmt.	☑	❑	❑	❑
Agriculture Transfer	❑	❑	☑	❑
Automotive Collision Repair	❑	❑	❑	☑
Automotive Service	❑	❑	❑	☑
Automotive Technician	❑	❑	❑	☑
Automotive Technology	☑	❑	❑	❑
Building Construction & Repair	❑	❑	❑	☑
Construction Design & Mgmt. Bldg. Material	☑	❑	❑	❑
Construction Design & Mgmt. Bldg. Survey	☑	❑	❑	❑
Diesel Power Equipment	☑	❑	❑	❑
Equine Management	❑	❑	❑	☑
Fire Science	☑	❑	❑	☑
Grain Merchandising & Mgmt.	☑	❑	❑	❑
Hospitality Industry: Hotel/Motel Mgmt.	❑	❑	❑	☑
Precision Ag Technology	☑	❑	❑	❑
Radiologic Technology	❑	❑	❑	☑
Respiratory Care	☑	❑	❑	❑
Surgical Technician	❑	❑	❑	☑
Surveying	☑	❑	❑	❑
Prairie State Community College				
C.A.R.E.E.R. Agreement	☑	❑	❑	☑
Richland Community College				
C.A.R.E.E.R. Agreement	☑	❑	❑	☑
South Suburban College				
C.A.R.E.E.R. Agreement	☑	❑	❑	☑

Name of College/Name of Program	A.A.S.	A.A.	A.S.	Cert.
Spoon River College				
Administrative Office Technology	☑	❑	❑	❑
Advanced Degree Nursing	☑	❑	❑	☑
Commercial Driver Training	❑	❑	❑	☑
Computer Assisted Design (AutoCAD)	❑	❑	❑	☑
Computer Info Systems	☑	❑	❑	❑
Criminal Justice	☑	❑	❑	❑
Desktop Publishing	❑	❑	❑	☑
Electronics Tech.	☑	❑	❑	❑
Graphic Design	❑	❑	❑	☑
Network Technology	☑	❑	❑	☑
Nursing Assistant	❑	❑	❑	☑
Office Assistant	❑	❑	❑	☑
Service Technology	❑	❑	❑	☑
Web Design	❑	❑	❑	☑
Web Development	❑	❑	❑	☑

Cooperative Tuition/Admission Agreement

The Cooperative Tuition/Admission Agreements which exist between Danville Area Community College, Heartland Community College, Illinois Central College, Kankakee Community College and Parkland College apply to students whose "home" high school district has changed due to high school consolidation. Students affected will be considered in-district if they either reside within the Community College District or attend a high school whose location is within the Community College District. Specific eligibility criteria are available in the Student Services Center or the Pontiac Center.

ADMISSION/ENROLLMENT
COLLEGE ADMISSION POLICY

HCC is an open-admissions institution, admitting to the College all students 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
- High school students recommended by an appropriate high school official

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 public universities and community college transfer (A.A./A.S./A.E.S. degree) programs. Students should check with an Academic Advisor to determine their status regarding these requirements.

ADMISSION TO SPECIFIC PROGRAMS

All students who are qualified shall be granted admission to the College. Admission to the College does not ensure admission to a particular course or program of study.

Admission to certain programs may be limited and subject to specific requirements. In such limited-enrollment programs, the College will give preference to residents of District 540. Academic Advisors have information concerning admission to specific limited-enrollment programs.

BASIC ADMISSION PROCEDURE - HOW TO GET STARTED

New applicants who wish to enroll and pursue a degree or certificate must:

1. Submit an application for admission to Heartland Community College.
2. Have high school submit a transcript directly to HCC if a high school graduate.
3. Submit a copy of the GED certificate scores if a GED recipient.
4. Submit ACT scores if available.
5. Complete HCC Basic Skills Assessment.
6. Submit official transcripts from other colleges attended.
7. Make an appointment with an HCC Academic Advisor.

Prospective students may request an HCC admission application from their high school or from Heartland Community College. Downloadable applications are also available at www.heartland.edu. There is no charge to apply.

ADMISSION OF INTERNATIONAL STUDENTS

International students are welcome at Heartland Community College. Prospective non-immigrant students may apply for admission in accordance with Heartland Community College admission procedures for international students.

Prospective non-immigrant students must submit the following:

1. All required material in the International Student Application Packet
2. Original transcripts of schools attended (high school, college, university) accompanied by a certified translation in English (if not originally in English).
3. Official Test of English as a Foreign Language (TOEFL) score of at least 550 paper-based, 213 computer-based, sent directly from the Educational Testing Service in New Jersey
4. Affidavit of financial support

Filing deadlines for international student applications are:

June 15 for the fall semester
November 15 for the spring semester
April 1 for the summer session

All required material must be received by the deadlines to be considered for admission. An I-20 form (a certificate of eligibility for non-immigrant student status) will be issued upon acceptance for admission.

Any exception to the admission requirements for international students must be approved in writing by the Dean of Student Services.

BASIC SKILLS ASSESSMENT

To increase the likelihood of student success, HCC adheres to the mandatory assessment of basic skills for degree-seeking students, transfer students and non-degree-seeking students according to the following guidelines:

FIRST-TIME COLLEGE STUDENTS

Complete assessment is required prior to enrollment. ACT subscores in English and reading may be used for placement for Fall 2004 if the ACT Test was taken in April 2002 or after.

English

An ACT English subscore of 21-36 exempts students from the English placement test. All other students must assess.

Reading

An ACT Reading subscore of 21-36 exempts students from the reading placement test. All other students must assess.

Math

All students must assess in math.

Students using ACT scores for placement need to submit their ACT scores in one of three ways:

- Request that ACT send their scores directly to Heartland, or
- Request that their high school send a transcript that displays their ACT scores, or
- Bring in a student copy of the ACT score sheet.

TRANSFER STUDENTS

Assessment requirements will be determined after a review of the student's transcripts. The Basic Skills Assessment is offered on a walk-in basis. The assessment schedule is printed in the current class schedule and on the HCC web site. There is no charge for this service. Assessment guidelines and specific sample questions are available at www.heartland.edu/services/assess.html.

Students with special testing needs, or other students with special considerations regarding the Basic Skills Assessment, should contact the Dean of Student Services or the Coordinator of Disability Support Services prior to taking the assessment.

COURSE PLACEMENT

HCC adheres to the mandatory placement of students into developmental courses as indicated by the basic skills assessment. Students are required to take developmental courses upon initial enrollment and are not allowed to delay developmental course work.

Course Selection Guide

The course selection guide on page 115 is a table of credit-bearing courses that can be taken by students who placed into developmental reading and writing courses on the basic skills assessment. These credit-bearing courses have been identified as ones in which developmental reading and writing students might enroll and achieve success. Students work with their Academic Advisor to select appropriate courses that will promote academic success.

Designation of Credit-Bearing Courses for Developmental Students
An icon is used in the course description section of this catalog to indicate which credit-bearing courses are open to students in developmental courses (courses below the 100 level) in accordance with the Course Selection Guide. Students demonstrating the need for developmental course work may enroll only in those courses indicated by the Course Selection Guide. To remain in the credit-bearing courses, developmental students must maintain concurrent enrollment in their developmental reading and writing courses.

ACADEMIC ADVISEMENT/CAREER EXPLORATION

Academic advisement is available to assist students, full- and part-time, in setting career goals, planning a program of study and selecting courses. HCC has adopted a Developmental Advising model in which advisors provide guidance concerning program requirements and information on general college requirements and procedures. Advisors are able to assist students in exploring careers and educational programs. Academic advisement provides an opportunity to assist students to understand the skills developed in various courses and to apply these skills in relevant, personal decisions.

Students are required to meet with an Academic Advisor prior to enrollment. All students are encouraged to seek advisement services twice during each semester and/or before changing majors or transferring to another institution, before withdrawing from the College, when experiencing academic difficulty and concerning changes in an approved schedule.

Advisors are available in Normal, Lincoln and Pontiac Monday through Thursday, 8 a.m.-8 p.m.; and Fridays 8 a.m.-4:30 p.m. Summer and holiday hours may be different and are published in the schedule of classes. Students are encouraged to make appointments with an advisor well in advance of each enrollment period.

ENROLLMENT AND REGISTRATION PROCEDURE

The basic enrollment/registration procedure is:
1. Submit an application for admission to Student Services.
2. Inquire about financial assistance or veterans' benefits.
3. Take HCC assessment.
4. Meet with an Academic Advisor to plan a program of study and select courses.
5. Pay tuition and fees.

Enrollment for classes takes place at the three main District 540 locations in Normal, Lincoln and Pontiac. Dates, times and other details are published in the class schedule.

ENROLLMENT RESTRICTIONS

Student enrollment for classes may be restricted or disallowed due to academic probation/suspension, assessment results, course prerequisites, a delinquent financial account, outstanding obligations such as library fines, or other valid reasons.

FINANCIAL REQUIREMENTS
RESIDENCY REQUIREMENTS

HCC serves the residents of District 540. A student is considered a resident of District 540 if one of the following criteria is met for at least 30 days prior to the start of the academic term. Documentation must be provided at the time of enrollment:

1. The student resides with his/her parents within District 540.
2. The student is an emancipated minor, completely self-supporting and residing within District 540.
3. The student is married and maintains a family residence within District 540.
4. The student is self-supporting as defined by the Federal Office of Education and maintains a residence within District 540.
5. The student resides outside the District but works full-time within District 540.

The following documents with an issue date 30 days prior to the start of the term are acceptable for verification of residence and must be provided at the time of enrollment:

- 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

TUITION & FEES

Tuition for residents of District 540 is $60 per semester hour. The Out-of-District rate is $120 per semester hour and Out-of-State rate is $180 per semester hour. Tuition is subject to change without notice. Payment of tuition can be made using cash, check, Visa, MasterCard, Discover or FACTS payment plan.

Students enrolling in certain courses will be assessed a course or lab fee in addition to tuition. These courses and fees are indicated in the class schedule.

Other fees include the following:

Graduation Fee:	$10
Returned Check Fee:	$15

ACCELERATED COLLEGE ENROLLMENT GRANTS FOR HIGH SCHOOL STUDENTS TAKING COLLEGE COURSES

Accelerated College Enrollment (A.C.E.) grant funds are available to help pay tuition for college-level courses while students are still enrolled in and attending high school. A.C.E. funds are available for fall and spring classes only (not summer). Tuition is paid at the time of enrollment. At midterm, records are checked to make sure progress is being made toward completion of the course(s)—that means earning a "C" or better. Upon verification, reimbursement of $50.00 for each course is made up to a maximum of $150.00 per term. A.C.E. funds are subject to State funding.

TUITION WAIVERS FOR SENIOR CITIZENS

District 540 residents who are 65 years of age or older are eligible for a waiver of tuition. 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, the purchase of textbooks or supplies.

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.

PAYMENT POLICY

Deadlines for the payment of tuition and fees are published in the class schedule. Failure to submit payment by the deadline may result in the cancellation of course enrollments. It is the student's responsibility to officially withdraw from courses if he/she does not plan to attend to avoid financial obligation to the college.

Tuition is payable by cash (Normal only), check, Bank debit card, and/or use of Visa, MasterCard, Discover or FACTS payment plan.

REFUND POLICY

100% refunds are made to students who officially withdraw from courses during the first 10 days of class for a full semester course. For eight week courses, the full refund period is the first five days of class. See the class schedule for published deadlines. Official withdrawals require the student's signature. NO TELEPHONE WITHDRAWALS WILL BE ACCEPTED. If the student is unable to come to the college, a letter may be submitted requesting withdrawal from classes. The postmark on the letter will be used to determine eligibility for a refund.

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. Withdrawal must be complete, not a reduced load. To be considered for a medical withdrawal, a letter must be written in a timely manner, including medical documentation, to the Dean of Student Services.

Reservists called to active duty while enrolled at Heartland Community College shall receive a full refund or credit against future enrollment.

If a class is canceled because of insufficient enrollment or for another reason, students will receive full reimbursement of tuition and fees.

STUDENT RESPONSIBILITIES/OBLIGATIONS

Students will not be permitted to enroll for classes or receive transcripts if they have financial delinquencies, including unpaid library fines, book voucher obligations or other obligations to the college.

FINANCIAL AID

Students attending HCC are eligible to participate in several financial aid programs. The major sources are the Federal Pell Grant, Federal Work-Study, Federal Supplemental Educational Opportunity Grant (FSEOG) and the Illinois Monetary Award Program. Students are encouraged to complete the Free Application for Federal Student Aid (FAFSA) electronically at www.fafsa.edu or by completing a paper application by June 1 to obtain assistance for the following academic year. The HCC college code, 030838, should be entered in Step Six on the FAFSA. Applications are available at the Heartland Community College Financial Aid Office and all area high schools.

College Zone

Heartland Community College has been designated by the Illinois Student Assistance Commission (ISAC) as a College Zone site. College Zone provides students and families with on-site computer access to year-round assistance for FAFSA completion as well as providing information on planning and paying for college. To access, go to www.collegezone.com.

To be eligible to receive financial aid at Heartland, a student must meet the following requirements:

1. Have a high school diploma or GED.
2. Be enrolled as a regular student pursuing a degree or certificate.
3. Be enrolled at least half-time, six credit hours (exceptions are possible for some Pell Grant recipients).
4. Be a U.S. citizen or eligible non-citizen.
5. Make satisfactory academic progress.

The amount of financial aid and/or benefits received from the various veterans' programs is based on the credit hours of enrollment. Enrollment status is defined as follows:

0-5 credit hours	less than half-time
6-8 credit hours	half-time
9-11 credit hours	three-quarter time
12 + credit hours	full-time

Federal Pell Grant

The Federal Pell Grant is the largest source of financial assistance for HCC students. The grants range from $200 to $4,050 for the academic year, depending on financial need and hours of enrollment. After completing the Free Application for Federal Student Aid (FAFSA), a Student Aid Report (SAR) will be forwarded to the student from the processing agency. The SAR will indicate Pell Grant eligibility and the expected family contribution (EFC). The HCC Financial Aid Office will also receive the data.

Federal Work-Study

A limited number of student employment positions are available on campus to students who qualify for the Federal Work-Study Program. Students normally work between 10 to 20 hours per week in various departments. Applications for these positions are available in the Financial Aid Office.

Federal Supplemental Educational Opportunity Grant (FSEOG)
Supplemental Grants are awarded to the most needy students to supplement Pell Grant funds received. Students will be notified by the Financial Aid Office if they are eligible. Grants usually range from $300-$500 and priority is given to those students submitting the FAFSA by June 1.

Illinois Student Assistance Commission (ISAC)
Monetary Award Program (MAP)
All residents of Illinois automatically apply for the MAP grant by submitting the Free Application for Federal Student Aid. MAP is a need-based program and students receive notification of eligibility from HCC. Eligible students will receive grants that usually equal tuition, contingent on State funding. Students can only receive MAP for a maximum of 75 paid credit hours at HCC.

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 certain 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.

Illinois National Guard 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 certain fees for 120 credit hours of enrollment at any state-supported institution. Applications are available in the Financial Aid Office and must be submitted for each academic year of enrollment.

FEDERAL FINANCIAL ASSISTANCE 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)

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.

HEARTLAND COMMUNITY COLLEGE SCHOLARSHIP OPPORTUNITIES

The Heartland Community College Foundation administers a variety of scholarships designed to reward student achievement, encourage student leadership and provide financial assistance. Scholarships are supported through the generosity of individuals, businesses and organizations and are awarded based on availability of funds. **All new and current, full- and part-time students are encouraged to apply.**

Applications are available from the HCC Financial Aid Office, the Pontiac and Lincoln Centers, high school guidance counselors and at **www.hccfoundation.org/scholarships.html.**

Scholarships are awarded according to criteria established by the sponsor. **Eligibility requirements** may be updated without notice at the request of the scholarship sponsor. The following **universal requirements** apply to all Heartland Community College Foundation scholarships, unless otherwise noted:

- Applicants must meet District 540 residency requirements.
- Foundation scholarships are for HCC students only. They may not be used for dual enrollment and are non-transferable.
- All scholarships are competitive.
- Scholarships may not be used for summer term.
- Unless other GPA requirements are listed, current HCC students must meet requirements for satisfactory academic progress for both initial application and renewal.

Students are encouraged to **visit the HCC Financial Aid Office or www.hccfoundation.org/scholarships.html for the most up-to-date and complete information on available scholarships, application procedures and deadlines. The following is a summary of available scholarships and their eligibility criteria.**

Trustees' Scholarship

Award: Tuition and fees for 12-18 credit hours. Renewable. *

Requirements: Must be the current valedictorian or salutatorian of a District 540 High School. Full-time enrollment. ***Note: This scholarship is guaranteed to eligible students. It requires a special application that is available at the HCC Financial Aid Office, on-line or from high school guidance counselors.***

Presidential Scholarship

Award: Tuition and fees for 12-18 credit hours. Renewable. *

Requirements: High School GPA of 3.5/4.0 or 30 credit hours at HCC with 3.0 GPA. Full-time enrollment. ***Note: At least one-third of these scholarships will be awarded to students with evidence of financial need.***

Dean's Scholarship

Award: Tuition and fees for 3-11 credit hours. Renewable. *

Requirements: Minimum of 6 credit hours at HCC with 3.0 GPA. Part-time enrollment. ***Note: At least one-third of these scholarships will be awarded to students with evidence of financial need.***

Art Adams Scholarship
Award: $500 for tuition, fees and educational expenses. Non-renewable.

Requirements: Full- or part-time enrollment—minimum of 6 credit hours. No high school GPA requirement. Strong record of service to community and/or family and evidence of financial need is required.

Community Foundation of McLean County—BLOOMINGTON ROTARY CLUB CHARITABLE FUND SCHOLARSHIP
Award: Up to $500 for tuition, fees and educational expenses. Non-renewable.

Requirements: Full- or part-time enrollment—minimum of 6 credit hours. No high school GPA requirement. Strong record of community involvement and evidence of financial need is required.

Community Scholars
Award: Tuition and fees for a maximum of four semesters of full-time enrollment (12-19 credit hours) and two summer sessions (maximum of 8 credit hours) plus $200 book stipend for 3rd and 4th semester.

Requirements: Recent high school graduate. Competitive selection is based on involvement in community and/or high school. Students are required to participate in a community service internship each semester. ***Note: This scholarship requires a special application that is available from your high school guidance counselor or the HCC Financial Aid Office.***

COUNTRY Insurance and Financial Services Scholarship
Award: Up to $500 for tuition and fees only. Renewable. *

Requirements: Full- or part-time enrollment—minimum of 6 credit hours. Reserved for a minority student. No high school GPA requirement.

The Eureka Company Scholarship
Award: Two scholarships of up to $500 for tuition and fees only. Renewable.*

Requirements: Full- or part-time enrollment—minimum of 6 credit hours. No high school GPA requirement. One scholarship will be reserved for a female or minority student.

Dr. Richard L. Kelly Scholarship
Award: $500 for tuition and fees only. Renewable. *

Requirements: Full-time enrollment—business education or a related field preferred. Evidence of financial need is required.

John P. Messinger Scholarship
Award: Two scholarships pay tuition and fees for up to 6 credit hours. Renewable.

Requirements: Graduate of Heartland Community College's GED Program. Must demonstrate evidence of financial need.

Mitsubishi Motors North America Scholarship
Award: $250 per semester for tuition and fees. Renewable. *

Requirements: Must be an eligible dependent of an MMNA employee, as defined by MMNA health care plan, single, under age 25 and enrolled for at least 12 hours. Minimum high school or college GPA of 2.0/4.0. ***Note: Eligible students must submit an MMNA Scholarship Application, which is available in the MMNA Human Resources Department and the HCC Financial Aid Office.***

Prairie Scholarship
Award: Up to $500 per semester for tuition, fees and educational expenses.

Requirements: Full- or part-time enrollment—minimum of 6 credit hours. No high school GPA requirement. Evidence of financial need is required. Applicant must demonstrate motivation to learn and succeed.

Shelly Weidenbenner Scholarship
Award: One payment of $500 for tuition and fees.

Requirements: Graduation from Bloomington High School. Full-time enrollment—12 or more credit hours.

* Visit www.hccfoundation.org/scholarships.html for renewal information.

FINANCIAL AID COOPERATIVE AGREEMENT WITH ILLINOIS STATE UNIVERSITY

Heartland Community College and Illinois State University 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 three credit hours at each institution and the hours must be transferable to the student's major course of study. It is the student's responsibility to contact the Financial Aid Office at the "home" institution prior to the enrollment period to complete a consortium contract.

FINANCIAL AID TUITION PAYMENT EXTENSION

An extension of the tuition payment may be given to students receiving outside grant or scholarship assistance. For a Pell Grant extension, a complete application must be on file with the Financial Aid Office. For an Illinois Veterans' Grant/National Guard Scholarship or assistance from outside agencies, an award letter or voucher from the agency must be presented to the Financial Aid Office. Funds sent directly to the student cannot be used for a tuition payment extension.

SATISFACTORY ACADEMIC PROGRESS POLICY FOR FINANCIAL AID

The College is required to establish satisfactory academic progress standards for federal and state financial aid recipients in accordance with the U.S. Department of Education regulations. These standards ensure that only those recipients demonstrating satisfactory progress toward the completion of their education continue to receive financial aid.

Whether a student is considered to be making satisfactory progress depends on successful semester completion of courses (credit hours), cumulative grade point average and maximum time limits to complete his/her course of study. Students must meet all of the following requirements:

Semester Completion Requirement
A student must have earned hours equal to at least 67 percent of the total hours attempted for the enrollment period to remain in good standing. Students earning less than 67 percent of the hours attempted will be placed on financial aid probation. A student on financial aid probation must develop a probation contract with an Academic Advisor before registering for the next semester. Students not earning 33% of the hours attempted will be placed on immediate denial status for future financial aid consideration. Under new Federal Regulations, a student who withdraws from all classes prior to completing 60% of the enrollment period will have to repay a portion of the financial aid funds received. Please contact the Financial Aid Office if you need to withdraw from ALL classes.

The student must meet the terms of the probation contract, including a 2.0 grade point average, during the following semester and/or meet the minimum grade point average for good standing. Attempted hours are defined as the hours for which the student is enrolled and charged on the 10th day of the semester. Earned hours are defined as the sum of hours for which a student has earned a grade of A, B, C, or D. Withdrawals, incompletes, repeats, audits and failures are not earned hours.

Grade Point Average Requirements
Financial aid recipients must maintain the following cumulative grade point averages in order to meet satisfactory progress requirements:

Hours Attempted	GPA	Standing
1 - 16	.0 - 1.49	Probation
	1.5 - 2.0	Good Standing
17 - 32	.0 - 1.69	Probation
	1.7 - 2.0	Good Standing
33 - 48	.0 - 1.69	Denial
	1.7 - 1.84	Probation
	1.85 - 2.0	Good Standing
49 - plus	.0 - 1.84	Denial
	1.85 - 1.99	Probation
	2.0	Good Standing

Maximum Time Limit Requirements
A student's eligibility for financial aid will be terminated when 96 credit hours have been attempted for the associate degree and, for a certificate, when 150 percent of the total hours required, as stated in this catalog, have been attempted. Hours attempted are the sum of all HCC hours for which tuition was charged (10th day enrollment), whether or not financial aid was received, plus all transfer hours accepted for credit.

Evaluation of Academic Progress
Financial aid recipients' satisfactory progress is evaluated after each semester of the academic year. At that time, a student will either be in good standing, be placed on financial aid probation, or be denied financial assistance for future enrollment periods. The student must meet all three progress requirements—completion rate, grade point average and be within the maximum time frame—to remain in good standing. Students will be notified by the Financial Aid Office if they are placed on probation or denial status for financial aid.

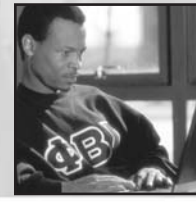
Probation status will not prevent the student from receiving financial aid. The probationary semester is meant to inform the student of potential academic problems and provide time for corrective action.

If a student does not meet the progress standards after the probationary period, denial status could be imposed or continued probation approved. Denial status will prevent the student from receiving any Title IV financial assistance for future enrollment.

Appeal and Reinstatement
Students may appeal their denial status by submitting a written request to the Director of Financial Aid. Some circumstances such as medical problems, illness or death in the family, relocation or employment changes can be considered for an appeal. The Director will review the appeal and contact the student within one week. If this decision is not satisfactory, the student may appeal to the Dean of Student Services for further review. The Dean will respond and the student may appeal this decision to the Office of the President. The President's decision will be final.

The policy does not preclude a student from enrolling in subsequent semesters and having financial aid reinstated by the Financial Aid Office once all progress standards are met.

Services for Students



Your Role

"HCC recognizes that students are both citizens and members of the academic community." This section addresses students' rights and responsibilities as well as their opportunities.

COLLEGE PUBLICATIONS

Each student should acquire a current copy of the College Catalog, the HCC Student Handbook and the Schedule of Classes for each semester. These publications outline all college policies, procedures and degree requirements. It is each student's responsibility to know college policy and degree requirements. These important publications are free and are available in the Student Services Center, located in the Community Commons Building and at Pontiac and Lincoln sites.

ON-LINE RESOURCES FOR STUDENTS

On the HCC Web site, students may view the current and upcoming schedule of classes. In addition, the IRIS on-line registration system will allow students to access their class schedule, unofficial transcript and verify the mailing address that is on file.

Each academic department at the College has a Web site with information on programs of study. The HCC Web site is www.heartland.edu.

NEW STUDENT ORIENTATION

All students are invited to New Student Orientation held the Sunday before classes begin in the fall. Faculty, advisors and administrators make presentations on support services, faculty expectations in the classroom and tips on becoming a successful college student. Please join us!

EMPLOYMENT SERVICES

Employment services are coordinated through Workforce Services, located in the Student Services Center, can assist students in developing an efficient job-search strategy. Students are assisted with job-search techniques, research methods for finding career descriptions and projected opportunities both locally and nationally. Additional assistance is provided with resume writing, interviewing skills and job vacancy information.

PERSONAL DEVELOPMENT

Personal problems sometimes become obstacles in pursuing a satisfying, productive college experience. The Coordinator of Personal Development in Student Services is a trained counselor prepared to assist you and make referrals to local human services agencies when needed. Discussions are absolutely confidential. GENS 102: Personal Success is a course designed to help students develop strategies for improvement of self-esteem and conflict resolution. The Coordinator of Personal Development is located in the Student Services Center.

SERVICES FOR STUDENTS WITH DISABILITIES

The college offers services for students with documented sensory, physical, learning and other disabilities. The impact of the disability is individually reviewed, and accommodations are determined that will provide equal access to the classes and programs at the college. Students with documented disabilities may benefit from the following accommodations: note taking, testing accommodations (e.g., extended time, readers and writers), and sign language interpreters.

If you believe you are eligible for disability services, please see the Coordinator of Disability Support Services located in the Student Services Center. There is also a handbook available in Student Services outlining the services available.

SPECIAL POPULATIONS SERVICES

To qualify for Special Populations Services, students must meet certain criteria with regard to their academic record or financial situation. In addition, students with a physical or learning disability, or limited English proficiency, or those enrolled in a program dominated by the opposite gender may benefit from the services of the Coordinator of Special Populations. Programming and special instructional materials are among the available resources for qualified students.

TEXTBOOKS

Heartland students may purchase their textbooks from the HCC Bookstore located on the Normal campus. Lincoln and Pontiac students should contact the Centers for the available book sale dates at these sites.

TRANSFER INFORMATION SERVICES

Students planning to transfer after HCC to a university or college should work closely with their Academic Advisor. Advisors can assist students in choosing a university or college that best fits their lifestyle and intended program of study. The Illinois Articulation Initiative (IAI) will ease the transfer process to most participating Illinois schools. Check out the IAI Web site at www.iTransfer.org.

JOINT ADMISSION AND EDUCATIONAL ALLIANCE

Joint admission agreements are in place for students intending to transfer to Eureka College or University of Illinois at Springfield. See an Academic Advisor for details on these agreements. An Educational Alliance has been formed with Franklin University. Visit www.alliance.franklin.edu for more information or pick up information in the Student Services Center.

PROJECT RISE/STUDENT SUPPORT SERVICES PROGRAM

Project RISE (Resources to Increase Student Excellence) is a component of the federally funded TRIO—Student Support Services Programs (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 a participant in learning communities, students receive resources to improve grades in math, English and other general education classes. Participants can attend a variety of workshops and seminars to improve or enhance college success skills. Project RISE students have access to resources for financial aid including supplemental grant aid awards. Project RISE peer mentors serve as positive role models who assist participants in the achievement of personal and academic goals. An array of cultural events, activities and trips are available to students including visits to four-year college campuses. To become a participant in Project RISE call (309) 268-8404 or stop by SCB 2300.

STUDENT GOVERNMENT

The purposes of the HCC Student Government Association are representing the opinions, rights, interests and concerns of the student body; establishing productive and sound communication and cooperation with HCC staff; promoting student awareness of the benefits and positive aspects of HCC; promoting social and cultural benefits of HCC; providing pertinent informative seminars/lectures to benefit the well-being of the student body; and recommending approval of clubs, organizations and publications to appropriate HCC administration. Student government elections are held in the spring of each school year. Further information is available from the Coordinator of Student Activities located in the Student Services Center.

STUDENT ORGANIZATIONS

Student activities at Heartland are oriented toward the recreational, intellectual and cultural interests of students. Examples of existing clubs and activities include the following: Alpha Beta Gamma, Campus Crusade for Christ, Ciné Club, Environmental Club and Theatre Guild. For a complete listing of clubs and contacts, please see the HCC Student Handbook available in Student Services. Intramural competition in basketball, roller hockey, softball and volleyball is available as student interest warrants. Stop by Student Services for further information about any organization.

Students interested in establishing an organization should submit to the student government a constitution clearly stating aims and objectives of the organization, as well as the proposed structure of the group, including a faculty/staff sponsor. Aims, objectives and activities of the proposed organization also must be in compliance with the rules and regulations of Heartland Community College.

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. The society also gives members opportunities to take part in national events.

VOTER REGISTRATION

To comply with the 1998 Reauthorization of the Higher Education Act, as amended through November 1999, Heartland Community College sponsors a series of activities encouraging students to register to vote. Questions regarding how students can get involved in these activities should be directed to the Dean of Student Services.

STUDENT CODE OF CONDUCT

Heartland Community College recognizes that students are both citizens and members of the academic community. As citizens, students have freedom of speech, assembly, association and press, and the right 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 in the College, each student assumes an obligation to act in accordance with generally accepted standards of responsible adult behavior, which includes respect of fellow 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 continue to function effectively.

A student may be subject to disciplinary action whenever the student commits or attempts to commit any act of misconduct which occurs on the College campus; during class; at an activity, function, or event sponsored or supervised by the College; or elsewhere if there is a direct relationship between such act and the College. An act of misconduct includes, but is 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 or 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 telecommunication/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.

As citizens, students remain subject to federal, state and local laws. Accordingly, violation of these laws may lead to prosecution by agencies or persons, in addition to disciplinary action of the College.

STUDENT 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 tend to 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 Services of any disciplinary charges. The Dean of Student Services may require the student to discuss the charges in a private meeting.

Should the charges not be resolved in this meeting, either the student or the Dean of Student Services may request a hearing before the Student Appeals Committee. The student may have a representative of his/her choice present at the hearing.

After consideration of all facts presented, the Student Appeals Committee will render a decision regarding disciplinary measures.

The Dean of Student Services will inform the student of the committee's decision. The student has the right to appeal the committee's decision to the President of the College.

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.

ACADEMIC INTEGRITY

Academic integrity is a fundamental principle of collegial life at Heartland Community College and is essential to the credibility of the College's educational programs. Moreover, because grading may be competitive, students who misrepresent their academic work violate the rights of their fellow students. The College therefore views any act of academic dishonesty as a serious offense requiring disciplinary measures, including course failure, suspension and even expulsion from the College. In addition, an act of academic dishonesty may have unforeseen effects far beyond any officially imposed penalties.

Definitions: Violations of academic integrity include, but are not limited to, the following acts:

Cheating: Cheating means using unauthorized notes or study aids, or information from other students' papers, on an examination; or surreptitiously obtaining a copy of an examination prior to taking that exam; or altering graded work that has been returned and then resubmitting it for regrading; or altering or destroying grade records; or allowing another person to do one's work and then submitting it under one's own name; or allowing another person to take an examination in one's name; or submitting identical or similar papers for credit in more than one course without obtaining prior permission from the instructors of all the courses involved.

Aiding or Suborning Cheating or Other Acts of Academic Dishonesty: Aiding or suborning cheating or other acts of academic dishonesty means providing material or information to another student with the knowledge that this material or information will be used improperly.

Plagiarism: Plagiarism means presenting within one's own work the ideas, representations or words of another person without customary and proper acknowledgment of that person's authorship. A fuller explanation of plagiarism may be found in the current English Composition Course Guide, and students who are in doubt should consult this source since real or pretended ignorance of what constitutes plagiarism will not excuse the student from the penalties of such conduct.

Misrepresentation of Data: Misrepresenting data means fabricating that data; or in other ways deliberately presenting in an assignment data that were not gathered in accordance with assigned guidelines for data collection or generation; or providing an inaccurate account of the method by which the data were gathered or generated.

Falsification of Academic Records or Documents: Falsification of academic records or documents includes, but is not limited to, altering without proper authorization any documents affecting academic records; or forging signatures of authorization; or falsifying information on an official academic document such as a grade report, ID card, letter of permission or any other document whose purpose is to indicate that the student has met or is exempted from an academic requirement.

Unauthorized Access to Computerized Academic or Administrative Records or Systems: Unauthorized access to computerized academic or administrative records or systems means viewing or altering the College's computer records without authorization; or copying or modifying the College's computer programs or systems without authorization; or releasing or dispensing information gained through unauthorized access; or interfering with the use or availability of computer systems or information. Also, when college-sponsored activities are held at locations owned or managed by other institutions or organizations, the unauthorized use, viewing, copying or altering of those institutions' computer records, systems or programs would similarly constitute a violation of academic integrity.

Penalties for violation of Academic Integrity vary from individual course sanctions up to expulsion from the college. (See Student Disciplinary Procedures and Student Appeals Procedures)

STUDENT APPEALS PROCEDURE

Appeals may be initiated by either students or faculty/staff for any of the following reasons:

a) Appealing grades
b) Resolving differences between students and faculty/staff
c) Appealing an exception to a college policy
d) Appealing academic dismissal
e) Appealing an exception to a graduation requirement
f) Violations of academic integrity

(In cases of sexual harassment, financial aid appeals and disciplinary action, there are specific procedures for these types of appeals outlined in the student handbook and catalog.)

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 at the point of origin, a formal appeal should be filed.

A. Procedures for Appealing Grades and Resolving Differences between Students and Faculty/Staff Members

The following procedures are designed to resolve differences between a student and faculty/staff members at the lowest level possible. The student may be assisted by the Vice Chair of the Curriculum and Academic Standards Committee (or a designated alternative) throughout the appeals process:

1. Discussions regarding the concern are encouraged to first take place between the student and the faculty/staff member.
2. If either party is not satisfied with the results of the discussions in Step 1, discussions should be held with the faculty/staff member's supervisor. The supervisor will make a decision based on these discussions.
3. If either party is not satisfied with the decision reached in Step 2, either party may appeal to the Student Appeals Committee by sending a written request to the Dean of Student Services. As chair of the Student Appeals Committee, the Dean will convene a meeting, at which time the Student Appeals Committee will hear the appeal and render a decision based on the evidence presented. Grade appeals must be initiated in writing no later than the end of the following semester (spring semester for appeals related to fall semester courses, and the following fall for spring and summer semester courses).
4. If either party is not satisfied with the decision of the Student Appeals Committee, either party may initiate a written appeal to the Vice President of Instruction within 10 working days of the Student Appeals Committee's decision. The Vice President of Instruction will make a decision based on the evidence presented.
5. If either party is not satisfied with the decision of the Vice President of Instruction, a written appeal may be made to the President of the College. This appeal must be initiated within 10 working days of the Vice President's decision. The decision of the President will be final.

B. Procedures for Exceptions to College Policies and Academic Dismissals
The following are the procedures to appeal an existing College policy or academic dismissal:
    1. Students should discuss the specific situation and appropriate College Policy with an Academic Advisor.
    2. If the student is not satisfied following the discussion with the Academic Advisor, the student may appeal to the Student Appeals Committee by sending a written request to the Dean of Student Services. As chair of the Student Appeals Committee, the Dean will convene a meeting, at which time the Student Appeals Committee will hear the appeal and render a decision based on the evidence presented.
    3. If the student is not satisfied with the Committee's decision, a written appeal to the President of the College may be made. This appeal must be initiated within 10 working days of the Student Appeals Committee's decision. The decision of the President will be final.

C. Procedures for Exceptions to Graduation Requirements
The following are the procedures to appeal for an exception to a graduation requirement:
    1. Students should discuss the specific situation and appropriate College Policy with an Academic Advisor.
    2. If the student is not satisfied following the discussion with the Academic Advisor, the student may appeal his/her request by sending a written request to the Vice President of Instruction. The decision of the Vice President of Instruction will be final.

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).

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 on the Heartland Web site, www.heartland.edu.

INFORMED CONSENT POLICY

A student gives written permission on the appropriate consent form and acknowledges by that action that the student's written assignments or projects in Heartland Community College courses may be used by faculty members for teaching and/or for research purposes. Such use might consist of, but is not limited to, inclusion of the student's work, in whole or in part, in research studies which are published, either in print or electronic media, for an academic audience, or distribution to other classes, again either in print or electronically, for use in class discussion or as models to illustrate possible approaches to course topics. When reproducing student work, the College will preserve the student's anonymity.

GUIDELINES ON PREPARING AN INFORMED CONSENT

The informed consent should include the following information:

1. A description of the research project and the expected duration
2. Information regarding the conditions of the subject's participation in the study
3. A description of the proposed research procedures
4. A statement concerning the expected benefits of the study
5. A statement describing any possible risks and discomforts the subject may experience
6. A description of how confidentiality will be maintained
7. Contact information about the researcher
8. Participant signature

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, 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.

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 and every student, employee and official College representative has 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.

For additional information on the College's complete harassment policy, please contact the Dean of Student Services, Fred Peterson, CCB 1103 Main campus, Normal (309) 268-8042 or Affirmative Action Officer & Director of Human Resources, Barb Leathers, CCB 2100 Main campus, Normal (209) 268-8148 or refer to www.heartland.edu/catalog/policies/student.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 Student Services using this standard in conjunction with current available public health department guidelines concerning the particular disease in question. Individual cases will not be prejudged; rather, decisions will be made based upon the facts of the particular case.

The College shall respect the right to privacy of any student who has a chronic communicable disease. The student's medical condition shall be disclosed only to the extent necessary to avoid a health and safety threat to the student and others.

Persons deemed to have "a direct need to know" will be provided, subject to applicable law, with the appropriate information; however, these persons may not further disclose such information. Persons deemed to have "a direct need to know" may include:

1. College President and Dean of Student Services
2. Appropriate faculty or administrator

PRIVACY OF STUDENT EDUCATIONAL RECORDS

Student records are maintained in a manner that protects the privacy of students and provides eligible students access to the information recorded. The Family Educational Rights and Privacy Act (PL 93-380) provides that educational institutions allow students to suppress certain information regarded as public directory information. Heartland College defines public directory information as:

1. Name, addresses and 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

To suppress the above public information, a student must submit a letter to the Dean of Student Services prior to the end of the second week of class.

SMOKE-FREE ENVIRONMENT

Because of the College's concern for the health, comfort and safety of students and staff, smoking is prohibited in all HCC buildings, including all HCC offices and classrooms. Smoking is only permitted in designated smoking areas.

STUDENT ID

Students are issued ID cards when tuition is paid. ID cards are required for use of Heartland Libraries and for entry into HCC computer labs.

ACADEMIC SUPPORT

The Division of Academic Support provides programs and services through the Academic Support Center (ASC) to help Heartland students achieve their personal goals through higher education and to assist faculty and staff in a variety of areas. Programs include General Studies, Instructional Television, On-line courses, Open Learning Courses and Reading. Services provided by the ASC include library, open computing, testing, tutoring, assessment, instructional design, instructional technology and faculty support. General information about the ASC's programs and services is available by calling the Academic Support Centers in Bloomington/Normal, Pontiac and Lincoln:

- Bloomington/Normal ASC (309) 268-8410
- Pontiac Center (815) 842-6777
- Lincoln Center (217) 735-1731

ALTERNATIVE LEARNING COURSES

Alternative Learning Courses provide students 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 faculty members and students.

INTERACTIVE TELEVISION (ITV)

ITV courses take place in two or three classrooms linked by live audio and video. This format allows students to attend classes in Pontiac, Normal or Lincoln. Faculty may teach from any of the three sites. Many ITV classes are incorporating WebCT software to supplement the lectures, discussions and multimedia presentations with on-line assignments and testing.

COMBINED DISTANCE LEARNING (CDL)

CDL courses take place in the ITV classrooms in Pontiac, Normal and/or Lincoln. Faculty rotate their teaching from one site to the next. CDL classes require students to use on-line software as part of the course. Students can use WebCT for e-mail, to view assignments, to post discussions and/or to complete quizzes or exams.

HYBRID COURSES

Hybrid courses have students and faculty meet once a week for class and then utilize on-line software to complete coursework. Students can use WebCT for e-mail, to view assignments, to post discussions and/or to complete quizzes or exams.

Each hybrid course requires students to participate in class each week and to complete weekly coursework on-line.

ON-LINE COURSES

On-line courses require the greatest effort by students. Students use WebCT for e-mail, to view assignments, to post discussions, to submit papers and to complete quizzes or exams.

Each HCC on-line course requires students to log in and complete work at least 3-5 times per week. On-campus orientations and proctored testing may be required for specific courses. *HCC ON-LINE COURSES ARE* **NOT** *SELF-PACED COURSES.*

To view specifics for any alternative learning course, visit our Web site and select the "Course Offerings" link at www.hcc-online.org. Additional on-line courses are available to students through the Illinois Virtual Campus, www.ivc.illinois.edu.

OPEN COMPUTING

The Academic Computing Centers at Bloomington/Normal, Lincoln and Pontiac have fully equipped computer laboratories available for word-processing, accessing course-required software, multi-media computer applications (CD-ROMs) and library research. Each Academic Support Center maintains the software packages required for the classes at that site. These packages may include the following: PageMaker, AutoCAD, Converge, Daedalus, Derive, Excel, Lotus 1-2-3, Microsoft Windows, Minitab, MS-Word and Peachtree. Use of computers in the ASC is free of charge to all Heartland students, faculty and staff, and to members of the community. The main campus has trained staff on hand to assist students and other users.

LIBRARY

www.heartland.edu/library

The Heartland Community College Library supports the educational goals of the College by providing informational and research services to faculty, staff and students. Located in the Student Commons Building, the library offers a full range of resources to the learning community.

Library Collection and Resources

■ Books ■ Videotapes ■ Newspapers ■ On-line databases
■ Periodicals ■ Reserve materials

The Library electronic information resources are accessible from the open computing labs and campus workstations, with some electronic resources also available from off-campus. Professional librarians provide informal instruction to students and formalized sessions at the faculty's request. Sessions can be related to a specific assignment or instruction level. Library staff offers friendly service in an active learning environment.

Library Services

■ Library instruction ■ Viewing and listening stations ■ Reference assistance
■ Informative handouts and user guides ■ Quiet study space
■ HARQ, an e-mail reference service ■ Interlibrary loan

Heartland Library hours: please call (309) 268-8200 or check the Web site for a current list of library hours.

ASC TESTING CENTER

The Testing Center serves Heartland Community College faculty and students by providing proctoring of exams for on-line courses and make-up tests at the request of instructors who choose to utilize the service. Students must adhere to hours and policies of the Testing Center. Students with documented disabilities may be eligible for accommodations during testing.

TUTORING

Comprehensive tutoring services are available to all Heartland Community College students in a variety of formats and they are free of charge. Tutoring provides individuals and small groups with assistance in specific courses or programs (e.g., MATH 087, nursing, ENGL 101), basic skill areas (e.g., reading, writing, math), study skills and Open Learning Courses. Regardless of the area for which assistance is requested, the goal of tutoring at Heartland Community College is to help students become active, independent learners. Tutors are scheduled at a variety of convenient times throughout the week at the Academic Support Center in Bloomington/Normal and at the Lincoln and Pontiac Centers.

- **Appointment tutoring:** Individuals and small groups of students may schedule regular weekly appointments with an appointment tutor. Appointment tutoring is limited. Students wishing to make an appointment need to do so in advance by calling or stopping by the location at which tutoring is desired.

- **Drop-in tutoring:** Students in need of clarification of a particular concept or an answer to a specific question will want to seek the assistance of a drop-in tutor. Drop-in tutors do not take appointments and are available during all scheduled tutoring hours.

- **Study groups:** Groups of three or more students enrolled in a particular section of a course may request the assistance of a study group facilitator, a tutor who will help them learn course material. Students wishing to request a study group facilitator must identify a weekly meeting time at which all members can attend, complete a "Study Group Request" form and submit the completed form as directed. Some study groups for math are pre-arranged for students at the start of each semester.

- **In-class tutors:** In-class tutors attend each class session in certain courses (e.g., ENGL 094, ASCM 163) so that they might work with the instructor to provide students with the support necessary for each student to achieve success. In-class tutors are also available during specially designated drop-in hours at the ASC to assist students from these courses.

Faculty Referrals for Tutoring: Students usually request tutoring on their own, but HCC faculty may also refer students for tutoring. Doing so will ensure that students will receive out-of-class assistance in ways the instructor determines most beneficial. Faculty members who would like to refer a student for tutoring should complete a "Faculty Referral for Tutoring" form available at the ASC reception desk.

ACADEMIC POLICIES
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.

GRADING SYSTEM

HCC uses the following letter grades, definitions and grade point equivalent as its official grading system;

GRADE	GRADE DEFINITION	GRADE POINTS PER SEMESTER HOUR
A	Superior	4.00
B	Good	3.00
C	Average	2.00
D	Poor	1.00
F	Failure	0.00
I	Incomplete	No grade point
W	Withdrawal	No grade point
U	Audit	No grade point
R	Repeat	No grade point
CR	Credit	No grade point
NC	No Credit	No grade point
#	Proficiency Credit	No grade point
NR	Not Reported	No grade point
X	Re-enrollment	No grade point

GRADE POINT AVERAGE

Grade point averages 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 carrying four semester hours of credit would earn the student 12 (3 x 4) grade points.

A student's GPA for a given 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.

Grade point averages are calculated at the conclusion of each semester. Courses with grades I, W, U, R, CR, NC, #, NR and X 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.

Grade point averages only average the grades given for Heartland Community College courses numbered 100 level or above. A semester GPA represents the average of grades for one semester, and a cumulative GPA reflects the grade average of courses taken throughout a student's academic career at Heartland Community College.

ACADEMIC AMNESTY

The purpose of the academic amnesty policy is to provide students a one-time opportunity to achieve his/her educational objective without the demoting effects of previously earned failing grades. To be eligible for consideration under this policy the student must meet the following criteria:

1. He/she cannot have attended any post-secondary educational institution for three calendar years.
2. Only students changing their program of study will be eligible. Other students should utilize the repeat policy to achieve academic good standing.
3. Upon returning to HCC, he/she must complete a minimum of 12 semester hours with a grade point average of 2.0 or BETTER.

ACADEMIC PROBATION/DISMISSAL

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:

Semester Hours Attempted	Minimum Cumulative GPA Required
9-16	1.50
17-32	1.70
33-48	1.85
49+	2.00

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 the probation contract will result in academic dismissal. An appeals procedure is available for extenuating circumstances through the Dean of Student Services. Appeals should be started with an Academic Advisor in the Student Services Center.

Academic Dismissal

Students who, during a probationary term, do not raise their cumulative grade point average to the requirement above 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.

MAXIMUM COURSE LOAD

The recommended maximum load for a student during an academic semester is 18 semester hours. The recommended maximum load for summer is nine semester hours. Enrolling in more than the maximum load requires approval from the Dean of Student Services or the Director of Advisement and Enrollment Services. Granting of this request will depend on the student's academic record. Caution is advised for students concurrently enrolled at other institutions to adhere to the maximum course load policy.

Since study time of two hours is normally required for each lecture hour of class, students carrying a full-time course schedule should be employed no more than 10 to 15 hours per week. Excessive employment is one of the principal causes of academic failure in college. In most cases, employment in excess of 15 hours per week should be accompanied by a corresponding reduction of course schedule.

CLASS SCHEDULE CHANGES

To change a class schedule, students must complete an add/drop form available in the Student Services Center. Deadlines for schedule adjustments are published in the class schedule.

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 end of the 12th week of the semester or until the published withdrawal date for a class meeting less than 16 weeks. Withdrawal forms may be obtained from the Student Services Center. If circumstances prevent the student from coming to the College, withdrawal may be completed by mail. Withdrawal requests made by telephone will not be accepted.

No refunds will be authorized for withdrawals after the 10th day of the semester. 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.

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.

REPEATING A COURSE

A student may repeat any course one time. However, in programs with selective admissions, specialty courses may only be repeated once. When a course is repeated, credit will be granted only once (except as noted in the course descriptions section of the catalog/schedule), and only the higher grade received will be calculated into the grade point average or appear on the official transcript. The lower grade will be recorded as an "R" on the official transcript.

AUDIT OF CLASSES

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

CREDIT/NO CREDIT

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

1. Students may take up to 25% of their course work on a Credit/No Credit basis.
2. 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).
3. Students on academic probation may not register for the Credit/No Credit option.
4. Students must earn the equivalent of a grade of "C" or better to earn "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.

HONORS

At the end of each fall and spring semester, a Dean's list is published naming those full-time students who, during the preceding semester, earned at least a 3.5 GPA in at least 12 semester hours for the semester. Part-time students will be placed on the Dean's list after they have completed a total of 12, 24, 36, 48, or 60-plus credits with a cumulative grade point of 3.5 or better.

ATTENDANCE POLICY

Since satisfactory progress is important to the achievement of college success, which Heartland is pledged to support, 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.

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 CREDIT

Credit is accepted only from institutions that are 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.

A student who has attended another college and intends to earn a degree or certificate from HCC must have an official transcript sent by the other college(s) directly to the HCC Student Records Office. Transfer credits accepted 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.

PROFICIENCY CREDIT

A student may earn credit via proficiency by checking with Student Services to determine which courses have proficiency tests available. A $50 test administration fee will be charged for each proficiency test administered.

GRADUATION REQUIREMENTS

See pages 56-59 for Degree/Certificate Information and other graduation requirements.

GRADUATION APPLICATION

Students expecting to complete a degree or certificate must file an application to graduate and pay the $10 graduation fee no later than March 1 for spring and or summer and October 1 for fall. Applications are only available from an Academic Advisor in the Student Services Center. Students are strongly encouraged to complete a credit evaluation with an advisor a full semester prior to expected completion.

COMMENCEMENT

Commencement exercises are conducted once per 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 will indicate their intent on the application to graduate.

ALUMNI OFFICE

The Heartland Community College Alumni Program works to keep graduates connected to Heartland and with each other. Graduates and community members can reach the Alumni Program by calling (309) 268-8168, or on-line at www.heartland.edu/alumni. Graduates who maintain their current address with the Alumni office also receive an alumni newsletter.

TRANSCRIPTS

To request an official transcript, a request form must be completed in the Student Services Center. 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.

COMMUNITY EDUCATION

Heartland Community College Community Education courses are designed for individuals interested in furthering their education but not necessarily in earning credits or a degree. Course topics include a range of professional development and enrichment courses that are open to the community for enrollment.

CORPORATE EDUCATION

Heartland Community College Corporate Education Department offers a wide variety of customized training programs including Applied Technology, Management Skills and Computer Training Skills to organizations within our community. Corporate Education training is designed to offer companies the most current skills for today's changing workplace.

COMMUNITY SCHOLARS PROGRAM

The Community Scholars Program offers students of high academic ability the opportunity to participate in an intensive two-year program that provides leadership training and experiential learning based on community service. The program is specifically designed for recent graduates of District 540. Scholarship recipients receive a waiver of all tuition and fees up to a maximum of four semesters of full-time enrollment and two summer sessions, the assistance of a program mentor to encourage academic excellence, the attention of a designated Academic Advisor, on-campus leadership opportunities and practical work experience. Admittance to the program is based on involvement in the community and/or high school academic performance, achievement scores, teacher recommendations and the quality of the application. At least one scholarship per district high school is available. Contact the Coordinator of Special Programs for further information.

STUDY ABROAD PROGRAMS

There are a variety of study abroad opportunities available to qualified students. Semester and summer programs are currently available in England, Austria and Costa Rica. For further details and additional program sites, contact the Coordinator of Special Programs.

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 real life experience and classroom knowledge, students become more qualified as employees in their respective career fields. To participate in an internship, students must have attended Heartland for a minimum of one semester, have a minimum 2.0 GPA, have completed a minimum of 12 semester hours of credit and have faculty approval. Specific internship courses may have additional prerequisites. Contact the Coordinator of Workforce Services for additional information.

ADULT EDUCATION

The Adult Education Program at Heartland Community College includes both GED preparation and English as a Second Language (ESL) courses. These programs are designed for students who…

- did not complete high school and would like to prepare to take the GED examination.
- need to improve their basic skills in reading, writing and/or math.
- are preparing for entry-level employment or career training.
- are non-native speakers of English and would like to improve their reading, writing and/or conversational skills.

Classes include GED Review, Basic Reading, Basic Mathematics and English as a Second Language courses. The program works with local agencies to assist students in completing their educational and employment goals. Since the program is supported by federal and state funding, classes and materials are provided at no cost to eligible students. Upon enrolling, each student is assessed to determine his or her individual courses of study. Students may begin the program at convenient times during the semester.

Adult basic education and GED review classes are offered in Bloomington/Normal, Lincoln and Pontiac. As the college grows, additional classes, locations and class formats are expected to be added to the Adult Education Program. For more information, please contact the Director of Adult Education.

Degree/Certificate Programs

Your Direction

The journey to your goal involves taking a selected path. Consider this chapter the map to help you reach that goal.

It is the student's responsibility to know all graduation requirements and complete the self-graduation check prior to applying to graduate. HCC is a participating IAI institution, and the General Education Core is in compliance with this statewide initiative.

Associate in Arts

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
Emphasis/Concentration	12 Semester Hours
Electives	11 Semester Hours
	Total Semester Hours 60

Associate in Science

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	8 Semester Hours	(all labs required)
Mathematics	6 Semester Hours	
Emphasis/Concentration	12 Semester Hours	
Electives	7 Semester Hours	
	Total Semester Hours 60	

Associate in Engineering Science

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 pages 59-62 for courses which apply to General Education Core.
See page 71 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, Associate in Science, or Associate in Engineering Science 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 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., not to include courses numbered below 100. Up to 6 semester hours may be career/technical credit and 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. Satisfy School Code Section 27-3 regarding national, state, and local government; the United States Constitution; and Illinois Constitution in one of the following methods:
    a. Present evidence on a high school transcript that the constitution examination requirements were satisfactorily completed in an Illinois high school.
    b. Successfully pass the constitution examination administered by Heartland Community College Student Services.
    c. Successfully complete the following Heartland Community College course: POS 101.
    d. Submit a copy of a GED showing "constitution passed," if taken in Illinois.
5. 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, HUMA 216, HUMA 276; PHIL 114.
6. Fulfill all financial obligations to the College.
7. File an "Application to Graduate" form 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** 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. Satisfy School Code Section 27-3 regarding national, state, and local government; the United States Constitution; and Illinois Constitution in one of the following methods:
    a. Present evidence on a high school transcript that the constitution examination requirements were satisfactorily completed in an Illinois high school.
    b. Successfully pass the constitution examination administered by Heartland Community College Student Services.
    c. Successfully complete the following Heartland Community College course: POS 101.
    d. Submit a copy of a GED showing "constitution passed," if taken in Illinois.
5. Fulfill all financial obligations to the College.
6. File the "Application to Graduate" form 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 the "Application to Graduate" form 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 meet with an Academic Advisor to complete an "Application to Graduate" form a full semester prior to graduation. This will help ensure that a student meets all graduation requirements.

Associate in Arts and Associate in Science Degree Requirements

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

Humanities and Fine Arts Sem Hours: 9

Students must select at least one course from Humanities and at least one course from Fine Arts.

**HUMA courses may be counted as either Humanities or Fine Arts.*

* Pending panel approval

Humanities
ENGL 111, 112, 113, 114, 231, 232, 241, 242, 254, 255, 270 or 271 or 272
HUMA 101*, 201*, 202*, 203* or 213*, 250, 276
JAPN 202
PHIL 101, 111, 114, 201, 202
RELI 150, 215, 230, 260
SPAN 202

Fine Arts
ART 150, 211, 212
FILM 101, 211
HUMA 101*, 201*, 202*, 203* or 213*
MUSI 150, 260*
THEA 101

Social and Behavioral Sciences Sem Hours: 9

Students must select courses from at least two disciplines.

ANTH 101
ECON 101, 102
GEOG 101, 110, 120
HIST 101, 102, 135, 136, 150, 261, 262
POS 101, 124, 145, 151, 220
PSY 101, 207, 209, 210, 215 or 216
SOC 101, 102, 135

Life and Physical Sciences Sem Hours: 7-8

For the AA, one course must include a lab component; for the AS, both courses must include lab components. Students must select one from Life Science and one from Physical Science.

Life
BIOL 114, 116, 117, 121, 161, 181

Physical
ASTR 121
CHEM 120, 161
EASC 111, 121, 122, 151, 161, 162
PHYS 161, 171
PSCI 110

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

Emphasis/Concentration Sem Hours: 12
Emphasis courses and electives 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 Sem Hours: 7-11
Total Semester Hours Required 60

Check with an Academic Advisor for an updated list of Heartland courses approved to meet IAI requirements.

Illinois Articulation Initiative (IAI)

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 900)
ENGL	102	Composition II (IAI GECC C1 901)

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

ART	150	Art Appreciation (IAI GECC F2 900)
ART	211	History of Art I (IAI GECC F2 901)
ART	212	History of Art II (IAI GECC F2 902)
FILM	101	Intro to Film Studies (IAI GECC F2 905)
FILM	211	History of Film (IAI GECC F2 905)
HUMA	101	Intro 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	Civ & Cult Latin Amer (IAI GECC HF 904N)
MUSI	150	Music Appreciation (IAI GECC F1 900)
MUSI	260	Jazz, Blues, and Rock & Roll (Pending Panel Approval)
THEA	101	Intro to Theatre (IAI GECC F1 907)

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

ENGL	111	Intro 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 Lit I (IAI GECC H3 912)
ENGL	242	Survey of English Lit II (IAI GECC H3 913)
ENGL	254	African American Lit (IAI GECC H3 910D)
ENGL	255	Women in Literature (IAI GECC H3 911D)
ENGL	270	African Lit (IAI GECC H3 908N)
ENGL	271	Asian Lit (IAI GECC H3 908N)
ENGL	272	Latin Amer & Carib Lit (IAI GECC H3 908N)
HUMA	101	Intro to 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	Civ & Cult Latin Amer (IAI GECC HF 904N)
HUMA	250	Classical Mythology (IAI GECC H9 901)
HUMA	276	American Experience (IAI GECC H9 903D)
JAPN	202	Japanese IV (IAI GECC H1 900)

PHIL	101	Intro to Philosophy (IAI GECC H4 900)
PHIL	111	Logic (IAI GECC H4 906)
PHIL	114	Ethics (IAI GECC H4 904)
PHIL	201	History of Philosophy I (IAI GECC H4 901)
PHIL	202	History of Philosophy II (IAI GECC H4 902)
RELI	150	Understanding Religion (IAI GECC H5 900)
RELI	215	Major World Religions (IAI GECC H5 904N)
RELI	230	Religion in American Society (IAI GECC H5 905)
RELI	260	Literature of the Bible (IAI GECC H5 901)
SPAN	202	Spanish IV (IAI GECC H1 900)

The following Heartland courses have been approved to meet IAI **Social and Behavioral Sciences** requirements:

ANTH	101	Intro to Cult Anthro (IAI GECC S1 901N)
ECON	101	Prin of Microeconomics (IAI GECC S3 902)
ECON	102	Prince of Macroeconomics (IAI GECC S3 901)
GEOG	101	World Geog (IAI GECC S4 900N)
GEOG	110	Economic Geog (IAI GECC S4 903N)
HIST	101	Hist. of West Civ I (IAI GECC S2 902)
HIST	102	Mod Western Civ (IAI GECC S2 903)
HIST	135	Hist. of the US to 1865 (IAI GECC S2 900)
HIST	136	Hist. of the US since 1865 (IAI GECC S2 901)
HIST	150	Latin Amer Hist (IAI GECC S2 910N)
HIST	261	Hist. of Non-West World I (IAI GECC S2 904N)
HIST	262	Hist. of Non-West World II (IAI GECC S2 905N)
POS	101	Amer Gov & Politics (IAI GECC S5 900)
POS	124	State & Local Gov (IAI GECC S5 902)
POS	145	Politics of the Middle East, Central & South America and Asia (IAI GECC S5 906N)
POS	151	Intro to Internat Relations (IAI GECC S5 904N)
POS	220	Compar Govts (IAI GECC S5 905)
PSY	101	Intro to Psych (IAI GECC S6 900)
PSY	207	Intro to Child Psych (IAI GECC S6 903)
PSY	209	Human Growth & Develop (IAI GECC S6 902)
PSY	210	Social Psychology (IAI GECC S8 900)
PSY	215	Intro Child Adol Psych (IAI GECC S6 904)
PSY	216	Adolescent Psychology (IAI GECC S6 904)
SOC	101	Sociology (IAI GECC S7 900)
SOC	102	Social Problems (IAI GECC S7 901)
SOC	135	Sociology of Mar & Fam (IAI GECC S7 902)

The following Heartland courses have been approved to meet IAI **Life and Physical Sciences** requirements:

ASTR	121	Intro to Astronomy (IAI GECC P1 906L)
BIOL	114	Contemporary Biology (IAI GECC L1 900L)
BIOL	116	Genes: Foundation of Life (IAI GECC L1 906)
BIOL	117	Genes: Foundation of Life Lab (IAI GECC L1 906L)
BIOL	121	Essentials of Anatomy & Physiology (IAI GEC L1 904L)
BIOL	161	Principles of Bio I (IAI GECC L1 900L)
BIOL	181	Anatomy & Physiology I (IAI GECC L1 904L)
CHEM	120	Fundamentals of Chemistry (IAI GECC P1 902L)
CHEM	161	General Chemistry I (IAI GECC P1 902L)

EASC	111	Environment Earth (IAI GECC P1 905)
EASC	121	Intro to Earth Science (IAI GECC P1 905)
EASC	122	Intro to Earth Sciences Lab (IAI GECC P1 905L)
EASC	151	Intro to Weather (IAI GECC P1 905L)
EASC	161	Physical Geology (IAI GECC P1 907L)
EASC	162	Historical Geology (IAI GECC P1 907L)
PHYS	161	Physics I (IAI GECC P1 900L)
PHYS	171	Mechanics (IAI GECC P2 900L)
PSCI	110	Physical Science (IAI GECC P9 900L)

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

MATH	111	Finite Math for Bus & Soc Sci (IAI GECC M1 906)
MATH	115	Discrete Mathematics (IAI GECC M1 905)
MATH	131	Exploration in Mathematics (IAI GECC M1 904)
MATH	136	Math for Elementary Teachers II (IAI GECC M1 903)
MATH	141	Intro to Statistics (IAI GECC M1 902)
MATH	142	Business Statistics (IAI GECC M1 902)
MATH	151	Calculus for Bus & Soc Sci (IAI GECC M1 900)
MATH	161	Calculus I (IAI GECC M1 900)
MATH	162	Calculus II (IAI GECC M1 900)
MATH	163	Calculus III (IAI GECC M1 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.

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.

Think of general education as general learning. It 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, a student has to develop the ability to apply what one learns. The responsibility for living and making decisions requires thinking and evaluation skills, which the general education courses seek to develop in each student.

Learning Outcomes Statements

Heartland faculty has created 25 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. As an example, consider one outcome from the diversity and global awareness area. We want students to "demonstrate awareness, tolerance, and appreciation of the extent and impact of cultural diversity in our society." This statement is coded as D1, and we know that it appears on 30 course syllabi at Heartland. Since academic disciplines vary, the faculty re-words the general statement to fit each course. In Psychology 101 the actual wording on the syllabus is by the end of the course students will "have acquired an awareness and appreciation of the age-stage approach to the lifespan and psychological development."

What does all this mean to you? 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. In order to help you make these connections, we have designed the course-embedded learning outcomes. The current 25 general education outcomes statements are listed on the following pages. We believe that assessment across the curriculum will foster deeper and more connected learning and allow students to demonstrate their abilities in multiple ways and settings. If you have questions regarding your learning, please ask.

Communication Learning Outcomes

Code	Statement
C1	Compose a thesis, arrange material to support that thesis, and present it in a manner appropriate for a specific audience.
C2	Utilize invention, drafting, and revising/editing strategies to be able to meet the standards of academic writing.
C3	Generate ideas and gather supporting materials in order to develop specific, well-focused arguments that allow for the use of evidence and reasoning in persuasive writing and speaking.
C4	Analyze an audience and situation and adapt a message to those needs, using appropriate language to establish authorial credibility and enhance audience understanding within particular academic disciplines.
C5	Demonstrate an awareness of and a sensitivity to non-verbal communication.
C6	Distinguish between qualitative and quantitative research and select, engage, and document primary and secondary source materials appropriate to a particular discipline.
C7	*Now reflected in Critical Thinking #3
C8	Demonstrate effective and appropriate behavior in various social situations, including, but not limited to, the classroom and workplace.

Diversity Learning Outcomes

Code	Statement
D1	Demonstrate awareness, tolerance, and appreciation of the extent and impact of cultural diversity in our society.
D2	Appreciate how human knowledge and experience is broadened by the study of culturally diverse perspectives.
D3	Articulate the many historical contributions of culturally diverse peoples, both to developments in various disciplines and to the development of our national and global community.
D4	Analyze critically the extent to which one's identity and assumptions influence one's perspective or value system and how different identities and assumptions might lead to different conclusions.
D5	Formulate the various ways local issues are connected to international or global issues and how historical events are connected to contemporary issues.
D6	Exhibit civic and social responsibility by participating in the democratic community on various levels.
D7	Create an awareness of responsibility for the global ecological environment.
D8	Engage technology and explore its potential to encourage sociocultural and international awareness.

Problem-solving Learning Outcomes

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

Critical Thinking Learning Outcomes

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

The learning outcome statements for both the Problem Solving and Critical Thinking are arranged from lower- to higher-ordered skills. Thus, CT2 reflects a higher level of critical thinking than CT1.

Associate in Arts Degree or
Associate in Science Degree

Transfer Preparation for Agriculture

This program is designed for students planning to complete the first two years of study leading to a baccalaureate degree and major in Agribusiness, Animal Sciences, Crop and Soil Science, Horticulture, Agricultural Mechanization, or Agriculture Education at a four-year college or university. HCC has entered into a cooperative agreement with Illinois State University to provide AGRI instruction.

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

Suggested Agriculture Core Courses
12-16 Semester Hours

AGRI	110	Introductory Agricultural Economics (AG 901)
AGRI	120	Introductory Horticulture (AG 905)
AGRI	130	Introduction to Agricultural Engineering Technology (AG 906)
AGRI	150	Principles of Agronomy (AG 903)
AGRI	157	Soil Science (AG 904)
AGRI	170	Introduction to Animal Science (AG 902)

Other Agriculture Articulated Courses

AGRI	190	Introduction to Agricultural Education (AG 911)

General Education Core
37-41 Semester Hours
General Education Core requirements can be found on page 59. 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.

Associate in Arts Degree or
Associate in Science Degree

Transfer Preparation for Art

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

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

Art Core Courses
18 Semester Hours

ART	211	History of Art I (ART 901)
ART	212	History of Art II (ART 902)
ART	214	History of Modern Art (ART 903)

All Art History should be completed at the same school.

ART		Two-Dimensional Design (ART 907)
ART	103	Three-Dimensional Design (ART 908)
ART	104	Basic Drawing (ART 904)
ART	154	Intermediate Drawing (ART 905)

Completion of the Art Core Courses is recommended before enrolling in these media-specific Studio Courses. A portfolio review is usually required for transfer.

Media-specific Studio Art Courses
0-6 Semester Hours

ART	204	Life Drawing (ART 906)
ART	180	Beginning Photography (ART 917)
ART	231	Graphic Design I (ART 918)
ART		Painting I (ART 911)
ART		Ceramics I (Art 912)
ART	145	Sculpture I (Art 913)
ART		Printmaking I (ART 914)
ART		Jewelry & Metalworking I (ART 915)
ART		Fibers I (Art 916)

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 59. 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.

Associate in Arts Degree or
Associate in Science Degree

Transfer Preparation for Art Education

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

Art Core Courses
12 Semester Credits

ART	102	Two Dimensional Design (ART 907)
ART	103	Three Dimensional Design (ART 908)
ART	104	Basic Drawing (ART 904)
ART	154	Intermediate Drawing (ART 905)

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

Media-specific Studio Courses
3-9 Semester Credits

ART	204	Life Drawing (ART 906)
ART	106	Painting I (ART 911)
ART	105	Ceramics I (Art 912)
ART	145	Sculpture I (ART 913)
ART		Printmaking I (ART 914)
ART		Jewelry and Metalworking I (ART 915)
ART	180	Beginning Photography (ART 917)
ART	231	Graphic Design I (ART 918)
ART		Art Education Observation (ART 921)

General Education Core
37-41 Semester Hours

General Education Core requirements can be found on page 59. 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.

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 912)
BIOL	162	Principles of Biology II (BIOL 911)

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 (BIO 906)
CHEM	162	General Chemistry II (BIO 907)
PHYS	161	College Physics I (BIO 903)
PHYS	162	College Physics II (BIO 904)

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
37-41 Semester Hours
General Education Core requirements can be found on page 59. 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.

Associate in Arts Degree or
Associate in Science Degree

Transfer Preparation for Business

Business programs include courses and majors in General Business, Accounting, Finance, Marketing, and Management.

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!

Suggested Business Core Courses
12-16 Semester Hours

ACCT	200	Financial Accounting (BUS 903)
ACCT	201	Managerial Accounting (BUS 904)
MATH	142	Business Statistics (BUS 901)
BUSN	130	Computer Application & Business Systems Concepts (BUS 902)

Other Transferable Business Courses
3-11 Semester Hours

BUSN	110	Introduction to Business (BUS 911)
BUSN	210	Legal Environment of Business (BUS 913)

General Education Core
37-41 Semester Hours

General Education Core requirements can be found on page 59. The minimum number 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 Behavior Science General Education Requirements 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.

Associate in Arts Degree or
Associate in Science Degree

Transfer Preparation for Chemistry

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

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

Supporting Courses

MATH	162	Calculus II (MTH 902)
PHYS	162	College Physics II (BIO 904)

Chemistry Core Courses

CHEM	161	General Chemistry I (CHM 911)
CHEM	162	General Chemistry II (CHM 912)
CHEM		Organic Chemistry I (CHM 913)
CHEM		Organic Chemistry II (CHM 914)

Other Prerequisite Courses
MATH 163 Calculus III (MTH 903)
Some schools require completion of Calculus III and Physics III before students can begin physical chemistry, a third-year course.

General Education Core
37-41 Semester Hours

General Education Core Requirements can be found on page 59. 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.

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 (CLS 905)
CHEM	162	General Chemistry II (CLS 907)

Select 2

BIOL	181	Anatomy & Physiology I (CLS 903)
BIOL	182	Anatomy & Physiology II (CLS 904)
BIOL	161	Principles of Biology I (CLS 901)
BIOL	162	Principles of Biology II (CLS 902)

Select 2

CHEM		Organic Chemistry I (CLS 908)
CHEM		Organic Chemistry II (CLS 909)
		Biochemistry (CLS 910)

General Education Core
37-41 Semester Hours

General Education Core requirements can be found on page 59. 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.

Associate in Arts Degree or
Associate in Science Degree

Transfer Preparation for Criminal Justice

This 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.

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!

Criminal Justice Core Course
3 Semester Hours

CRJ	101	Introduction to Criminal Justice (CRJ 901)

Other Transferable Criminal Justice Courses
12 Semester Hours

CRJ	200	American Systems of Corrections (CRJ 911)
CRJ	201	Understanding Criminology (CRJ 912)
CRJ	204	Criminal Law (CRJ 913)
CRJ	215	The Juvenile Justice System (CRJ 914)

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

General Education Core
37-41 Semester Hours
General Education Core Requirements can be found on page 59. 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.

Associate in Arts Degree or
Associate in Science Degree

Transfer Preparation for Early Childhood Education

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
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 Core Requirements
0-9 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 (ECE 911)
CHLD	102	Growth and Development of the Young Child (ECE 912)
CHLD	201	Child Development Practicum I (ECE 914)
CHLD	202	Health, Safety, & Nutrition for the Young Child (ECE 902)
CHLD	207	Exceptional Child (ECE 913)
CHLD	209	Child, Family, and Community (ECE 915)

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 Core Courses
37-41 Semester Hours
General Education Core requirements can be found on page 59. 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.

Engineering Science (A.E.S.)

62 Semester Hours

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

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

General Education Requirements

ENGL	101	Composition I	3
ENGL	102	Composition II	3
		Social Science Electives	3
		Humanities Electives	3
		Total	12

Required Prerequisite Courses

CHEM	161	General Chemistry I	5 (EGR 961)
CSCI	171	Computing for Engineering and Science	3 (EGR 922)
MATH	161	Calculus I	4 (EGR 901)
MATH	162	Calculus II	4 (EGR 902)
MATH	163	Calculus III	4 (EGR 903)
MATH	272	Differential Equations	4 (EGR 904)
PHYS	171	Mechanics	4 (EGR 911)
PHYS	172	Electricity & Magnetism	4 (EGR 912)
		Total	32

Engineering Course Requirements

CHEM	162	General Chemistry II	5 (EGR 962)
ENGR	110	Engineering Graphics	3 (EGR 941)
PHYS	173	Fluids & Thermal Physics	2 (EGR 913)
PHYS	174	Quantum Physics	2 (EGR 914)
		Total	12

Specialty Course Requirements
(complete ONE set listed below)

*Set I			
CHEM	241	Organic Chemistry I	5
CHEM	242	Organic Chemistry II	5
*Set II			
ENGR	271	Engineering Mechanics: Statics	3 (EGR 942)
ENGR	272	Engineering Mechanics: Dynamics	3 (EGR 943)
*Set III			
		Electrical Circuits	4 (EGR 931)
		Digital Circuits	4 (EGR 932)
		Total 6 Min Needed	

Minimum Total Credit Hours 62

*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.)

Associate in Arts Degree or
Associate in Science Degree

Transfer Preparation for Elementary Education

To teach in Illinois public elementary schools (grades K-9), teachers must be certified by the State of Illinois. This program is designed for students planning to complete the first two years of study leading to a baccalaureate program in Elementary Education and certification by the State of Illinois to teach. Since admission is competitive, completion of the recommended courses does not guarantee admission.

Professional Education Core Courses
0-7 Semester Hours

EDUC	101	Introduction to American Education (EED 901)
PSY	207	Introduction to Child Psychology (EED 902)
Or		
PSY	209	Human Growth & Development (EED 903)
EDUC	102	Educational Field Experience (EED 904)

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

General Education Core
37-41 Semester Hours
General Education Core Requirements can be found on page 59. The minimum number 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.

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

English Major Courses
3-9 Semester Hours

ENGL		American Literature I (EGL 911)
ENGL		American Literature II (EGL 912)
ENGL		Survey of British Literature I (EGL 913)
ENGL		Survey of British Literature II (EGL 914)

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 (EGL 915)
ENGL		Understanding Drama (EGL 916)
ENGL		Understanding Fiction (EGL 917)

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 courses:

ENGL African-American Literature (EGL 918)

A few universities offer a specialization in creative writing. Consult your Academic Advisor about this requirement.

General Education Core
37-41 Semester Hours
General Education Core Requirements can be found on page 59. 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.

Associate in Arts Degree or
Associate in Science Degree

Transfer Preparation for History

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

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

History Core Courses
12 Semester Hours

HIST	135	History of the US to 1865 (HST 911)
HIST	136	History of the US since 1865 (HST 912)
HIST	101	History of Western Civilization I (HST 913)
HIST	102	History of Western Civilization II (HST 914)

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 59. 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 on an Academic Advisor to ensure completion of concentration and/or transferability towards the student's major and minor fields of study.

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

One additional mathematics course from below (with linear algebra preferred):
MATH 271 Linear Algebra (MTH 911)
MATH 272 Differentiated Equations (MTH 912)

Additional Recommended Courses
3-4 Semester Credits
CSCI 171 Computing for Engineering and Science (MTH 922)
PHYS 171 Mechanics (MTH 921)

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
37-41 Semester Hours
General Education Core requirements can be found on page 59. 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.

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.

Required Political Science Prerequisite Courses
3 Semester Hours
POS 101 American Government and Politics (PLS 911)

Other Political Science Courses
up to 9 Semester Hours
POS 151 Intro to International Relations (PLS 912)
POS Intro to Political Philosophy (PLS 913)
POS 220 Comparative Government (PLS 914)
POS 124 State and Local Government (PLS 915)

General Education Core
37-41 Semester Hours
General Education Core requirements can be found on page 59. The minimum number of 60 semester hours of credit are required to earn the A.A. or A.S. degree. Students pursing a baccalaureate program in Elementary Education should work closely with their Academic Advisor to meet program admission requirements at the college or university to which they plan to transfer.

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.

Required Psychology Prerequisite Course
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
3-9 Semester Hours

One Developmental Psychology Course selected from
PSY 207 Introduction to Child Psychology (PSY 901)
Or
PSY 216 Adolescent Psychology (PSY 902)
PSY 203 Abnormal Psychology (PSY 905)
PSY 210 Social Psychology (PSY 908)
PSY 220 Personality Theory (PSY 907)

General Education Core
37-41 Semester Hours
General Education Core Requirements can be found on page 59. 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.

Associate in Arts Degree or
Associate in Science Degree

Transfer Preparation for Secondary Education

This program is designed for students planning to complete the first two years of study leading to a baccalaureate program in Secondary Education and certification by the State of Illinois to teach.

Education Courses
Up to 9 Semester Hours
EDUC 101 Introduction to American Education (SED 901)
EDUC 102 Educational Field Experience (SED 905)
EDUC 105 Introduction to Special Education (SED 904)
EDUC 120 Educational Psychology (SED 902)
Or
PSY 209 Human Growth & Development (SED 903)

General Education Core
37-41 Semester Hours
General Education Core Requirements can be found on page 59. The minimum number of 60 semester hours of credit are required to earn the A.A. or A.S. degree.

Teaching Major and Minor
Remainder to Total 60 Semester Hours
Since secondary education is not a major at the baccalaureate level, students need to select a major and teaching minor from among those disciplines taught in high schools. Courses in the major and minor should be selected in consultation with an Academic Advisor.

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
Up to 21 Semester Hours

		Introduction to Social Work (SW 911)
PSY	223	Human Sexuality (SW 912)
PSY	203	Abnormal Psychology (PSY 905)
PSY	209	Human Growth and Development (S6 902)
SOC	102	Social Problems (S7 901)
PSY	210	Social Psychology (S8 900)

General Education Core
37-41 Semester Hours
General Education Core Requirements can be found on page 59. 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.

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 Courses
Up to 12 Semester Hours

SOC	101	Introduction to Sociology (S7900)

You can take up to 9 semester hours from the following. A maximum of three courses beyond Introduction to Sociology from the list below are for transfer credit under the following conditions: If the receiving school offers the course as a lower-division course, then course-for-course transfer is possible; if the receiving school does not offer the course or does not offer it at the lower-division level, the student will receive elective lower-division sociology credit for the course.

SOC	102	Social Problems (SOC 911)
SOC	135	Marriage and the Family (SOC 912)
SOC		Racial and Ethical Relations (SOC 913)
SOC	110	Sociology of Sex and Gender (SOC 914)
SOC		Sociology of Deviance (SOC 915)

General Education Core
37-41 Semester Hours
General Education Core Requirements can be found on page 59. 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.

Associate in Arts Degree or
Associate in Science Degree

Transfer Preparation for Special Education

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!

Professional Education Core Courses
9-10 Semester Hours

EDUC	101	Introduction to American Education (SPE 911)
PSY	101	Introduction to Psychology (SPE 912)
PSY	209	Human Growth and Development (SPE 913)
EDUC	102	Education Field Experience (SPE 914)
EDUC	105	Intro to Special Education (SPE 915)

General Education Core
37-41 Semester Hours
General Education Core Requirements can be found on page 59. 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.

Associate in Science Degree

Transfer Program to Mennonite College of Nursing at Illinois State University

Prior to entering Mennonite College of Nursing at ISU, students must complete all lower-division course work. These courses must be completed before entering the upper-division nursing major. A minimum of 59 semester hours and IAI certification needs to be completed.

Students should adhere to application deadlines at ISU. Students should request an official transcript be mailed directly to the admissions office at ISU. In making decisions, the college takes into consideration availability of space in upper-division courses and in clinical sites. Therefore, admission to the College of Nursing is competitive, and preference will be given to candidates considered to have the best qualifications. Students are encouraged to begin and complete the application process as early as possible.

Core Requirements

BIOL	181	Anatomy & Physiology I	4
BIOL	182	Anatomy & Physiology II	4
BIOL	191	Introductory Microbiology	4
CHEM	120	Fundamentals of Chemistry	4
Or			
CHEM	161	General Chemistry	4
COMM	101	Introduction to Speech	3
ENGL	101	Composition I	3
ENGL	102	Composition II	3
HLTH	120	Nutrition	3
Or			
HLTH	125	Nutrition for Health Care	3
MATH	141	Introduction to Statistics	4
Or			
MATH	142	Business Statistics	4
PSY	101	Introduction to Psychology	3
PSY	209	Human Growth & Development	3
		Electives*	22
		Total Credit Hours	60

*Taking nine hours credit in the Humanities category and three hours credit in the Social Sciences category fulfills the elective requirement. The remainder 10 hours of credit is to meet the A.A./A.S. Degree requirements.

Required courses plus electives should total a minimum of 60 semester hours to earn the associate's degree.

Associate Degree in Nursing (ADN)

69 Semester Hours

The Associate Degree Nursing Program prepares individuals to write the NCLEX-RN exam for licensure as a registered nurse (RN). Registered 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, 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 11 for accreditation information.) For admission and advanced placement criteria and procedures, please obtain Nursing Program Admission Information from the Student Services Center. This is a selective admission program.

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 Professional Regulation Committee on Nursing. Please see the Nursing Admission Criteria & Procedures packet for further information about licensure.

First Semester

NURS	112	Introduction to Nursing	1.5
NURS	113	Medication Principles for Nurses	1
NURS	114	Fundamentals of Nursing for CNAs	2
Or			
NURS	115	Fundamentals of Nursing I	4
NURS	116	Fundamentals of Nursing II	4
BIOL	181	Anatomy & Physiology I	4
PSY	101	Introduction to Psychology	3

Total 15.5-17.5

Second Semester

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

Total 18

Third Semester

NURS	232	Leadership & Mgmt in Nursing	1.5
NURS	240	Mental Health Nursing	4
NURS	241	Nursing Care of Individuals with Acute Health Problems I	4
BIOL	191	Introductory Microbiology	4
ENGL	102	Composition II	3

Total 16.5

Fourth Semester

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

Total 17

Total Credit Hours 67-69

Computer Aided Design (CAD)

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

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
			Total 17-18

Technical Requirements

CSCI	101	Introduction to Computer & Information Science	4
CAD	101	Introduction to AutoCAD	3
MAIN	101	Industrial Electricity & Systems	3
TECH	114	Introduction to Technical Graphics	3
CAD	222	Advanced AutoCAD	3
			Total 16

Mechanical Drafting Option

CAD	203	Geometric Modeling	3
CAD	204	Product Design	3
CAD	212	Technical Drawing	3
CAD	214	Technical Drawing Applications	3
CAD	224	Geometric Dimensioning & Tolerancing	3
CAD	254	Capstone Portfolio	3
DMED	120	Computer Imaging and Design	3
MFTG	110	Manufacturing Processes	3
		Technical Electives	3
			Total 27

Architectural Drafting Option

CAD	203	Geometric Modeling	3
CAD	212	Technical Drawing	3
CAD	233	Residential Architecture	4
CAD	234	Commercial Architecture	3
CAD	244	Computer Applications in Architecture	3
CAD	254	Capstone Portfolio	3
CNST	101	Building Construction Basics	3
CNST	113	Construction Documents & Quantity Takeoff	3
DMED	120	Computer Imaging and Design	3
			Total 28

Building Construction Option

CAD	233	Residential Architecture	4
CAD	234	Commercial Architecture	3
CAD	244	Computer Applications in Architecture	3
CNST	101	Building Construction Basics	3
CNST	103	Building Mechanics	3
CNST	113	Construction Documents and Quantity Takeoff	3
CNST	224	Construction Estimating & Scheduling	3
MAIN	204	Air Conditioning & Refrigeration	3
MAIN	221	Heating Systems	3
			Total 28

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

Pending Approval.

Associate in Applied Science Degree

Computer Networking 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 Novell NetWare and Microsoft Windows network operating systems, as well as network hardware installation and configuration, such as Cisco Networking equipment.

General Education Requirements

COMM	101	Introduction to Oral Communication	3
ENGL	101	Composition I	3
ENGL	102	Composition II	3
		MATH Elective	4
		Science Elective with Lab	4-5
		Social Science or Humanities Elective	3
			Total 20-21

NETW Core Requirements

CSCI	101	Intro to Computer & Information Science	4
CSCI	130	Computer Science I	4
NETW	150	Workstation Operating Systems	3
NETW	151	PC Hardware Maintenance & Repair	3
NETW	162	Networking Technologies	4
			Total 18

Technical Elective/Specialization

Elective Courses* ..... 27 Hours

*Electives as approved by advisor/faculty

Elective Listing

NETW	121	Cisco Network Academy I	3
NETW	122	Cisco Network Academy II	3
NETW	123	Cisco Network Academy III	3
NETW	124	Cisco Network Academy IV	3
NETW	160	Introduction to Networks	3
NETW	163	NetWare Administration	3
NETW	164	Advanced NetWare Administration	3
NETW	166	Windows Workstation Administration	3
NETW	167	Windows Server Administration	3
NETW	168	Managing a Windows Network	3
NETW	170	Network Security Fundamentals	3
NETW	181	UNIX Fundamentals	3
NETW	182	Linux Administration	3
NETW	208	Data Cabling Fundamentals	3
NETW	221	Cisco Network Academy V	3
NETW	222	Cisco Network Academy VI	3
NETW	223	Cisco Network Academy VII	3
NETW	224	Cisco Network Academy VIII	3
NETW	261	Windows Network Infrastructure	3
NETW	262	Windows Directory Services	3
NETW	296	Special Topics in Networking	1-4
CSCI	136	Programming in Visual Basic	3
CSCI	221	C++ Programming	4
CSCI	224	Programming in JAVA	3
TECH	297	Independent Study in Technology	1-4
TECH	299*	Internship in Technology	1-4

*TECH 299 Internship in Technology is recommended for all Networking students.

Associate in Applied Science Degree

Criminal Justice Studies

61-64 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

ENGL	101	Composition I	3
ENGL	102	Composition II	3
COMM	101	Introduction to Oral Communication	3
MATH	131	Exploration in Mathematics	3
PSY	101	Introduction to Psychology	3
SOC	101	Introduction to Sociology	3
		Humanities Elective	3
		Science Elective w/Lab	4-5
			Total 25-26

Core Requirements

CRJ	101	Introduction to Criminal Justice	3
CRJ	200	American System of Corrections	3
CRJ	201	Criminology	3
CRJ	202	Policing in America	3
CRJ	204	Criminal Law	3
CRJ	206	Criminal Investigations	3
CRJ	208	Administration of Justice	3
CRJ	215	Juvenile Justice	3
CRJ	222	Police Community Relations	3
CRJ	224	Probation/Parole	3
CRJ	226	Criminal Justice Careers Seminar	2
			Total 32

Elective Listing

ACSM	101	Discovering Computers	3
		General Elective	1-3
			Total 4-6

Digital Media Communication (DMED)

60 Semester Hours

Students completing the Digital Media Communications Degree in 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, Web sites, or Web applications will find a home in this program.

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

General Education Requirements

ENGL	101	Composition I 3
COMM	101	Introduction to Oral Communication ... 3
		Math Elective 3-4

(MATH 109 is required for CSCI 130 and the Web Application Developer Certificate)

		Science Elective 3
		Social Science/Humanities Elective ... 3
		Total 15-16

Core Requirements

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

Web Media Designer Option

DMED	145	Video Production 3
DMED	150	Interactive Digital Media 3
DMED	160	Web Server Administration 3
DMED	210	Advanced Web Page Design 3
DMED	260	Computer Animation 3
DMED	290	Advanced Media Production 3
		Technical Electives* 7-8
		Total 25-26

Web Application Developer Option

CSCI	130	Computer Science I 4
DMED	160	Web Server Administration 3
DMED	170	Advanced Web Technologies I 3
DMED	210	Advanced Web Page Design 3
DMED	270	Advanced Web Technologies II 3
DMED	280	XML for Web Developers 3
		Technical Electives* 6
		Total 25

Communication Graphics Option

COMM	160	Mass Communication 3
ART	180	Beginning Photography 3
ART	231	Graphic Design 3
DMED	145	Video Production 3
DMED	150	Interactive Digital Media 3
DMED	210	Advanced Web Page Design 3
DMED	250	Preparing Print Publications 3
		Technical Electives* 4-5
		Total 25-26

Web Media Designer Electives (7-8 Hours)

Any DMED, CSCI, NETW, or ART courses.
Or any of the following:

ENGL	107	Technical Writing 3
FILM	211	History of Film 3
COMM	109	Visual Communication 3
COMM	130	News and Feature Writing 3
COMM	135	Writing for the Media 3
COMM	160	Mass Communications 3

Web Application Developer Electives (6 Hours)

Any DMED, CSCI, NETW, or ART courses.
Or any of the following:

ENGL	107	Technical Writing 3
FILM	211	History of Film 3
COMM	109	Visual Communication 3
COMM	130	News and Feature Writing 3
COMM	135	Writing for the Media 3
COMM	160	Mass Communications 3

Communication Graphics Electives (4-5 Hours)

Any DMED, CSCI, NETW or ART courses.
Or any of the following:

ENGL	107	Technical Writing 3
FILM	211	History of Film 3
COMM	109	Visual Communication 3
COMM	130	News and Feature Writing 3
COMM	135	Writing for the Media 3
COMM	160	Mass Communications 3

Associate in Applied Science Degree

Early Childhood Care and Education

63-65 Semester Hours

The Associate in Applied Science Degree in Early Childhood Care and Education provides individuals with skills to pursue careers as child care workers, preschool teachers, directors, family day care providers, and family service workers. The curriculum is composed of courses recommended by the Illinois Department of Children and Family Services (DCFS) and the Illinois American Community College Early Childhood Educators.

General Education Requirements

COMM	101	Introduction to Oral Communication	3
ENGL	101	Composition I	3
PSY	101	Introduction to Psychology	3
		Math Elective	3
		Social Science Electives	6
		Physical/Life Science Electives	3-4
		Humanities & Fine Arts Electives	3
			Total 24-25

Core Requirements

CHLD	101	Introduction to Early Childhood Education	3
CHLD	102	Growth & Development of the Young Child	3
CHLD	103	Environmental Design to Support Children's Play	3
CHLD	105	Curriculum for Early Childhood Programs	3
CHLD	108	Guidance of the Young Child	2
CHLD	109	Observation and Assessment of the Young Child	2
CHLD	201	Child Development Practicum I	3
CHLD	202	Health, Safety & Nutrition for the Young Child	3
CHLD	206	Child Development Practicum II	3
CHLD	207	Exceptional Child	3
CHLD	209	Child, Family, and Community	3
			Total 31

Elective Listing

(Select 3-4 courses for 8-9 hours total)

CHLD	106	Creative Activities*	2
CHLD	107	Language Activities	3
CHLD	203	Math & Science Activities*	2
CHLD	204	The First Three Years: Brain Development & Applications	3
CHLD	205	Family Day Care Management*	2
CHLD	208	Early Childhood Administration	3
CHLD	210	School Age Programming*	2
CHLD	215	Child Advocacy	2
CHLD	216	Early Intervention: Working with Families	1
CHLD	217	Early Intervention: Assessment	1
CHLD	218	Building an Inclusive Environment	1
CHLD	220	Individual & Family Development	3
CHLD	296	Special Topics	1
			Total 8-9

All CHLD electives allow concurrent enrollment in READ 091.

*Allow concurrent enrollment in READ 091 and ENGL 095.

Electronics Technology

66 Semester Hours

Electronics 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

Technical Core Requirements

CSCI	101	Introduction to Computer & Information Science	4
TECH	114	Introduction to Technical Graphics	3
CAD	101	Introduction to AutoCAD	3
MAIN	101	Industrial Electricity & Systems	3
MFTG	110	Manufacturing Processes	3
		Total	16

Electronics Core Requirements

ELTC	102	DC Electronics	3
ELTC	103	AC Electronics	3
ELTC	206	Digital Electronics	3
ELTC	207	Solid State Circuits	3
ELTC	220	Data Communications	3
		Total	15

Automation and Controls Option

NETW	208	Data and Cabling Systems	3
ELTC	212	Automation and Control Electronics	3
MAIN	202	Hydraulic & Pneumatic Maintenance	3
MAIN	222	Industrial Controllers	3
		Elective**	3
		Total	15

Computer Electronics Option

NETW	208	Data and Cabling Systems	3
NETW	150	Workstation Operating Systems	3
NETW	151	PC Hardware Maintenance & Repair	3
NETW	160	Introduction to Networking	3
		Elective**	3
		Total	15

Total Credit Hours 66

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

**Electives as approved by advisor or department

Associate in Applied Science Degree

Information Technology

61-62 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 C, and have the choice of selecting a second high-level language from the programming language electives group.

General Education Requirements

COMM	101	Introduction to Oral Communication	3
ENGL	101	Composition I	3
MATH		Elective (MATH 109 or higher-4 hours)	4
		Science Elective	4
		Humanities Elective	3
		Social Science Elective	3
		Total	20

Core Requirements

CSCI	101	Introduction to Computer & Information Science	4
CSCI	130	Computer Science I	4
NETW	150	Workstation Operating Systems	3
NETW	160	Introduction to Networking	3
		Total	14

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

MATH	115	Discrete Mathematics	4
MATH	142	Business Statistics (or MATH 141)	4
MATH	161	Calculus I	4
CSCI	110	Microcomputer Database Applications	3
CSCI	131	Computer Science II	4
CSCI		200-Level programming elective	3
Electives** (Contact an advisor.)			3

Management Information Systems Option

CSCI	110	Microcomputer Database Applications	3
CSCI	135	COBOL Programming I	3
CSCI	136	Programming in Visual Basic	3
CSCI	138	COBOL Programming II	3
CSCI	260	Database Management Systems	3
MATH	142	Business Statistics (or MATH 141)	4
ACCT	200	Financial Accounting	3
BUSN Elective (course selected from BUSN area)			3
Electives ** (Contact an advisor.)			3

Web Application Developer Option

CSCI	110	Microcomputer Database Applications	3
DMED	101	Introduction to Digital Media	3
DMED	110	Web Page Development	3
DMED	120	Computer Imaging & Design	3
DMED	160	Web Server Administration	3
DMED	170	Advanced Web Technologies I	3
DMED	270	Advanced Web Technologies II	3
DMED	280	XML for Web Developers	3
Electives ** (Contact an advisor.)			3

****Other Elective Courses**

Other courses such as NETW, DMED, TECH, ELTC & BUSN may be taken as electives. See an advisor for more information.

Pending Approval.

Life and Health Insurance

61 Semester Hours

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

The Life and Health Insurance courses correspond to Life Office Management Association (LOMA) courses. The Associate in Applied Science prepares students for 10 LOMA examinations which, collectively, lead to the professional designation of Fellow, Life Management Institute (FLMI) granted by LOMA.

Core Requirements

INSR	115	Life and Health Insurance I	3
INSR	116	Life and Health Insurance II	3
INSR	140	Legal Aspects of Life and Health Insurance	3
INSR	150	Marketing Life and Health Insurance	3
INSR	160	Information Management in Insurance	3
INSR	170	Economics and Investments	3
INSR	180	Accounting for Life and Health Insurance	3
INSR	190	Insurance Administration	3
INSR	200	Finance in Life and Health Insurance	3
ACSM	101	Discovering Computers	3
ACSM	120	Microcomputers in Office Management	3
BUSN	115	Business Communications	3
BUSN	220	Principles of Management	3
COMM	101	Introduction to Oral Communication	3
ENGL	101	Composition I	3

General Education and Elective Requirements

Math Elective	3-4
Social Science Elective	3
Humanities Elective	3
INSR or BUSN Elective	6-7
Total	61

Maintenance Technology

63 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

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
TMAT	105	Technical Mathematics II*	4
		Physical Science*	4
		Social Science/Humanities Elective	3
		Total	20-21

Technical Core Option

CSCI	101	Introduction to Computer & Information Science	4
TECH	114	Introduction to Technical Graphics	3
CAD	101	Introduction to CAD	3
MAIN	101	Industrial Electricity and Systems	3
MFTG	110	Manufacturing Processes	3
		Total	16

Technical Electives

Specialty Electives**
(See Option areas below) 26-27

Industrial Maintenance Option

MAIN	102	Industrial Mechanical Systems	3
MAIN	202	Hydraulic Installation and Maintenance	3
MAIN	220	Machine Installation and Maintenance	3
MAIN	222	Industrial Controllers	3
MTT	101	Machine Tool I	4
MTT	201	Machine Tool II	4
WELD	110	Maintenance Welding	3
		Elective**	3

Electrical Maintenance Option

ELTC	102	DC Electronics	3
ELTC	103	AC Electronics	3
ELTC	206	Solid State Electronics	3
ELTC	207	Digital Electronics	3
ELTC	212	Automation & Control Electronics	3
ELTC	220	Data Communication	3
MAIN	201	Electrical Wiring & Maintenance	3
MAIN	222	Programmable Controllers	3
		Elective**	3

Facilities Maintenance Option

CNST	101	Building Construction Basics	3
CNST	103	Building Mechanics	3
CNST	113	Construction Documents & Quantity Takeoff	3
MAIN	104	Air Conditioning & Refrigeration	3
MAIN	221	Heating Systems	3
		Electives**	12

*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.

Pending Approval

Manufacturing Technology

60-62 Semester Hours

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

General Education Requirements

COMM	101	Introduction to Oral Communication	3
ENGL	101	Composition I	3
MATH	109	College Algebra	4
Or			
TMAT	103	Technical Mathematics I	4
MATH	128	Trigonometry	3
Or			
TMAT	105	Technical Mathematics II	4
		Physical Science Elective	4
		Social Science/Humanities Elective	3
		Total	20-21

Technical Core Requirements

CSCI	101	Introduction to Computer & Information Science	4
TECH	114	Introduction to Technical Graphics	3
CAD	101	Introduction to AutoCAD	3
MAIN	101	Industrial Electricity & Systems	3
MFTG	110	Manufacturing Processes	3
		Total	16

Manufacturing Requirements: Planning & Quality Option

MFTG	101	Principles of Dimensional Metrology	2
MFTG	215	Statistics and Quality Control	3
MFTG	216	Statistical Process Control	2
MTRL	101	Basics of Supply Chain Management	3
MTRL	210	Master Planning of Resources	3
MTRL	220	Detailed Scheduling and Planning	3
MTRL	230	Execution & Control of Operations	3
BUSN	170	Supervision	3
BUSN	220	Principles of Management	3
		Total	25

Manufacturing Requirements: Tool Design Option

MFTG	101	Dimensional Metrology	2
MTT	101	Machine Tool I	4
MTT	110	Tool Making I	3
MTT	150	Ferrous Metallurgy	3
CAD	203	Geometric Modeling	3
CAD	204	Product Design	3
CAD	212	Technical Drawing	3
CAD	214	Technical Drawing Applications	3
		Total	24

Manufacturing Requirements: Machining Option

MFTG	101	Dimensional Metrology	2
MFTG	120	Computer Numerical Controlled Manufacturing	4
MFTG	215	Quality Control	3
MTT	101	Machine Tool I	4
MTT	110	Toolmaking I	3
MTT	150	Ferrous Metallurgy	3
MTT	201	Machine Tool II	3
MTT	210	Toolmaking II	3
		Total	25

Pending Approval.

Microcomputer Applications

61-66 Semester Hours

This Associate in Applied Science Degree prepares students to specialize in microcomputers. The student receives extensive hands-on experience in application packages. Employment positions for graduates include receptionists, office clerks, office managers, and administrative assistants.

General Education Requirements

COMM	101	Introduction to Oral Communication...3
ENGL	101	Composition I 3
		Math Elective.....4
		Science Elective 3
		Social Science Elective.....3
		Total 16

Core Requirements

ACCT	120	Small Business Accounting 3
ACCT	130	Computerized Accounting Applications...3
ACSM	101	Discovering Computers 3
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 - MS Word 3
ACSM	163	Desktop Publisher - PageMaker
Or		
ACSM	165	Desktop Publishing - QuarkXPress ...3
BUSN	110	Introduction to Business.....3
BUSN	115	Business Communications 3
BUSN	145	Workforce Preparation 1
BUSN	150	Customer Relations.....1
OTEC	103	Keyboarding & Document Formatting ...2
OTEC	112	Records Management 3
		Total 38

Elective Specializations from Elective Listing

Applied Computer Science
Business Elective
Computer & Information Science
Health
Office Technology

Total 7-12

Total Credit Hours 61-66

Choose from the following list of recommended electives:

ACSM	163	Desktop Publisher - PageMaker 3
Or		
ACSM	165	Desktop Publishing - QuarkXPress ...3
ART	104	Basic Drawing 3
ART	231	Graphic Design I*.....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
BUSN	299	Internship in Business & ACSM.....1-6
COMM	130	News and Feature Writing*.....3
HLTH	110	Medical Terminology.....2
DMED	101	Introduction to Digital Media*.....3
DMED	110	Web Page Development.....3
DMED	120	Computer Imaging and Design.....3
NETW	161	PC Hardware Maintenance & Repair* 3
OTEC	118	Machine Transcription/Proofreading* ...3
OTEC	140	Office Procedures* 3

Students wishing to specialize in Desktop Publishing must take the following courses as electives:

ACSM	163	Desktop Publisher - PageMaker 3
Or		
ACSM	165	Desktop Publishing - QuarkXPress ...3
ART	104	Basic Drawing 3
ART	231	Graphic Design I*.....3
COMM	130	News and Feature Writing*.....3

*Additional electives may be available with departmental approval.

Associate in Applied Science Degree

Radiologic Technology

65 Semester Hours

Heartland Community College offers an Associate in Applied Science Degree completion program to persons completing an approved radiologic technology program of study. A wide variety of opportunities exists for persons entering the medical imaging profession, including general and specialized medical imaging, management, education, and sales.

Enrollment in the Bloomington-Normal School of Radiography program is limited and specific requirements must be met. Contact the Bloomington-Normal School of Radiography early to facilitate planning.

General Education Requirements

BIOL	181	Anatomy & Physiology I	4
BIOL	182	Anatomy & Physiology II	4
COMM	120	Interpersonal Communication	3
ENGL	101	Composition I	3
ENGL	102	Composition II	3
PSY	101	Introduction to Psychology	3
		Total	20

Technical Courses

		Radiography Courses	39

Elective Requirements

		Humanities Elective	3
		Mathematics Elective	3
		Total	6

Certificate

Accounting Essentials

15 Semester Hours

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

Certificate Requirements

ACCT	200	Financial Accounting*	4
ACCT	201	Managerial Accounting	4
BUSN	130	Computer Applications & Business Systems Concepts	3
		Selected Electives**	4
		Total	15

**Elective hours should be chosen from the following list:

BUSN	145	Workforce Preparation	1
BUSN	150	Customer Relations	1

AND any Applied Computer Science (ACSM), Business (BUSN), or Office Technology (OTEC) course(s).

*This course has a MATH 106 or MATH 109 prerequisite.

Certificate

Business Essentials I

16 Semester Hours

Students with this occupational certificate will be prepared to meet initial challenges of many available jobs. Leading to the Business Essentials II certificate, the completer will be prepared to enter the workforce in office and other business environments.

Certificate Requirements

ACSM	101	Discovering Computers	3
BUSN	110	Introduction to Business	3
BUSN	115	Business Communications	3
BUSN	145	Workforce Preparation	1
BUSN	150	Customer Relations	1
OTEC	103	Keyboarding and Document Formatting	2
		Selected Electives*	3
		Total	16

*Elective hours should be chosen from the following list:

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

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

Certificate

Business Essentials II

28 Semester Hours

This occupational certificate prepares students to meet ongoing challenges of many job openings. Building on the skills developed in the Business Essentials I certificate, the completer will be more prepared to assume lead roles in office and other business environments.

Certificate Requirements

Completion of Business Essentials I Certificate			16
ACSM	120	Micros in Office Management	3
ACCT	120	Small Business Accounting	3
		Selected Electives*	6
		Total	28

*Elective hours should be chosen from the following list:

ACCT	130	Computerized Accounting Applications	3
ACSM	135	Spreadsheets - Microsoft Excel	3
ACSM	155	Word Processing - Microsoft Word	3
BUSN	170	Supervision	3
OTEC	112	Records Management	3
OTEC	118	Machine Transcription and Proofreading	3

{Or select course(s) related to intended work area}

Certificate

Communication Graphics

33 Semester Hours

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

General Education Requirements

ENGL	101	Composition I	3
COMM	101	Introduction to Oral Communication	3
		Total	6

Core Requirements

DMED	101	Introduction to Digital Media	3
DMED	120	Computer Imaging and Design	3
DMED	250	Preparing Print Publications	3
ART	104	Basic Drawing	3
ART	180	Beginning Photography	3
ART	231	Graphic Design	3
BUSN	230	Principles of Marketing	3
		Total	21

Electives (6 Hours)

Any DMED, ART or COMM course	3
Total	6

Certificate

Computer Aided Design (CAD)

33-35 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

COMM	101	Introduction to Oral Communication	3
MATH		College Level	4
Or			
TMAT	103	Technical Math I	4
		Total	7

Technical Requirements

CAD	101	Introduction to AutoCAD	3
CSCI	101	Introduction to Computer & Information Science	4
TECH	114	Introduction to Technical Graphics	3
		Total	10

Mechanical Drafting Option

CAD	204	Product Design	3
CAD	212	Technical Drawing	3
CAD	222	Advanced AutoCAD	3
MAIN	101	Industrial Electricity & Systems	3
MFTG	110	Manufacturing Processes	3
		Total	15

Architectural Drafting Option

CAD	212	Technical Drawing	3
CAD	222	Advanced AutoCAD	3
CAD	233	Residential Architecture	4
CNST	101	Building Construction Basics	3
MAIN	101	Industrial Electricity & Systems	3
		Total	16

Building Construction Option

CAD	233	Residential Architecture	4
CNST	101	Building Construction Basics	3
CNST	103	Building Mechanics	3
CNST	113	Construction Documents & Quantity Takeoff	3
MAIN	101	Industrial Electricity & Systems	3
		Total	16

Pending Approval.

Certificate

Computer Maintenance Technician

35 Semester Hours

The Computer Maintenance Technician 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 Electronics Technology.

General Education Requirements

COMM	101	Introduction to Oral Communication	3
MATH	109	College Algebra	4
Or			
TMAT	103	Technical Mathematics I	4
			Total 7

Core Requirements

CSCI	101	Intro to Computer & Information Science	4
ELTC	102	DC Electronics	3
ELTC	103	AC Electronics	3
ELTC	206	Digital Electronics	3
ELTC	207	Solid State Electronics	3
NETW	150	Workstation Operating Systems	3
NETW	151	PC Hardware Maintenance and Repair	3
NETW	160	Introduction to Networking	3
NETW	208	Data and Cabling Systems	3
			Total 28

Certificate

Computer Technology: 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

ENGL	101	Composition I	3
MATH	115	Discrete Math	4
			Total 7

Core Requirements

CSCI	101	Introduction to Computer & Information Science	4
CSCI	130	Computer Science I	4
CSCI	131	Computer Science II	4
NETW	150	Workstation Operating Systems	3
NETW	160	Introduction to Networking	3
			Total 18

Technical Elective/Specialization

Programming Language Elective*	3
CSCI Elective Courses*	3
	Total 6

Total Credit Hours 31

*Electives as approved by advisor/faculty.

Electives Listing

Programming Language Electives
(Students are required to take at least one 200 level programming language course.)

CSCI/CTEC Elective Courses
See degree.

Certificate

Computer Technology: Network Administrator Emphasis

30 Semester Hours

This certificate prepares students for entry-level positions as network administrators. The first half of the program introduces students to basic computer concepts and to the broad range of hardware and software technologies used to interconnect computers, peripherals, and communications devices. During the second half of the program, students intensively study a specific network operating system and its utilities, or how to install, configure, and operate routers, Local Area Networks, Wide Area Networks, and switched LAN networks. Hands-on experience is emphasized throughout the entire program. Though previous computer experience is not required, it is strongly recommended. Though the primary goal of this program is to prepare graduates for network administration, the broad base is designed to allow students to also pursue other computer networking career tracks (technician, support, engineer). NETW 150 and NETW 151 courses in this program prepare students to take the A+ certification exams as computer technicians. The NETW 163 course is a Novell approved course in preparation for the CAN (Certified Novell Administrator) exam. NETW 166 and NETW 167 are Microsoft-approved curriculum to prepare students to take Microsoft certification exams to become Microsoft Certified Professionals. Cisco Networking Academy courses NETW 121, NETW 122, NETW 123, and NETW 124 prepare students to take the Cisco Certified Networking Associate exam.

General Education Requirements

ENGL	101	Composition I	3
		Math Elective	4
			Total 7

NETW Core Requirements

CSCI	101	Introduction to Computer & Info Systems	4
NETW	150	Workstation Operating Systems	3
NETW	151	PC Hardware Maintenance & Repair	3
			Total 10

Technical Electives/Specialization

(Complete ONE set listed below.)

Certified Novell Administrator Specialization

NETW	160	Introduction to Networks	3
NETW	162	Networking Technologies	4
NETW	163	NetWare Administration	3
NETW	164	Advanced NetWare Administration	3

Certified Microsoft Professional Specialization

NETW	160	Introduction to Networks	3
NETW	162	Networking Technologies	4
NETW	166	Windows Workstation Administration	3
NETW	167	Windows Server Administration	3

Cisco Certified Networking Associate Specialization

NETW	121	Cisco Network Academy I	3
NETW	122	Cisco Network Academy II	3
NETW	123	Cisco Network Academy III	3
NETW	124	Cisco Network Academy IV	3
TECH	299	Internship in Technology	1-4
			Total 13-16

TECH 299 Internship in Technology is recommended for all Networking students.

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

Criminal Justice Requirements

CRJ	101	Introduction to Criminal Justice	3
CRJ	200	American System of Corrections	3
CRJ	208	Administration of Justice	3
CRJ	215	Juvenile Justice	3
CRJ	224	Probation/Parole	3
			Total 21

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 applied towards further study in CAD or manufacturing technology.

Certificate Requirements

CSCI	101	Intro to Computer & Info Science	4
CAD	101	Introduction to AutoCAD	3
CAD	212	Technical Drawing	3
TECH	114	Introduction to Technical Graphics	3
TMAT	103	Technical Mathematics	4
			Total 17

Certificate

Early Childhood Care & Education
Early Childhood Basic

9-10 Semester Hours

This certificate is designed to meet DCFS basic requirements for teacher approval. Specifically, for teacher certification, DCFS requires two years of college or university credits with at least six hours of CHLD or one year of child development experience, and one year of college or university credits with at least six semester hours in courses directly related to child development.

Certificate Requirements

CHLD	101	Introduction to Early Childhood Education	3
CHLD	102	Growth and Development of the Young Child	3

Select one or more of the following for 2-3 credits:

CHLD	103	Environmental Design to Support Children's Play	3
CHLD	105	Curriculum for Early Childhood Programs	3
CHLD	108	Guidance in the Early Child Classroom	2
CHLD	109	Observation & Assessment of Young Children	2
CHLD	202	Health, Safety, and Nutrition	3
CHLD	205	Family Day Care Management	2
CHLD	296	Special Topics in ECE	1

Total 9-10

Certificate

Early Childhood Care & Education
Early Childhood Advanced

19 Semester Hours

This certificate is designed to meet DCFS basic requirements to be director certified. Specifically, to be director qualified, DCFS requires two years of college or university credits with at least 18 hours in CHLD courses.

Certificate Requirements

CHLD	101	Introduction to Early Childhood Education	3
CHLD	102	Growth and Development of the Young Child	3
CHLD	103	Environmental Design to Support Children's Play	3
Or			
CHLD	105	Curriculum for Early Childhood Programs	3
CHLD	108	Guidance in Early Child Classroom	2
CHLD	109	Observation & Assessment of Young Children	2
CHLD	202	Health, Safety, & Nutrition	3
CHLD	208	Early Childhood Administration	3

Total 19

Certificate

Early Childhood Care & Education Infant, Toddler, and Two-Year Old

16 Semester Hours

Students who choose this certificate will gain specific knowledge and skills related to working with infants and toddlers.

Certificate Requirements

CHLD	101	Introduction to Early Childhood Education	3
CHLD	102	Growth and Development of the Young Child	3
CHLD	108	Guidance in Early Child Classroom	2
CHLD	109	Observation & Assessment of Young Children	2
CHLD	202	Health, Safety, & Nutrition	3
CHLD	204	The First Three Years: Brain Development & Implications	3
			Total 16

Certificate

Early Childhood Care & Education School-Age

15 Semester Hours

Students who choose this certificate will gain specific knowledge and skills related to working with the school-age population.

Certificate Requirements

CHLD	101	Introduction to Early Childhood Education	3
CHLD	102	Growth and Development of the Young Child	3
CHLD	108	Guidance in the Early Child Classroom	2
CHLD	109	Observation & Assessment of Young Children	2
CHLD	202	Health, Safety, & Nutrition	3
CHLD	210	School Age Programming	2
			Total 15

Certificate

Early Childhood Care & Education Family Child Care

15 Semester Hours

Students who choose this certificate will gain specific knowledge and skills related to operating their own family childcare center.

Certificate Requirements

CHLD	101	Introduction to Early Childhood Education	3
CHLD	102	Growth and Development of the Young Child	3
CHLD	108	Guidance in Early Child Classroom	2
CHLD	109	Observation and Assessment of Young Child	2
CHLD	202	Health, Safety and Nutrition	3
CHLD	205	Family Day Care Management	2
			Total 15

Certificate

Electrical Maintenance Technology

31 Semester Hours

The Electrical Maintenance 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 linear electronics, and allows students to select elective courses. Students choosing to continue their education after the Electrical Maintenance Technology Certificate may easily continue into the Electronics Technology or Maintenance Technology Associate in Applied Science Degree programs.

General Education Requirements:

COMM	101	Introduction to Oral Communication	3
MATH	109	College Algebra	4
Or			
TMAT	103	Technical Mathematics I	4
			Total 7

Electrical Maintenance Core Requirements:

ELTC	102	DC Electronics	3
ELTC	103	AC Electronics	3
ELTC	206	Digital Electronics	3
ELTC	207	Solid State Electronics	3
MAIN	101	Industrial Electricity & Systems	3
MAIN	201	Electrical Wiring & Maintenance	3
Or			
NETW	208	Data and Cabling Systems	3
			Total 18

Technical Electives/Specialization

		Elective*	6

Note:
* Electives as approved by advisor or department.

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

MAIN	101	Industrial Electricity & Systems	3
MAIN	201	Electrical Wiring and Maintenance	3
TMAT	103	Technical Mathematics	4
			Total 10

Certificate

Electronics Skills

16 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 Electronics Technology programs.

Certificate Requirements

ELTC	102	DC Electronics	3
ELTC	103	AC Electronics	3
ELTC	206	Digital Electronics	3
ELTC	207	Solid State Electronics	3
TMAT	103	Technical Mathematics	4
			Total 16

Certificate

Emergency Medical Services

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 full complement of prehospital emergency care training.

Emergency Medical Technician - Basic
Certificate of Completion

EMT	101	Emergency Medical Technician Basic	8
			Total 8

Emergency Medical Technician - Intermediate
Certificate of Completion

EMT	220	Emergency Medical Technician Intermediate I	11
EMT	221	Emergency Medical Technician Intermediate II	11
			Total 22

Emergency Medical Technician - Paramedic
Certificate of Completion

EMT	230	EMT-Paramedic I	5.5
EMT	231	EMT-Paramedic II	11
EMT	232	EMT-Paramedic III	11
EMT	233	EMT-Paramedic IV	5.5
			Total 33

Certificate

Facilities Maintenance Technology

31 Semester Hours

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

General Education Requirements

COMM	101	Introduction to Oral Communication	3
MATH	109	College Algebra	4
Or			
TMAT	103	Technical Mathematics I	4
			Total 7

Industrial Maintenance Core Requirements

CNST	101	Building Construction Basics	3
CNST	103	Building Mechanics	3
CNST	113	Construction Documents & Quantity Takeoff	3
MAIN	101	Industrial Electricity and Systems	3
MAIN	104	Air Conditioning & Refrigeration	3
MAIN	221	Heating Systems	3
			Total 18

Technical Electives/Specialization

		Elective*	6

* Elective as approved by advisor or department.

Pending Approval

Certificate

Facilities Maintenance Skills

16 Semester Hours

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

Certificate Requirements

CNST	103	Building Mechanics	3
MAIN	101	Industrial Electricity & Systems	3
MAIN	104	Air Conditioning & Refrigeration	3
MAIN	221	Heating Systems	3
TMAT	103	Technical Mathematics	4
		Total	16

Certificate

Industrial Maintenance Technology

33 Semester Hours

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

General Education Requirements

COMM	101	Introduction to Oral Communication	3
MATH	109	College Algebra	4
Or			
TMAT	103	Technical Mathematics I	4
		Total	7

Industrial Maintenance Core Requirements

MAIN	101	Industrial Electricity & Systems	3
MAIN	102	Industrial Mechanical Systems	3
MAIN	202	Hydraulic and Pneumatic Maintenance	3
MAIN	220	Machine Installation & Maintenance	3
MTT	101	Machine Tool I	4
MTT	201	Machine Tool II	4
WELD	110	Maintenance Welding	3
		Total	23

Technical Elective/Specialization

		Elective*	6

* Elective as approved by advisor or department.

Total Credit Hours 33

Certificate

Life and Health Insurance

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

INSR	115	Life and Health Insurance I	3
INSR	116	Life and Health Insurance II	3
INSR	130	Customer Relations in Insurance	2
INSR	140	Legal Aspects of Life and Health Insurance	3
INSR	150	Marketing Life and Health Insurance	3
BUSN	115	Business Communications	3
COMM	101	Introduction to Oral Communication	3
		Total	20

Expanded Certificate

Life and Health Insurance

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

INSR	115	Life and Health Insurance I	3
INSR	116	Life and Health Insurance II	3
INSR	140	Legal Aspects of Life and Health Insurance	3
INSR	150	Marketing Life and Health Insurance	3
INSR	160	Information Management and Insurance	3
INSR	170	Economics and Investments	3
INSR	180	Accounting for Life and Health Insurance	3
INSR	190	Insurance Administration	3
INSR	200	Finance in Life and Health Insurance	3
BUSN	115	Business Communications	3
BUSN	220	Principles of Management	3
COMM	101	Introduction to Oral Communication	3
		Total	36

Certificate

Machine Operations Skills

17 Credit Hours

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

Certificate Requirements

MTT	101	Machine Tool I	3
MTT	201	Machine Tool II	3
MFTG	120	CNC Manufacturing	4
TMAT	103	Technical Mathematics	4
TECH	114	Introduction to Technical Graphics	3
			Total 17

Certificate

Machine Tool Technology

36 Semester Hours

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

General Education Requirements

ENGL	107	Technical Writing	3
TMAT	103	Technical Mathematics I	4
GENS	103	Information Technology Skills	1
			Total 8

Machine Tool Technology Core Requirements

CAD	101	Introduction to AutoCAD	3
MFTG	120	CNC Manufacturing	4
MTT	101	Machine Tool I	4
MTT	150	Ferrous Metallurgy	3
MTT	110	Toolmaking I	3
MTT	201	Machine Tool II	3
MTT	210	Toolmaking II	3
TECH	111	Blueprint Reading for Industry	2
WELD	110	Maintenance Welding	3
			Total 28

Certificate

Manufacturing Skills

15 Semester Hours

The Manufacturing Skills Certificate of Completion provides individuals with basic skills required in most manufacturing-related occupations. It also provides a foundation for further study in manufacturing, CAD, Quality or maintenance technology.

Certificate Requirements

MFTG	101	Dimensional Metrology	2
MFTG	110	Manufacturing Processes	3
MTT	101	Machine Tool I	3
TECH	114	Introduction to Technical Graphics	3
TMAT	103	Technical Mathematics	4
		Total	15

Certificate

Materials and Logistics Management

32 Semester Hours

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

General Education Requirements

COMM	101	Introduction to Oral Communication	3
		Math Elective	4

Core Requirements

MTRL	101	Basics of Supply Chain Management	3
MTRL	210	Master Planning of Resources	3
MTRL	220	Detailed Scheduling & Planning	3
MTRL	230	Execution & Control of Operations	3
MTRL	240	Strategic Management of Resources	3
		Total	15

Technical Electives/Specialization

Technical/Business Electives*	10
Total	10
Total Credit Hours	32

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

CSCI	101	Introduction to Computer & Information Science	4
MFTG	110	Manufacturing Processes	3
MFTG	215	Statistics and Quality Control	3
MFTG	225	Production and Operations Management	3

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

ACCT	200	Principles of Accounting I	4
ACSM	101	Discovering Computers	3
BUSN	130	Computer Applications in Business	3
BUSN	150	Customer Relations	1
MFTG	225	Productions and Operations Management	3

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

Certificate

Mechanical Maintenance Skills

13 Semester Hours

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

Certificate Requirements

MAIN	102	Industrial Mechanical Systems	3
MAIN	202	Hydraulic & Pneumatic Maintenance	3
TMAT	103	Technical Mathematics	4
WELD	110	Maintenance Welding	3
			Total 13

Microcomputer Applications

33-35 Semester Hours

The Certificate in Microcomputer Applications prepares students to specialize in jobs requiring the use of microcomputers 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 Microcomputer Applications.

Core Requirements

ACCT	120	Small Business Accounting Applications	3
ACCT	130	Computerized Accounting Applications	3
ACSM	101	Discovering Computers	3
ACSM	120	Microcomputers in Office Management	3
ACSM	125	Presentation Graphics - MS PowerPoint	1
ACSM	135	Spreadsheets - Excel for Windows	3
ACSM	155	Word Processing - MS Word	3
ACSM	163	Desktop Publisher - PageMaker	
Or			
ACSM	165	Desktop Publishing - QuarkXPress	3
BUSN	110	Introduction to Business	3
BUSN	115	Business Communications	3
BUSN	145	Workforce Preparation	1
BUSN	150	Customer Relations	1
OTEC	103	Keyboarding & Document Formatting	2
			Total 32

Elective Specializations from Elective Listing

Applied Computer Science
Business Elective
Computer & Information Science
Health
Office Technology

Total 1-3

Total Credit Hours 33-35

Choose from the following list of recommended electives:

ACSM	145*	Database Applications - Microsoft Access	3
ACSM	163	Desktop Publisher - PageMaker	3
ACSM	165*	Desktop Publishing - QuarkXPress	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
BUSN	299*	Internship in Business & ACSM	1-6
HLTH	110	Medical Terminology	2
DMED	101	Introduction to Digital Media	3
DMED	110	Web Page Development	3
DMED	120	Computer Imaging and Design	3
NETW	150*	Workstation Operating Systems	3
NETW	151*	PC Hardware Maintenance& Repair	3
NETW	160*	Introduction to Networking	3
OTEC	118*	Machine Transcription/Proofreading	3
OTEC	140*	Office Procedures	3

Additional electives may be available with departmental approval.

* Denotes electives that may have prerequisites.

Certificate

Office Technology

31 Semester Hours

This certificate is designed to provide a foundation in the application of principles in office technology. The certificate incorporates courses in office technology theory and courses that prepare the student to enter the work force. Upon completion, the student may seek entry-level business opportunities with his/her acquired skills.

Core Requirements

ACSM	101	Discovering Computers	3
ACSM	120	Microcomputers in Office Management	3
ACSM	135	Spreadsheets - Excel for Windows	3
ACSM	155	Word Processing - MS Word	3
ACSM	163	Desktop Publisher - PageMaker	3
BUSN	115	Business Communications	3
BUSN	145	Workforce Preparation	1
BUSN	150	Customer Relations	1
OTEC	103	Keyboarding & Document Formatting	2
OTEC	112	Records Management	3
OTEC	118	Machine Transcription/Proofreading	3
OTEC	140	Office Procedures*	3
			Total 31

Total Credit Hours 31

*Course must be completed at Heartland Community College.

Certificate

PC Support Skills

10 Semester Hours

The PC Support Certificate of Completing 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

CSCI	101	Intro to Computer & Info Science	4
NETW	150	Workstation Operating Systems	3
NETW	151	PC Hardware Maintenance & Repair	3
			Total 10

Certificate

Practical Nursing

41.5 Semester Hours

The Practical Nursing program is a one-year certificate program 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. The program is designed to provide a career ladder for qualified nursing assistants and for advancement to a professional nursing program. Individuals completing the practical nursing curriculum meet the educational requirements for writing the NCLEX-PN exam to become a licensed practical nurse (LPN). For admission and advanced placement criteria and procedures, please obtain Nursing Program Admission Information from Student Services. This is a selective admission program.

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 Professional Regulation Committee on Nursing. Please see the Nursing Admission Criteria & Procedures packet for further information about licensure.

First Semester

NURS	112	Introduction to Nursing	1.5
NURS	113	Medication Principles for Nurses	1
NURS	114	Fundamentals of Nursing for CNAs	2
Or			
NURS	115	Fundamentals of Nursing I	4
NURS	116	Fundamentals of Nursing II	4
BIOL	181	Anatomy & Physiology I	4
PSY	101	Introduction to Psychology	3
		Total	15.5-17.5

Second Semester

NURS	122	Community-Based Nursing	1
NURS	134	Nursing Individuals with Chronic Illness	5
NURS	135	Nursing Childbearing/ Rearing Families	5
BIOL	182	Anatomy & Physiology II	4
ENGL	101	Composition I	3
		Total	18

Summer Term

NURS	136	Practical Nursing	6
		Total	6

Total Credit Hours 41.5

Certificate

Quality Technology

30 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

Math Elective*		4
COMM	101	Introduction to Oral Communication 3
		Total 7

Quality Technology Core Requirements

CSCI	101	Intro to Computer & Info Science 4
TECH	111	Blueprint Reading for Industry 2
MFTG	101	Principles of Dimensional Metrology 2
MFTG	110	Manufacturing Processes 3
MFTG	120	Computer Numerically Controlled Mftg. 4
MFTG	215	Statistics and Quality Control 3
MFTG	216	Statistical Process Control 2
MTRL	101	Basics of Supply Chain Management 3
		Total 23

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

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

ACCT	120	Small Business Accounting 3
ACCT	140	Small Business Taxes 3
BUSN	110	Introduction to Business 3
BUSN	115	Business Communications 3
BUSN	220	Principles of Management 3
BUSN	230	Principles of Marketing 3
BUSN	240	Financial Planning and Budgeting 3
BUSN	250	Small Business Management 3
		Selected Electives* 8
		Total 32

Total Credit Hours 32

*Elective hours should be chosen from the following list:

ACCT	130	Computerized Accounting Applications 3
ACSM	120	Microcomputers in Office Management 3
BUSN	130	Computer Applications in Business 3
BUSN	145	Workforce Preparation 1
BUSN	150	Customer Relations 1
BUSN	170	Supervision 3
BUSN	180	Principles of Selling 3
BUSN	210	Legal Environment of Business 3
BUSN	223	Human Resources Management 3
BUSN	299	Internship in Business and ACSM 1-6

Certificate

Web Media Designer

33 Semester Hours

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

General Education Requirements

ENGL 101	Composition I	3
COMM 101	Introduction to Oral Communication	3
	Total	6

Core Requirements

DMED 101	Introduction to Digital Media	3
DMED 110	Web Page Development	3
DMED 120	Computer Imaging and Design	3
DMED 145	Video Production	3
DMED 150	Interactive Digital Media	3
DMED 210	Advanced Web Design	3
DMED 260	Computer Animation	3
DMED 290	Advanced Media Production	3
	Total	24

Electives

Any DMED, ART or COM course		3

Certificate

Web Application Developer

35 Semester Hours

Completion of CSCI 101 or equivalency exam is required for admission to this certificate. This certificate program is designed to prepare students for entry-level careers as World Wide Web application developers. The comprehensive program provides students with skills in computer and Internet fundamentals, designing effective interfaces, coding HTML, providing application through a Web interface, and troubleshooting technical problems. Students will be able to seek a variety of positions related to Web application development.

General Education Requirements

ENGL 101	Composition I	3
MATH 109	College Algebra	4
	Total	7

Core Requirements

CSCI 130	Computer Science I	4
DMED 101	Introduction to Digital Media	3
DMED 110	Web Page Development I	3
DMED 120	Computer Imaging and Design	3
DMED 160	Web Server Administration	3
DMED 170	Advanced Web Technologies I	3
DMED 270	Advanced Web Technologies II	3
DMED 280	XML for Web Developers	3
	Total	25

Electives

Any DMED Course

COMM 101	Introduction to Oral Communication	3
BUSN 230	Principles of Marketing	3
	Total	3

Certificate

Welding Skills

6 Semester hours

The Welding Certificate of Completion prepares individuals with basic skills in Welding and related processes. This certificate may be used as a path to further study in Welding, Maintenance or Manufacturing Technology.

Certificate Requirements

WELD	110	Maintenance Welding	3
WELD	116	Shielded Metal Arc Welding I	3
			Total 6

Certificate

Welding Technology

31 Semester Hours

Welding Technology is a comprehensive program leading to a certificate. The program is designed to prepare graduates for employment or advancement as technicians or operators in industrial manufacturing organizations that utilize welding procedures. Students will learn the processes and techniques in industrial welding. Appropriate materials, tools equipment, weld design, code application, and weld inspection are discussed. This certificate may also be incorporated into an associate's degree program in Manufacturing Technology or Maintenance Technology.

General Education Requirements

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

Welding Core Requirements

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

Total Credit Hours 31

Course Descriptions

What you will learn

Course details give you a clear picture of the scope of each class offered at Heartland Community College.

COURSE DESCRIPTIONS

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 with 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.

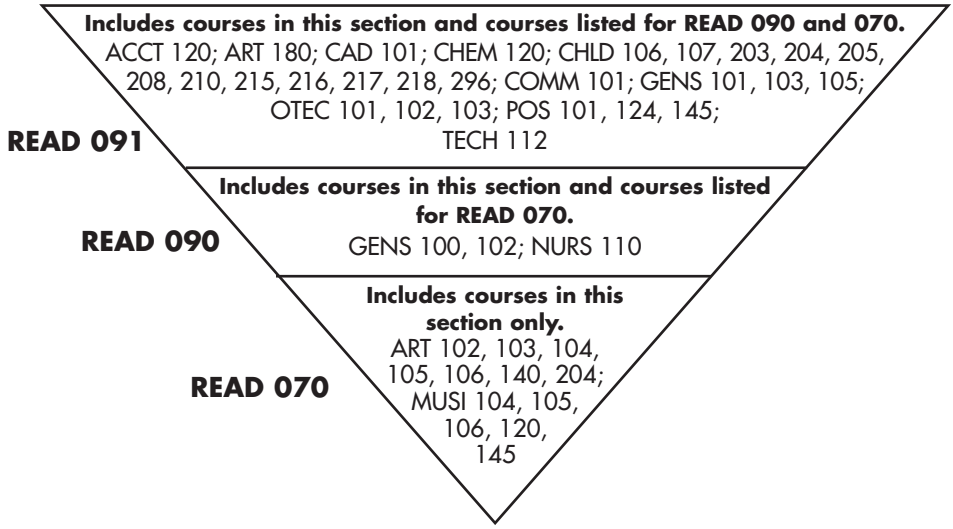
Absence of Stated Prerequisites. The absence of a stated prerequisite in the course description indicates that college-level reading and writing proficiency is required. All credit-bearing courses require demonstrated college-level reading and writing skills unless the course description is accompanied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

ICONS

Illinois Articulation Initiative icons are located next to courses approved to meet the General Education Core Requirements. Read more about IAI on pages 60, 61, and 62 of this catalog or log onto the IAI Web page: www.iTransfer.org.

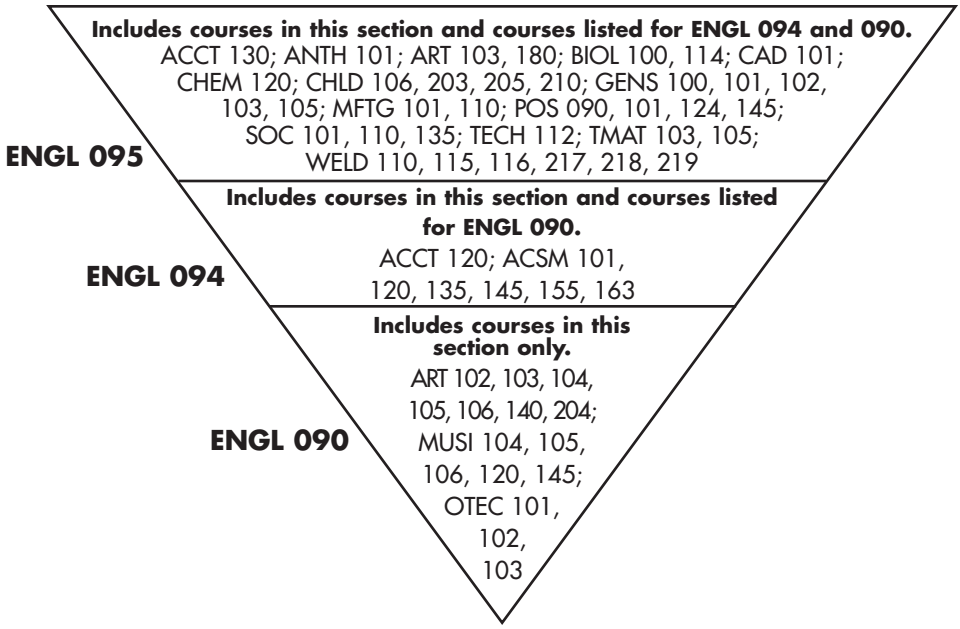
Course descriptions accompanied by the triangle-shaped icon refer to courses included on the Course Selection Guides for Students Enrolled in Developmental Courses on page 115. Students enrolled in developmental English and reading courses may enroll only in the credit-bearing courses specified by these guides. *However, it should be noted that enrollment in the credit-bearing courses listed by the guides is not limited solely to students in developmental reading and writing courses.*

Course Selection Guide for Students Enrolled in Developmental Reading



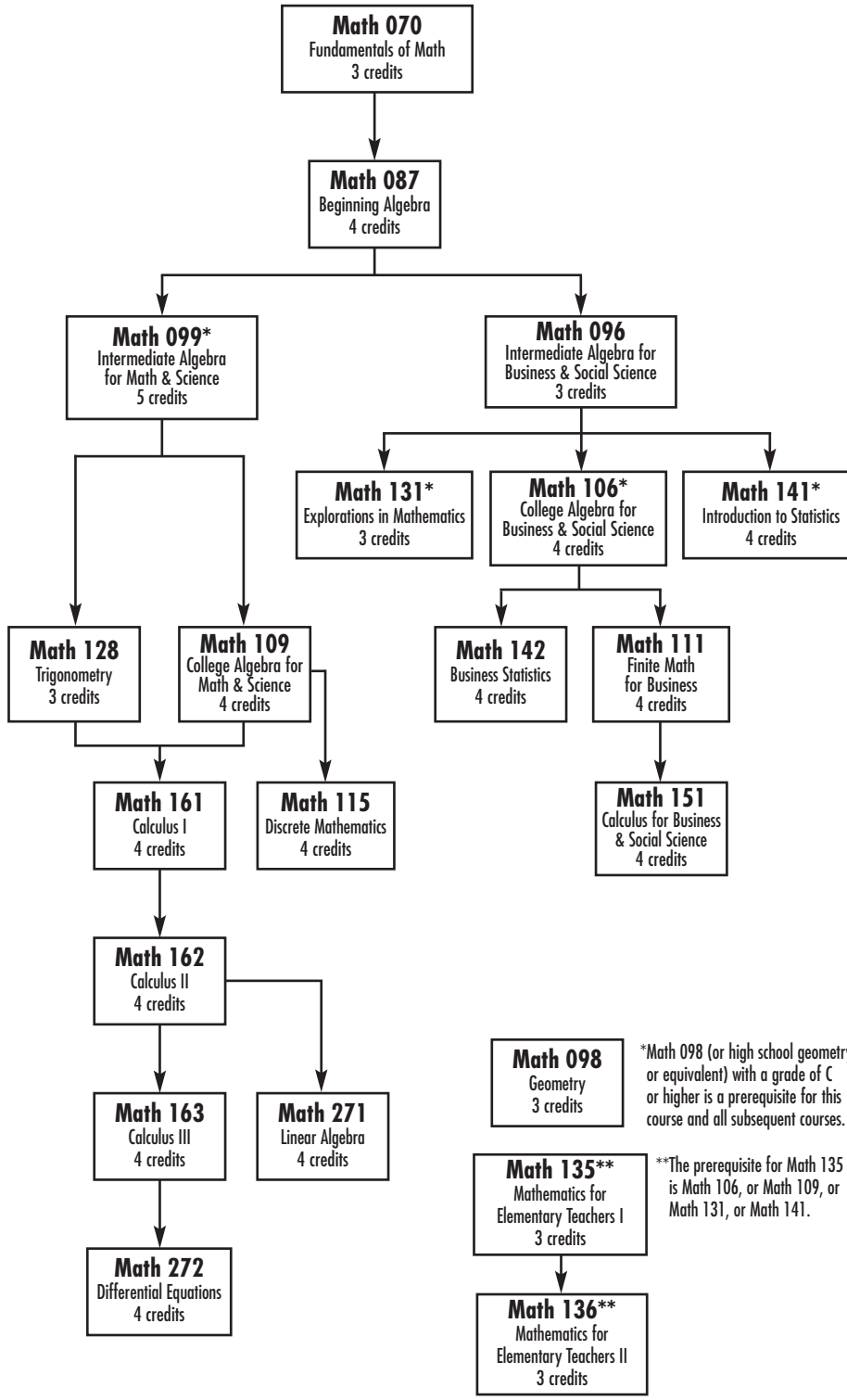
Students must maintain enrollment in appropriate developmental reading course to remain enrolled in credit-bearing courses identified by this guide.

Course Selection Guide for Students Enrolled in Developmental English



Students must maintain enrollment in appropriate developmental English course to remain enrolled in credit-bearing courses identified by this guide.

Mathematics Courses Sequence
Current Heartland Mathematics Curriculum



CREDIT COURSES

The following descriptions are in alphabetical order by abbreviated code, not by subject field. *Note: Specific course fees are given in the class schedule.*

ACCOUNTING

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

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

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

ACCT 200
Financial Accounting . . . . . .4 HRS
Prerequisite: MATH 106 or MATH 109. 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.

ACCT 201
Managerial Accounting . . . . . .4 HRS
Prerequisite: ACCT 200 or equivalent. 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.

ACSM 101
Discovering Computers . . . . . .3 HRS
Discovering computers will introduce students from any major to the major components of computer hardware and software. Students will have the opportunity to work with the graphical user interface created for personal computers in addition to the Internet/World Wide Web, computer languages, and integrated software packages used in business and industry. Keyboarding ability is recommended.

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

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

ACSM 135
Spreadsheets - Excel for Windows . . . . . .3 HRS
Prerequisite: ACSM 120 or satisfactory score on placement exam. Students of this course will develop a working knowledge of the basic and advanced capabilities of the Windows-based spreadsheet software program Microsoft Excel. The course is taught in an exercise-oriented approach, which will prepare students to develop spreadsheet solutions for accounting, financial analysis, and many other business planning situations. Topics explored in this course include: spreadsheet design, creation of graphs, templates, linking of files, database management, and macros.

ACSM 145
Database Applications - ACCESS . . . . . .3 HRS
Prerequisite: ACSM 120, or satisfactory score on placement exam. This course will introduce students from any discipline to the major components of database management systems with a thorough coverage of database use and applications. Students will use the database to create files and business reports, including file design and maintenance, report generation, and advanced concepts.

ACSM 155
Word Processing - MS Word . . . . . .3 HRS
Prerequisite: ACSM 120 or satisfactory score on placement exam. Students of this course will develop a working knowledge of the basic and advanced capabilities of the Windows-based word processing program Microsoft Word. The course is taught in an exercise-oriented approach, which will prepare students to produce a variety of documents, from one-page letters to multiple page newsletters and brochures. Word processing features including formatting, printing, merging, desktop publishing, and use of templates will be explored during the semester.

ACSM 163
Desktop Publisher - Pagemaker . . . . . .3 HRS
Prerequisite: ACSM 120 or permission of instructor. A hands-on introduction to desktop publishing procedures that mix text and graphics to produce office documents. Advanced topics include the production of pamphlets, brochures, and newsletters.

ACSM 165
Desktop Publishing - QuarkXPress . . . . . .3 HRS
Prerequisite: ACSM 155 or permission of instructor. A hands-on introduction to desktop publishing procedures that mix text and graphics to produce office documents. Advanced topics include the production of pamphlets, brochures, and newsletters.

ACSM 296
Topics in Microcomputer Applications . . . . . .1-6 HRS
This course will offer students an opportunity to study a special topic or current issue which is unique and infrequently offered as part of their program. The course is intended to familiarize students with some of the latest microcomputer applications. The topic will be announced in the schedule book. Because topics studied will change each semester, ACSM 296 may be repeated up to a total of 6 credit hours.

AGRICULTURE

AGRI 110
Introductory Agricultural Economics . . . . . .3 HRS
Fundamental principles of economics applied to agriculture, agriculture finance, prices, taxation, marketing, and land use.

AGRI 120
Introductory Horticulture . . . . . .3 HRS
Introduction to principles and practices in development, production, and use of horticultural crops (fruits, vegetables, greenhouse, floral, turf, nursery, and landscape).

AGRI 130
Introduction to Agricultural Engineering Technology . . . . .3 HRS
An exploration into efficiently and economically confronting the challenges found in the mechanical systems of a Midwest agricultural business. Emphasis will be placed on the use of energy in agricultural enterprises, resource conservation, the use of agricultural machinery, welding and metallurgy, and agricultural structures.

AGRI 150
Principles of Agronomy . . . . . .4 HRS
Fundamentals of plant science; importance, classification, distribution and production practices of the major crops of the world.

AGRI 157
Soil Science . . . . . .4 HRS
Prerequisite: Completion of a fundamentals chemistry course. Origin and formation, physical and chemical properties, moisture relationships, liming and fertilizing soils. Chemical and physical tests of soils.

AGRI 170
Introduction to Animal Science . . . . . .4 HRS
Breeding, selection, genetics, nutrition, physiology, and production of farm animals. Fundamentals of animal science.

AGRI 171
Introduction to Animal Nutrition . . . . . .4 HRS
Prerequisite: AGRI 170. Study of nutrients, their metabolism and utilization; digestive physiology in ruminants and non-ruminants, diet formulation and ration balancing.

AGRI 190
Introduction to Agricultural Education . . . . . .2 HRS
Introduction to agricultural teaching profession, overview of the total agricultural program, philosophical base of education process, and teaching special-need students.

ANTHROPOLOGY

ANTH 101
Introduction to Cultural Anthropology . . . . . .3 HRS
The study of human beings, from their common origins as hominids to their vast capacity for cultural diversity, stressing the culturally conditioned behaviors that are unique to their adaptive mechanisms. The comparative method will be used to reveal deep underlying cultural universals, while observing the many diverse ways of implementing these universals in different societies, both ancient and modern. (GECC S1 901N)

ART

ART 102
Two-Dimensional Design . . . . . .3 HRS
A studio course exploring concepts important to all art media, emphasizing fundamentals of the formal systems and basic elements of visual organization through two-dimensional design principles and theories using a variety of media. A variety of media will be utilized, including pencil, pen, acrylic paint, and computer imaging. This course meets 6 hours for 3 hours credit.

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

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.

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.

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.

ART 140
Painting in Water-Based Media . . . . . .3 HRS
An exploratory course using a wide variety of water-soluble media, such as transparent water color and acrylic polymer, to introduce students to color theory and practice, formal compositional principles, and painting techniques appropriate to these media. Subject matter will include still life, as well as figure study. This course meets 6 hours for 3 hours credit.

ART 145
Sculpture I . . . . . .3 HRS
Prerequisite: ART 103, Three-Dimensional Design 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.

ART 150
Art Appreciation . . . . . .3 HRS
An understanding of the role of art in our culture and in contemporary life. This course is non-historical in approach, utilizing works from all cultures and periods to establish basic principles of aesthetic organization and to illustrate common techniques in the visual arts. Not intended for art majors. (GECC F2 900)

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.

ART 180
Beginning Photography . . . . . .3 HRS
A beginning course in photography designed to improve students' skills in the use of a 35mm camera. Students will learn to control exposure, motion, and composition, and will be introduced to photography as an art medium, including the basics of camera and darkroom techniques and relevant aesthetic, historical, and critical issues. Students need to provide their own 35mm camera equipped with a manual override option. This course meets 6 hours for 3 hours credit.

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

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.

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.

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, and the Byzantine world, the Islamic world, and Europe during the Early Christian, Medieval, Romanesque, and Gothic periods. (GECC F2 901)

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 Rococco 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)

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.

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.

ART 230
Computer Art I . . . . . .3 HRS
Prerequisite: ART 102 Two-Dimensional Design and ART 104 Drawing, 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.

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

ART 280
Photography II . . . . . .3 HRS
Prerequisite: ART 180. This course is designed to further technical and aesthetic development in black and white photography. Emphasis will be placed on the development of a consistent body of artwork, the introduction of the technical aspects of darkroom management and operation, and greater camera operation proficiency. Students will need to provide their own 35mm camera equipped with a manual override option. This course meets 6 hours for 3 hours credit.

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.

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)

BIOLOGY

BIOL 099

Biology for Health Careers . . . . . .2 HRS

Prerequisite: MATH 087. 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 pre-requisite 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.

BIOL 114

Contemporary Biology . . . . . .4 HRS

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

BIOL 116

Genes: Foundation of Life . . . . . .3 HRS

Prerequisite: MATH 096 or MATH 099. Introduction to genetics. Scientific principles, applications, and ethical implications of DNA fingerprinting, genetic engineering, and the human genome project are emphasized. Life science lab credit can be obtained by subsequent enrollment in BIOL 117. (GECC L1 906)

BIOL 117

Genes: The Foundations of Life Lab . . . . . .2 HRS

Prerequisite: Credit or concurrent enrollment in BIOL 116. A laboratory course designed to enhance the student's understanding of concepts covered in BIOL 116. (GECC L1 906L)

BIOL 121

Essentials of Anatomy & Physiology . . . . . .4 HRS

Prerequisite: MATH 087. Basic structure and function of the human body on the cellular, tissue, and organ system levels. The relationships between genetics and lifestyle choices and their contribution to health and diseases will also be explored. Lab exercises include animal dissection. (This course cannot be used for credit in programs requiring BIOL 181 and BIOL 182.) (GECC L1 904L)

BIOL 161
Principles of Biology I . . . . . .4 HRS
Prerequisite: MATH 096 or Math 099 with a grade of C or higher 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)

BIOL 162
Principles of Biology II . . . . . .4 HRS
Prerequisite: BIOL 161 with a grade of C or higher, MATH 096 or MATH 099 with a grade of C or higher or assessment. Principles of animal biology and behavior, plant biology and ecology. Intended for science or health profession majors. Lab exercises include animal dissection.

BIOL 181
Anatomy and Physiology I . . . . . .4 HRS
Prerequisite: One year of high school biology within the last 3 years, BIOL 099, or BIOL 100, or BIOL 161, or college level equivalent, MATH 096 or MATH 099 with a grade of C or higher or assessment. Structure and function of the human body, starting at the biochemical, cellular and tissue levels of organization and continuing with the integumentary, skeletal, muscular, nervous and endocrine systems. Three hours of lecture and two hours of lab per week. Lab exercises include animal dissection. (Anatomy and Physiology II completes the sequence.) (GECC L1 904L)

BIOL 182
Anatomy & Physiology II . . . . . .4 HRS
Prerequisite: BIOL 181 with a grade of C or better, MATH 096 or MATH 099 with a grade of C or higher or assessment. Structures and function of the cardiovascular, lymphatic, immune, and respiratory systems. Topics also covered include: excretion and fluid balance, reproduction and development, digestion, metabolism, and nutrition. Three hours of lecture and two hours of lab per week. Lab exercises include animal dissection. Completes the sequence started in BIOL 181.

BIOL 191
Introductory Microbiology . . . . . .4 HRS
Prerequisite: One year of high school biology within the last 3 years, BIOL 099, or BIOL 100, or BIOL 161, or college level equivalent, MATH 096 or MATH 099 with a grade of C or higher or assessment. Basic principles of microbiology: bacterial structure, metabolism, growth, and genetics. Other topics emphasized include viruses, infectious disease and treatments, and the immune system. Includes weekly laboratory sessions.

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

BUSN 110
Introduction to Business . . . . . .3 HRS
An introduction to the influence of economic, social, and political pressures on business systems and operating procedures, including markets, production, organization, management, and government regulation of business.

BUSN 115
Business Communications . . . . . .3 HRS
This course is designed to enable students to communicate appropriately and effectively in a business setting. Topics will include critical analysis and application of communication processes, business presentations, persuasive speaking, interviews, and business report writing.

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.

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

BUSN 145
Workforce Preparation . . . . . .1 HR
Securing an employment position and keeping it. Topics include the job search process, effective resume writing, interviewing skills, appropriate business attire, economical wardrobe building, office demeanor and developing a positive work ethic.

BUSN 150
Customer Relations . . . . . .1 HR
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 nonverbal communication including, effective listening and telephone skills; the attitudes, values and practices of different cultures, races and ethnic groups; and interpersonal relationships, including tolerances of others; team processes; and dealing with difficult people.

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 work forces, quality principles and processes, and conflict resolution.

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.

BUSN 210
Legal Environment of Business . . . . . .3 HRS
Prerequisite: BUSN 110. BUSN 210 is a study of the legal and social environment of business with emphases on business ethics and corporate social responsibilities. The impact of the legal system and ethical standards on business decisions as they effect key stakeholders will be examined. Areas of law to be studied include but are not limited to: government regulation of business practices and competition, contract law, consumer protection law, employment law, labor law and securities law.

BUSN 220
Principles of Management . . . . . .3 HRS
This management course is designed to introduce students to the role of various levels of management in public and private sector organizations. Emphasis is placed on the management functions of planning, organizing, leading, and controlling in a dynamic global environment.

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.

BUSN 230
Principles of Marketing . . . . . .3 HRS
Overview of principles of markets; market structure; marketing cost and efficiency; public and private regulation; and development of marketing programs, including decisions involving products, price, promotion and physical distribution.

BUSN 240
Financial Planning and Budgeting . . . . . .3 HRS
Principles and problems of planning and managing the assets of a business. Topics covered will include cash management, source and application of funds, types and sources of long-term capital, capital budgeting, cost of capital and financial structure.

BUSN 250
Small Business Management . . . . . .3 HRS
Introduction to the concepts and tools necessary to start and operate a small business. Students will develop a complete business plan which integrates assessment of business opportunities and the development of operating plans.

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

BUSN 299
Internship in Business and ACSM . . . . . .1-6 HRS
Prerequisite: Completion of semester hours equivalent to 75% of the certificate/degree requirements with a minimum of 12 hours in business, office technology, and/or applied computer science; cumulative GPA of 3.0 or higher at the time of application for the internship and at placement; demonstrated commitment to business field; or permission of instructor. This course provides supervised field experiences in a variety of settings that are related to Business and Applied Computer Science. Such settings include educational institutions, governmental organizations, businesses, and health care agencies. Students work at least five hours a week (a total of 75 hours a semester equals one internship credit hour), gaining practical skills and experience in a setting which will utilize business theories and/or applied computer science skills.

COMPUTER AIDED DESIGN

CAD 101
Introduction to AutoCAD . . . . . .3 HRS
Prerequisite: TECH 114 or TECH 112, or concurrent enrollment. An introduction to the use of AutoCAD software. The course will cover mechanical and architectural applications using basic AutoCAD commands and techniques.

CAD 132
Introduction to IntelliCAD . . . . . .2 HRS
Prerequisite: CAD 101. An introduction to the use of IntelliCAD software. The course will cover mechanical and architectural applications using basic IntelliCAD commands and techniques.

CAD 142
Introduction to MicroStation . . . . . .2 HRS
Prerequisite: CAD 101. An introduction to the use of MicroStation software. The course will cover mechanical and architectural applications using basic MicroStation commands and techniques.

CAD 203
Geometric Modeling . . . . . .3 HRS
Prerequisite: CAD 112 or CAD 212. A course that encompasses the 3D CAD techniques necessary for the creation and analysis of 3D geometric models. Topics will include 3D surface and solid modeling techniques.

CAD 204
Product Design . . . . . .3 HRS
Prerequisite: CAD 212 or CAD 213. A study of the design process in a technological environment. Students will develop a presentation based on a product design or revision. This project will be presented to an industry-representative panel.

CAD 212
Technical Drawing . . . . . .3 HRS
Prerequisite: CAD 101. A study of the graphic language of industry and ANSI standard practices used in creating technical and engineering drawings. The course topics include creating auxiliary views, descriptive geometry, introduction to geometric dimensioning and tolerancing, drawings of threads and fasteners, assembly and detail drawings, bend allowances and drawings of springs, welding drawings, and drawings of springs, cams and gears.

CAD 214
Technical Drawing Applications . . . . . .3 HRS
Prerequisite: CAD 203. This course includes study of cams, gears, shafts, bearings, welding drawings, piping drawings, kinematic analysis of simple mechanisms and advanced dimensioning techniques.

CAD 222
Advanced AutoCAD . . . . . .3 HRS
Prerequisite: CAD 212 or concurrent enrollment, and CSCI 101. This course encompasses the basics of computer configuration and AutoCAD software customization. Topics include setting up a CAD station, paper space, menu customization, interaction with the Internet, blocks and attributes, creating linetypes and hatch patterns, accessing external databases, exchanging data and embedding objects.

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

CAD 233
Residential Architecture . . . . . .4 HRS
Prerequisite: CAD 112 or CAD 212. An introductory course in practices used in the field of architecture when creating working drawings for the residential construction industry. The course incorporates sketching and computer aided drafting software to create floor plan layouts, various house sections, elevations, and other details of a typical residence.

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

CAD 244
Computer Applications Architecture . . . . . .3 HRS
Prerequisite: CAD 233. This is a course in advanced architectural software use. Topics include architectural software and add-on packages, walk-thrus, architectural design, materials estimations, and 3D models of architectural structures.

CAD 254
Capstone Portfolio . . . . . .3 HRS
Prerequisite: CAD 203 or concurrent enrollment. This course will provide students an opportunity to prepare for employment by compiling an electronic and paper portfolio, posting a Web-based portfolio, and participating in a mock interview.

CHEMISTRY

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

CHEM 161
General Chemistry I . . . . . .5 HRS
Prerequisite: MATH 106 or MATH 109 or assessment. 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 laboratory exercise each week will reinforce the lecture material. (GECC P1 902L)

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.

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.

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

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.

EARLY CHILDHOOD CARE AND EDUCATION

CHLD 101
Intro to Early Childhood . . . . . .3 HRS
Prerequisite: Completion or concurrent enrollment in CHLD 102. The course provides an overview of the history and philosophy of early childhood education and examines a variety of past and present programs in terms of basic values, structure, organization, and programming. The role of early childhood professional in assessing and planning developmentally appropriate practices and programs to serve young children is studied. Field experiences provide students with opportunities to develop observation and guidance skills.

CHLD 102
Growth and Development of the Young Child . . . . . .3 HRS
This course provides a foundation in theory and principles of development for young children. Although the course covers prenatal through adolescent development, the focus of the course is on children ages birth through eight. Theories and principles of the physical, intellectual, emotional, and social development of children are studied, including the theories of Piaget, Vygotsky, Erikson, Skinner, and others. Cultural, familial, and individual influences are stressed. The implications for professional practice within the field of early childhood are stressed.

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.

CHLD 105
Curriculum for Early Childhood Programs . . . . . .3 HRS
Prerequisite: Completion of, or concurrent enrollment in, CHLD 102. The principles of planning, implementing, and evaluating developmentally appropriate curricula are studied. The course focuses on lesson plans; emerging curricula; scheduling; room arrangement; materials and equipment; individual, small, and large group activities; goals; and the teacher's role in developing curricula and promoting cultural diversity.

CHLD 106 ▼
Creative Activities for the Young Child . . . . . .2 HRS
Experiences and methods for developing self-expression and creativity in the young child are studied. Art, music, rhythm, and movement are emphasized.

CHLD 107 ▼
Language Development and Activities for the Young Child . . . .3 HRS
Language development, its importance, and the adult's role are examined. Students are introduced to a variety of language and literature activities and are assisted in preparing, presenting, and evaluating language activities.

CHLD 108
Guidance in the Early Childhood Classroom . . . . . .2 HRS
Prerequisite: Completion of, or concurrent enrollment in, CHLD 102. The theories of behavior analysis and guidance are introduced and the relationship between careful observation, communication, and effective interaction with children is examined. Techniques and skills will be presented that promote appropriate behavior management.

CHLD 109
Observation & Assessment of Young Children . . . . . .2 HRS
Prerequisite: Completion of, or concurrent enrollment in, CHLD 102. The study of appropriate assessment and observational strategies for children ages birth through eight. Includes field experience in observation.

CHLD 201
Child Development Practicum I . . . . . .3 HRS
Prerequisite: CHLD 102, 108 and 109. This course deals with the practical application of early childhood education principles and theories. Students work with young children in a child care setting under the supervision of a site supervisor and a college course work supervisor.

CHLD 202
Health, Safety & Nutrition for the Young Child . . . . . .3 HRS
Prerequisite: Completion of, or concurrent enrollment in, CHLD 102. Ways to ensure the child's physical well-being are studied. Basic and changing health, safety and nutritional needs are examined, as are methods to meet such needs in group care settings. First aid for children is included.

CHLD 203 ▼
Math and Science for the Young Child . . . . . .2 HRS
This course introduces theoretical and practical concepts related to math and science for the young child. It emphasizes planning and evaluating developmentally appropriate activities and materials.

CHLD 204 ▼
The First Three Years: Brain Development & Its Implications . . .3 HRS
Patterns of growth and development of children from birth to age three are studied. Students examine the needs of infants and toddlers in various child care settings and learn to manage a safe environment and plan stimulating, appropriate activities.

CHLD 205 ▼
Family Day Care Management . . . . . .2 HRS
This course considers issues and responsibilities in providing home day care for infants and young children.

CHLD 206
Child Development Practicum II . . . . . .3 HRS
Prerequisite: CHLD 103, 105 and 201. This course builds on skills and knowledge acquired in CHLD 201 (Child Development Practicum I). The supervised practicum experience in early childhood settings emphasizes practical application of early childhood education principles and theories.

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.

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.

CHLD 209
Child, Family and Community . . . . . .3 HRS
Prerequisite: Completion of, or concurrent enrollment in, CHLD 102. This course focuses on the child within the context of family and community, drawing heavily on the work of Bronfenbrenner and ecology theory. Methods of supporting child, family, and community will be stressed, emphasizing the relationship between the three. Contextual factors such as communication, social policy, community resources, parent-child, and professional-family relationships will be emphasized. Legal consideration and associated responsibilities, criteria and methods for effective parent-teacher communication, and an in-depth study of community resources will be addressed.

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.

CHLD 211
Intro to Family Services I . . . . . .3 HRS
Introduction to and analysis of child and family problems in poverty, health, criminal behavior, education, employment, family life, and welfare and the early intervention organizations and agencies designed to alleviate such problems. Focus on the interrelationships between children, families, community, and society.

CHLD 212
Intro to Family Services II . . . . . .3 HRS
Analysis of family services theory, early intervention agencies, and early intervention programs. Includes construction and analysis of early intervention programs designed to alleviate child and family problems in poverty, health, criminal behavior, education, employment, and welfare.

CHLD 214
Introduction to Early Intervention . . . . . .1 HR
This course identifies early intervention considerations for children aged birth through three who are exceptional in one or more aspects of development. This course explores current issues, including educational and assessment implications for children with special needs, their families, and the community.

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.

CHLD 216 ▼
Early Intervention: Working with Families . . . . . .1 HR
This course identifies effective techniques for working with families of children aged birth through three who are exceptional in one or more aspects of development. The course provides information on strengthening the parent-professional relationship, and on linking parents with appropriate community resources.

CHLD 217
Early Intervention: Assessment . . . . . .1 HR
This course identifies early intervention assessment considerations for children aged birth through three who are exceptional in one or more aspects of development. The course explores current assessment techniques, strengths and weaknesses of different techniques, and effective application.

CHLD 218
Early Intervention: Building an Inclusive Environment . . . . .1 HR
This course will serve early childhood, nursing, and general students and practitioners interested in birth-to-three early intervention issues and applications related to building an inclusive environment.

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.

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.

CHLD 299
Internship in Family Services . . . . . .3 HRS
Supervised work experience in approved training station. This supervised practicum experience in family service settings emphasizes practical application of early childhood and social services principles and theories. Students will attend 14 laboratory hours and one lecture hour per week.

CONSTRUCTION

CNST 101
Building Construction Basics . . . . . .3 HRS
Introduction to the principles, methods, and materials used in the building construction industry.

CNST 103
Building Mechanics . . . . . .3 HRS
This course presents general principles of building mechanics, including pumps and valves, piping, and construction; and how these principles apply to residential and commercial facilities. The student will participate in lab activities and tour various facilities.

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.

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.

COMMUNICATION

COMM 101
Introduction to Oral Communication . . . . . .3 HRS
An introductory course in public speaking, which has the dual goals of helping students understand basic communication principles while also improving their oral communication skills. In this course emphasis is placed upon preparing, selecting, organizing, and delivering oral messages, as well as analyzing and evaluating the speaking/listening process. (GECC C2 900)

COMM 109
Visual Communication . . . . . .3 HRS
Prerequisite: ENGL 101. An introduction to visual literacy by examining images presented in many media including print, photography, fine art, animation and cartoons, film, television, video and multimedia. Covers image processing, theories of visual communication, ethical and cultural issues. Projects will include essays, research, and small group and hands-on activities.

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.

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.

COMM 130
News and Feature Writing . . . . . .3 HRS
Prerequisite: ENGL 101 or consent of the department. An introduction to the basic techniques of news gathering and reporting, including newspaper style, information sources, interviewing, editing and rewriting procedures, and general principles of page make-up for news and feature articles.

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.

COMM 160
Mass Communication . . . . . .3 HRS
A study of the history and development, functions, responsibilities, and economic, social, and cultural impact of mass media of communication including newspapers, books, magazines, film, music, radio, television, and their allied fields of public relations and advertising.

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.

COMM 230
Multimedia Presentations . . . . . .3 HRS
Prerequisite: COMM 101 and DMED 110 or permission of department. Using multimedia and communication skills, students will learn how to design, produce and present projects with digital media. Students will gain skills in effective organization, presentation styles, media aesthetics, program development.

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.

CRJ 101
Introduction to Criminal Justice . . . . . .3 HRS
An examination of the criminal justice system from a historical, developmental, and philosophical perspective. This course focuses on the independent relationships which exist between the police, the courts, and the correctional components of the criminal justice system, and its impact on society.

CRJ 200
American System of Corrections . . . . . .3 HRS
This course familiarizes the student with various correctional alternatives, including institutional, as well as community sanctions. Controversies and emerging trends in corrections will also serve as a focus of the course.

CRJ 201
Understanding Criminology . . . . . .3 HRS
The theoretical and conceptual explanations of the psychological causes of criminal behavior. The study of the causes of crime, participants, victims, community organizations, and society's reaction to the crime and criminals are examined.

CRJ 202
Policing in America . . . . . .3 HRS
A survey of the history of law enforcement, the development of police practices, and the role of police in a democratic society.

CRJ 204
Criminal Law . . . . . .3 HRS
Prerequisite: CRJ 101 or consent of instructor. Survey of criminal law, including the development of substantive and procedural criminal law. Judicial opinions and case law are reviewed to better understand the criminal justice process.

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.

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.

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.

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.

CRJ 224
Probation and Parole . . . . . .3 HRS
Prerequisite: CRJ 101 or consent of instructor. A course that encompasses the history, nature and practice of the probation and parole process. The role, responsibilities and duties of the probation and parole officer will be discussed. Topics will include: specific terms and conditions, legal liability and presentencing investigations.

CRJ 226
Criminal Justice Careers Seminar . . . . . .2 HRS
Prerequisite: Sophomore standing, successful completion, with a grade of C or higher, 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 through the Internet.

COMPUTER SCIENCE

CSCI 101
Introduction to Computer Information Science . . . . . .4 HRS
Prerequisite: Concurrent enrollment in MATH 109 is suggested. This course presents concepts of computer-based systems; computer hardware, software, and organization environments; system categories, delivery modes; systems development methods; career opportunities and responsibilities. This is a lecture course with hands-on experience with microcomputers.

CSCI 110
Microcomputer Database Applications . . . . . .3 HRS
Prerequisite: CSCI 101 or satisfactory score on the CSCI 101 placement exam. Introduction to the design and use of a commercial microcomputer database software. Students use the microcomputer database package to create files and business reports, including file design and maintenance, information retrieval, report generation, and advanced concepts.

CSCI 130
Computer Science I . . . . . .4 HRS
Prerequisite: CSCI 101 with a grade of C or better; MATH 109 with a grade of C or better, or placement. Concurrent enrollment in MATH 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, arrays and sorting, files, and I/O.

CSCI 131
Computer Science II . . . . . .4 HRS
Prerequisite: CSCI 130 with a grade of C or better; MATH 115 with a grade of C or better, or placement. The second in a sequence of courses for majors in computer science. Covers: design and implementation of large-scale problems; abstract data types; inheritance and polymorphism; data structures; dynamic concepts; input and output, and documentation standards.

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.

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 programming tool to solve simple business application and Windows problems. Lectures and programming lab projects emphasize program structure, language syntax, sequential file processing, table handling, sorting procedures and arrays. Structured design, programming and documentation techniques will be emphasized.

CSCI 137
RPG/400 Programming . . . . . .3 HRS
Prerequisite: CSCI 135. This course will teach mid-range system programming techniques using the RPG/400 programming language. The basics of this language will be taught, as well as the advanced techniques such as file update procedures, and various access methods used with disk files. An on-line editing facility enables students to enter and syntactically check their programs.

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.

CSCI 171
Computing for Engineering and Science . . . . . .3 HRS
Prerequisite: MATH 161. 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.

CSCI 220
C Programming . . . . . .3 HRS
Prerequisite: CSCI 131 with a grade of C or better, or equivalent. This course provides a detailed study of the C Programming language. It includes program planning, design methods, C-language procedures, efficient C-programs, and reliable data structures.

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 to provide practical experience with C++ concepts.

CSCI 222
Programming in Pascal . . . . . .3 HRS
Prerequisite: CSCI 131 with a grade of C or better, or equivalent. An introduction to the Pascal programming language to solve simple problems using microcomputers. It includes procedures and functions, branching and loops, arrays and records. Students are also introduced to program error checking, flowcharting, coding and program maintenance techniques.

CSCI 223
Smalltalk 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 the Smalltalk programming language; using a visual editor to build interfaces; object-oriented programming, including classes and objects, inheritance and derived classes, and reusable code. Programming to provide practical experience with the Smalltalk concepts.

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/event-driven 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 concepts.

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. This course is intended to be both an introduction to Java and to be one of a series designed to teach the fundamentals of Java and prepare students for Java Programmer Certification and Java Developer Certification. The course covers fundamental networking programming concepts and helps develop problem-solving skills using an object-oriented/event-driven 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 through JDBC and ODBC. Programming assignments will provide practical experience with Java concepts.

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. This course is intended to be both an introduction to Java and to be one of a series designed to teach the fundamentals of Java and prepare students for Java Programmer Certification and Java Developer Certification. The course covers fundamental graphical programming concepts and helps develop problem-solving skills using an object-oriented/event-driven 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.

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.

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, back-tracking); 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.

CSCI 250
Object-Oriented Analysis & Design . . . . . .4 HRS
Prerequisite: CSCI 131 with a grade of C or better, or equivalent. Algorithmic paradigms (divide and conquer, greedy, dynamic, back-tracking); 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.

CSCI 260
Database Management Systems . . . . . .3 HRS
Prerequisite: CSCI 110 and NETW 160. 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.

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.

COMPUTER TECHNOLOGY

CTEC 169
Computer Security & Computer Crime . . . . . .3 HRS
Prerequisite: NETW 160. Analytical and critical examination of crime and security issues with an emphasis on their relevance to contemporary views on crime and security under changing technology.

DIGITAL MEDIA

DMED 101
Introduction to Digital Media . . . . . .3 HRS
An intensive, hands-on survey of state of the art multimedia technology and theory. Students will investigate graphic design, hypercard production, sound and navigation principles as well as visual literacy and the impact of multimedia on learning and social concerns. Basic computer skills will be expected in the areas of word processing, graphic and paint programs. Students will also analyze the impact of multimedia on learning, teaching and perception.

DMED 110
Web Page Development . . . . . .3 HRS
An introduction to the World Wide Web on the Internet and its uses as a communication tool. The course will cover essential terms and technologies, creating Web pages, critiquing Internet content and a review of ethical and legal issues. Basic computer skills will be expected, especially with word processing and graphic programs. DMED 110 is designed to appeal to students interested in studying the Internet and its many facets and specifically creating pages that can be viewed on the World Wide Web through various viewers, such as Netscape Communicator or Microsoft Explorer. Course covers HTML coding as well using HTML editors to create content. Students learn basics of image manipulation. Continuing emphasis on successfully communicating through the Web, especially considering design and interactivity.

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, Macromedia Freehand 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.

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.

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 Internet and CD-ROM. 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 Macromedia Director and Flash will be used as well as image editing programs Adobe Photoshop and Macromedia Freehand. Students should be experienced with image editors, graphic design and Web design.

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.

DMED 170
Advanced Web Technologies I . . . . . .3 HRS
Prerequisite: DMED 110 with a grade of C or better and completed or concurrent enrollment in CSCI 130. Introduction to Active Server Pages (ASP) and scripting. Covers basic programming techniques, basic database techniques, and introductory Visual Basic Scripting.

DMED 210
Advanced Web Page Design . . . . . .3 HRS
Prerequisite: DMED 150 or permission of instructor. Students will use skills built in DMED 110, DMED 150 and DMED 170 to 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. In addition to in-class work, students will be teamed with organizations to develop Web sites for those organizations. Development tools, including Macromedia Dreamweaver and Flash will be used as well as image editing programs Adobe Photoshop and Macromedia Freehand. Students should be capable graphic designers and have experience with image editors, Web design tools and interactive authoring tools.

DMED 250
Preparing Print Publications . . . . . .3 HRS
Prerequisite: DMED 101 and DMED 120, or permission of instructor. 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.

DMED 260
Computer Animation . . . . . .3 HRS
Prerequisite: DMED 101 and DMED 120, or permission of instructor. 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.

DMED 270
Advanced Web Technologies II . . . . . .3 HRS
Prerequisite: DMED 170 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.

DMED 280
XML for Web Developers . . . . . .3 HRS
Prerequisite: DMED 170 or permission of instructor. An introduction to the evolving technology of XML. Students will be introduced to the technology and how it has evolved from SGML, and they will learn to use XML to define the structure of their Web documents. Emphasis will be placed on using XML to format information for delivery across a number of Internet-enabled devices.

DMED 290
Advanced Media Production . . . . . .3 HRS
Prerequisite: DMED 145, DMED 210, and/or concurrent enrollment in DMED 260. This course builds on the skills learned in other Digital Media courses, such as video production, motion graphics, computer animation, and Web page design. Students will complete projects on a weekly basis in a realistic production environment. They will create and maintain their own section of a continually updated Web site, with content they conceive, write, produce, and post.

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.

DMED 297
Independent Study in Digital Media . . . . . .1-4 HRS
Prerequisite: DMED 145, DMED 210, and/or concurrent enrollment in DMED 260. This course builds on the skills learned in other Digital Media courses, such as video production, motion graphics, computer animation, and Web page design. Students will complete projects on a weekly basis in a realistic production environment. They will create and maintain their own section of a continually updated Web site, with content they conceive, write, produce, and post.

DMED 299
Digital Media Internship . . . . . .1-3 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.

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.

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.

EARTH SCIENCE

EASC 111
Environment Earth . . . . . .3 HRS
Topics course for non-science majors who desire a physical science understanding of environmental concerns. Topics may include: ground water, air quality, land management, nuclear energy, and solid waste disposal. An optional lab (EASC 122) will apply physical science principles to lecture material. (GECC P1 905)

EASC 121
Introduction to Earth Science . . . . . .3 HRS
An introductory physical science class that surveys the fields of geology, oceanography, atmospheric science, and astronomy. An optional lab (EASC 122) will apply earth science principles to lecture material. Environmental concerns will be discussed in this class. Suitable for students with minimal course work in the sciences and mathematics. (GECC P1 905)

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)

EASC 151
Introduction to Weather . . . . . .4 HRS
Prerequisite: Credit or concurrent enrollment in MATH 087. Survey of atmospheric processes, structure, and composition. A two-hour lab each week will focus on variables that influence day-to-day weather conditions. Atmospheric environmental concerns will be discussed. (GECC P1 905L)

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)

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)

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.

ECONOMICS

ECON 101 
Principles of Microeconomics . . . . . .3 HRS
Microeconomics, including utility, supply and demand, and product and resource pricing with specific emphasis on associated problems of American economy. (GECC S3 902)

ECON 102 
Principles of Macroeconomics . . . . . .3 HRS
Introduction to the American economic system with emphasis on macroeconomics, including national income accounting, employment theory, and fiscal and monetary policies. (GECC S3 901)

ECON 220
Comparative Economic Systems . . . . . .3 HRS
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.

EDUCATION

EDUC 101
Introduction to American Education . . . . . .3 HRS
This course provides an overview of American education. Major topics include current trends, issues, and policies; teaching as a profession; federal, state, and local influences; curriculum; historical and philosophical foundations; organization, finance, and structure; and the basics of active learning. By studying these foundations, prospective teachers acquire an appreciation for the teaching profession, begin to formulate a personal philosophy of education, and gain insight into the appropriateness of teaching as a viable career option.

EDUC 102
Education Field Experience . . . . . .1 HR
EDUC 102 provides an in-depth study of classroom practices in the subject and age category in which the students are planning to teach. Students will observe 45 hours of classroom instruction in their area of interest. Students will attend a seminar once a week to discuss their in-class experience.

EDUC 105
Introduction to Special Education . . . . . .3 HRS
This course provides an introduction to educating exceptional students at the elementary level. Topics studied include the fundamentals of the field of special education, the characteristics of various categories of exceptionality, the instructional strategies requisite for accommodating the needs of exceptional students, and the delivery of special education services.

EDUC 120
Educational Psychology . . . . . .3 HRS
This course provides an introduction to the psychological theories and research informing effective educational practices. Topics studied include biological, cognitive and social development; behavioral, cognitive and motivational theories of learning; individual differences concerning background, culture and gender; instructional and behavioral management strategies to promote learning in various situations; and approaches to assessing educational performance.

EDUC 200
Instructional Technology . . . . . .3 HRS
This course is designed to introduce current and future educators and trainers to the use of instructional technologies. Students will be exposed to a wide variety of teaching tools that can be incorporated into the classroom.

EDUC 210
Using Computers in Education . . . . . .3 HRS
This course is designed to introduce current and future educators and trainers to the foundations and applications of educational computing.

EDUC 215
On-line Teaching . . . . . .3 HRS
This course is designed to introduce current and future educators and trainers to methods and practices employed in on-line teaching and training.

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.

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.

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 (NECA) National Electrical Contractors Association. Topics include AC and DC circuits, various wiring systems, and safety precautions.

ELAP 121
Electrician Apprentice III . . . . . .4 HRS
Prerequisite: ELAP 112. Course introduces the effective use of meters and test equipment. Components to be studied include transformers, capacitors, and rectifiers. Related math and safety topics are included as topics.

ELAP 122
Electrician Apprentice IV . . . . . .4 HRS
Prerequisite: ELAP 121. Course includes National Electric Code, applied science and math, sketching schematics, rigging, fire alarm systems, and basic refrigeration and air conditioning.

ELAP 127
Electrician Apprentice Residential III . . . . . .4 HRS
Prerequisite: ELAP 112. This course is a study of various terms, wiring tasks, wiring methods, materials, and associated NEC requirements as appropriate for residential wiring.

ELAP 128
Electrician Apprentice Residential IV . . . . . .4 HRS
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.

ELAP 131
Electrician Apprentice V . . . . . .4 HRS
Prerequisite: ELAP 122. Explores advanced electrical theory related to AC current, electrical and mechanical specifications, protective control, and starter relays.

ELAP 132
Electrician Apprentice VI . . . . . .4 HRS
Prerequisite: ELAP 131. Covers troubleshooting electrical circuits, equipment, complex circuits and controls, and application of the National Electrical Code.

ELAP 137
Electrician Apprentice Residential V . . . . . .4 HRS
Prerequisite: ELAP 128. Introduces the students to residential wiring practices and methods, the NEC requirements and residential blueprint interpretations. Topics include standard residential wiring procedures and practices, NEC requirements, wiring diagrams, and wiring layouts. Upon completion, students should be able to read blueprints and know most code requirements.

ELAP 138
Electrician Apprentice Residential VI . . . . . .4 HRS
Prerequisite: ELAP 137. Provides the student with information on how to interpret residential blueprints, wiring diagrams, and layouts and will teach them to wire many different circuits in accordance with the National Electric Code. Emphasis is placed on applying the National Electric Code and actual wiring of panels, service and branch circuits. Upon completion, students should be able to interpret and wire most aspects of a residential application to code.

ELAP 141
Electrician Apprentice VII . . . . . .4 HRS
Prerequisite: ELAP 132. Course will cover topics related to the installation of fiber optics, the general principles of industrial motor controls, and power generation. There will be strong emphasis placed upon measurement within these topics.

ELAP 142
Electrician Apprentice VIII . . . . . .4 HRS
Prerequisite: ELAP 141. Studies digital electronics and logical controllers typical to industry. Code calculations relative to industrial settings. There will be strong emphasis placed upon measurement within these topics.

ELAP 151
Electrician Apprentice IX . . . . . .4 HRS
Prerequisite: ELAP 142. Introduces steps and practical experience in fire alarm system and smoke detector start-up procedures, with an introduction to digital instrumentation.

ELAP 152
Electrician Apprentice X . . . . . .4 HRS
Prerequisite: ELAP 151. Evaluates installation methods and design of control systems, such as: motion detectors, (PLC) Programmable Logic Controllers, timers and counters. Calculating capacities for high voltage systems.

ELAP 211, 212, 221, 222, 231, 232, 241, 242, 251, 252
Electrician Internship - Semesters 1-10 . . . . . .1 HR Each
Prerequisite: Admission to the IBEW Electrician Apprenticeship Program. The electrician internship is to be repeated each semester throughout the (5) five years of the electrical apprenticeship program. This course is designed to offer the apprentice valuable field experience.

ELECTRONICS TECHNOLOGY

ELTC 102
DC Electronics . . . . . .3 HRS
Prerequisite: Concurrent enrollment in TMAT 103 or MATH 109 suggested. The course 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 are applied to DC circuits. Laboratory experiences complement the theories studied and allow students to use test instruments and measuring techniques.

ELTC 103
AC Electronics . . . . . .3 HRS
Prerequisite: Concurrent enrollment in TMAT 103 or MATH 109 suggested. 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.

ELTC 206
Digital Electronics . . . . . .3 HRS
Prerequisite: ELTC 102 and ELTC 103. Digital Electronics is the study of operation, characteristics, and applications of discrete and integrated solid state devices in selected 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.

ELTC 207
Solid State Electronics . . . . . .3 HRS
Prerequisite: ELTC 102 and ELTC 103. The course is a study of the operation, characteristics, and applications of linear, solid state devices. Course topics include semiconductor theories, approximations, and circuits; transistors in terms of characteristics, switches, and amplifiers.

ELTC 212
Automation & Control Electronics . . . . . .3 HRS
Prerequisite: ELTC 206 and ELTC 207. This course is a study of some of the different ways electronics are used in industrial automation and control systems. Students study control devices and circuits, generators and motors, fluid-power principles and devices, and transducers and sensors. Microprocessor controllers used in automated manufacturing, and manufacturing automation is studied. Students also will study the interfacing of these controllers between user interface and automated equipment. The course culminates with a group project.

ELTC 220
Data Communications . . . . . .3 HRS
Prerequisite: ELTC 206 or NETW 160. This course is an introduction to the operation, characteristics, and applications of analog and digital data communications. Topics include electromagnetic signals, optical media, analog and digital modulation forms, and telecommunication modes. This course provides a knowledge base of current data communications concepts and terminology as well as introducing emerging technologies in the data communication field.

EMERGENCY MEDICAL SERVICES

EMT 101
Emergency Medical Technician - Basic . . . . . .8 HRS
Prerequisite: Healthcare Provider CPR certification. An introduction to the principles and practices of pre-hospital emergency care based upon the most recent U.S. Department of Transportation National Highway Traffic Safety Administration 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 eligible to take the Illinois State or National Registry EMT-Basic licensure exam.

EMT 220
EMT - Intermediate I . . . . . .11 HRS
Prerequisite: EMT 101; completion of MATH 087 with a grade of C or higher or placement in MATH 096 or higher; acceptance into the Advanced Level EMT Training Program. Students may be required to purchase malpractice insurance. EMT 220 is first of a two-semester training program designed for students seeking EMT-Intermediate licensure. Successive completion of both EMT 220 and EMT 221 will qualify students for field preceptorships and licensure examinations. EMT 220 describes the intermediate's role and unique aspects of the pre-hospital environment, provides an introduction to advanced patient assessment and emergency care, advanced airway management, shock, and emergency pharmacology. A thorough presentation of trauma management and respiratory emergencies completes the semester. The course combines lecture, practical exercises, and hospital and field clinical rotations to facilitate student learning.

EMT 221
EMT - Intermediate II . . . . . .11 HRS
Prerequisite: EMT 220 and acceptance into the Advanced Level EMT Training Program. Students may be required to purchase malpractice insurance. EMT 221 is the second of a two-semester training program designed for students seeking EMT-Intermediate licensure. Successive completion of both EMT 220 and EMT 221 will qualify students for field preceptorships and licensure examinations. EMT 221 begins with an in-depth look at the cardiovascular system, introducing students to electrophysiology and cardiac rhythm interpretation, cardiovascular pharmacology, and techniques of managing cardiovascular disorders. Emergencies unique to pediatric and geriatric patients are addressed, as are those involving endocrine, allergic, toxicological, obstetric, gynecological, and behavioral presentations. Students may expect a lecture format with practical skills applications in classroom, hospital, and field venues.

EMT 230
EMT - Paramedic I . . . . . .5.5 HRS
Prerequisite: IL EMT-Basic or EMT-Intermediate license; BIOL 121 or equivalent. First in a sequence of four 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 operations. Didactic formats include lecture and group learning.

EMT 231
EMT - Paramedic II . . . . . .11 HRS
Prerequisite: EMT 230. Second in a sequence of four courses designed to prepare students for EMT-Paramedic licensure. Students must successfully complete all courses to qualify for licensure examinations. EMT 231 utilizes cognitive, psychomotor, and affective standard objectives specified in the U.S. Department of Transportation 1998 EMT-Paramedic National Standard Curriculum. Students are exposed to airway management and ventilation, patient assessment, and trauma divisions of the curriculum, including advanced airway care, advanced patient assessment and physical examination techniques, and advanced care and management of traumatized victims. The semester concludes with a look at special needs patients. Didactic formats include lecture and group learning.

EMT 232
EMT - Paramedic III . . . . . .11 HRS
Prerequisite: EMT 231. Third in a sequence of four courses designed to prepare students for EMT-paramedic licensure. Students must successfully complete all courses to qualify for licensure examinations. EMT 232 utilizes cognitive, psychomotor, and affective standard objectives specified in the U.S. Department of Transportation 1998 EMT-Paramedic National Standard Curriculum. The curriculum's medical division is presented this semester with an emphasis on cardiac emergencies. Students learn to recognize dysrhythmias, administer cardiac medications, and assess and manage cardiovascular disorders. Respiratory, endocrine, toxicological, and neurological emergencies among others are discussed with emphasis on assessment-based management techniques. Didactic formats include lecture and group learning.

EMT 233
EMT - Paramedic IV . . . . . .5.5 HRS
Prerequisite: EMT 232. Last in a sequence of four courses designed to prepare students for EMT-paramedic licensure. Students must successfully complete all courses to qualify for licensure examinations. EMT 233 utilizes cognitive, psychomotor, and affective standard objectives specified in the U.S. Department of Transportation's 1998 EMT-Paramedic National Standard Curriculum. Neonatal, pediatric, and geriatric emergencies are explored in this course, emphasizing assessment-based management and treatment regimens for each type of patient. Didactic formats include lecture and group learning.

ENGL 090
Writing Fundamentals I . . . . . .3 HRS
An intensive preparatory writing course designed to promote fluency in writing and self-confidence in the student. Writing Fundamentals is an intensive introduction to the basics of a process approach to reading and writing. With a focus on reading and textual production, ENGL 090 will enable students to develop sensitivity to the uses of the English language in public and academic discourses. Course grades will be determined by portfolio assessment.

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.

ENGL 095
Writing Skills Review II . . . . . .3 HRS
Prerequisite: Satisfactory score on English placement exam, successful completion of ENGL 094 (grade of "C" or better), or consent of department. 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 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.

ENGL 096
Writing Skills Reinforcement . . . . . .3 HRS
Prerequisite: Satisfactory score on English placement exam and concurrent enrollment in an appropriate section of ENGL 101. An intensive tutorial for students with borderline scores on the placement test for ENGL 101. Reviews grammatical and syntactic principles to enable students to write confidently and with success at the college level.

ENGL 101 
Composition I . . . . . .3 HRS
Prerequisite: Successful completion of ENGL 095 (grade of "C" or better) at HCC, satisfactory score on English placement exam, or consent of the department. (Placement in ENGL 101 presupposes competence in English grammar, mechanics, punctuation, and spelling.) An introduction to college-level writing, with training in the skills needed at each phase of the writing process, including generating ideas about a topic, determining a purpose, forming a controlling idea, analyzing the needs of your audience, organizing and planning your writing, and composing effective sentences, paragraphs, and essays. ENGL 101 is intended to prepare students to write effectively for a variety of audiences and purposes. A research paper is required. Course grades will be determined by portfolio assessment. (GECC C1 900)

ENGL 102 
Composition II . . . . . .3 HRS
Prerequisite: Successful completion of ENGL 101 (grade of "C" or better) or equivalent. A continuation of ENGL 101, providing further practice in the skills developed in that course, but with an emphasis on the rhetorical strategies used in academic and professional/occupational writing situations including logical analysis, critical thinking, the interpretation and evaluation of primary and secondary sources, and the conventions of academic discourse. A research paper is required. Course grades will be determined by portfolio assessment. (GECC C1 901)

ENGL 106
Business Writing . . . . . .3 HRS
A course in writing for business, with an emphasis on the rhetorical and analytical strategies needed for the writing of various kinds of letters, reports, memoranda, and presentations. This course provides training and practice in planning, composing, designing, and formatting written materials of all types and lengths.

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.

ENGL 111 
Introduction to Literature . . . . . .3 HRS
Prerequisite: Completion of or concurrent enrollment in ENGL 101 is strongly recommended. Reading and discussion of representative works from the major genres, with the aim of providing competence in critical reading and analysis, knowledge of formal characteristics, and appreciation of literary excellence. (GECC H3 900)

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)

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)

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)

ENGL 118
Children's Literature . . . . . .3 HRS
Prerequisite: Completion of or concurrent enrollment in ENGL 101 is strongly recommended. An introduction to a wide variety of children's literature, including such genres as fantasy, fairy tales, folklore, myths and legends, poetry and nonsense rhymes, adventure-quest narratives, biographies, historical fiction, speculative fiction, etc. Although the main focus of this course is on literature written for children and young people, the course will also contrast these works with literature written about children but intended primarily for an adult audience. The course encourages critical thinking and the development of analytical skills that are used in the understanding of children's literature.

ENGL 206
Creative Writing . . . . . .3 HRS
An introductory course in writing in the principal belletristic 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.

ENGL 211
Studies in Literature . . . . . .3 HRS
Prerequisite: Completion of or concurrent enrollment in ENGL 101 is strongly recommended. An introductory literature course with variable content that emphasizes literary genres such as sports literature, science fiction, or the literature of war. Students will critically interpret and analyze various phenomena of culture as they are represented in literary texts. The course will be multi-media in approach, and students may also read biographical, historical, sociological, psychological, and philosophical writings which illuminate the literature (fiction, poetry, and drama) that will provide the focus of the class. Because topics and authors studied will change each semester, ENGL 211 may be repeated for a total of six credits.

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)

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)

ENGL 241
Survey of English Literature I . . . . . .3 HRS
Prerequisite: Completion of concurrent enrollment in ENGL 101 is strongly recommended. Development of English literature from its beginnings to roughly 1790. (GECC H3 912)

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)

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)

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)

ENGL 270
African Literature . . . . . .3 HRS
Prerequisite: Completion of or concurrent enrollment of ENGL 101 is strongly recommended. Discussion and analysis of African Literature from the ancient Egyptian to the present. (GECC H3 908N)

ENGL 271
Asian Literature . . . . . .3 HRS
Prerequisite: Completion of or concurrent enrollment in ENGL 101 is strongly recommended. Reading and analysis of representative masterpieces from Asia. (GECC H3 908N)

ENGL 272
Latin American & Caribbean Literature . . . . . .3 HRS
Prerequisite: Completion of or concurrent enrollment in ENGL 101 is strongly recommended. Reading and analysis of representative masterpieces from Latin America and the Caribbean. (GECC H3 908N)

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.

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.

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.

ENGLISH AS A SECOND LANGUAGE

ESL 080
Communicating in English I . . . . . .3 HRS
Prerequisite: Placement by assessment. This course is designed for non-native English speakers. Students may possess limited or no oral proficiency in English and may or may not read or write in their primary language. This course focuses on the development of functional English skills with a particular emphasis on speaking and listening comprehension.

ESL 090
ESL Conversation I . . . . . .3 HRS
Prerequisite: Placement by assessment. The course is designed for non-native English speakers. Students will participate in speaking and listening activities as well as reading and writing activities. Class assignments will help prepare students for further academic coursework in English.

ESL 091
ESL Reading I . . . . . .3 HRS
Prerequisite: Placement by assessment. This course is designed for non-native English speakers who need to improve English reading skills in preparation for further academic coursework in English. The course focuses on comprehension and vocabulary development reinforced by practical application.

ESL 092
ESL Writing I . . . . . .3 HRS
Prerequisite: Placement by assessment. This course is designed for English as second language learners who need to improve English writing skills in preparation for further academic coursework in English. The course covers skills such as basic sentence formation, and use of tense and voice, as well as addressing grammar and specific second language issues.

FAMILY AND COMMUNITY

FACS 201
Family and Community . . . . . .3 HRS
This course will utilize psychological, sociological, anthropological, political, historical, and economic theory to analyze the relationships between families and their cultural environment. An emphasis will be placed on exploration of the cultural myths circulating around contemporary notions of family. The course will incorporate service learning as a tool to acquire knowledge and skills.

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 905)

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 905)

FILM 216
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 216 may be repeated for a total of six credits.

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.

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.

GED

GED 060
GED Test Preparation . . . . . .3 HRS
Prerequisite: Placement by assessment. This course will introduce students to the GED exam. Through individualized lesson plans students will focus studies in the areas of Reading, Writing, Social Studies, Science, and Math. In some circumstances, students might also build computer skills, expand their knowledge of workplace skills, and/or focus specifically on developing basic literacy skills.

GED 065
GED Review . . . . . .3 HRS
Prerequisite: Placement by assessment. Through individualized lesson plans students will focus studies in the areas of Reading, Writing, Social Studies, Science, and Math. In some circumstances, students might also build computer skills, expand their knowledge of workplace skills, and/or focus specifically on study skills and test-taking skills. Additionally, students will become familiar with the registration process for the GED exam, and will fulfill the Constitution testing requirement, if necessary.

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.

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.

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.

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.

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 English 094 is strongly recommended.

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.

GEOGRAPHY

GEOG 101
World Geography . . . . . .3 HRS
A study of world geographic structures and regions particularly as they relate to world cultures. Includes human origins and distribution, population, migration, health, climate, culture, language, settlements, industry, and agriculture. (GECC S4 900N)

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)

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.

GERMAN

GERM 101
German I . . . . . .4 HRS
A beginning course in German, with emphasis on the development of basic listening, speaking, reading, and writing skills. Basic vocabulary, essentials of German grammar and syntax, correct pronunciation and intonation, and the use of actual speech patterns are covered. Students with two or more years of high school German should not enroll in GERM 101.

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

HEBREW

HEBR 101
Hebrew I . . . . . .4 HRS
An introduction to biblical and modern Hebrew, emphasizing skills in reading, reading comprehension and basic vocabulary, simple writing, and systematic study of grammatical structures. The original Hebrew biblical text will be used along with other reading selections. Students will acquire a basic knowledge of the language along with some knowledge of the culture.

HISTORY

HIST 101
Western Civilization to 1500 . . . . . .3 HRS
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 event 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)

HIST 102
Modern Western Civilization . . . . . .3 HRS
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)

HIST 107
Survey of British History I . . . . . .3 HRS
Survey of British History from the early Britons to 1714. Topics covered include early Britons and Roman invasions, emergence of England, Norman Conquest and relation with Europe, conquest of Wales, wars between England and Scotland, the War of the Roses, Henry VIII and English Reformation, 1688 Revolution, Parliament, and rise of the House of Windsor.

HIST 108
Survey of British History II . . . . . .3 HRS
Survey of British History from 1714 to present. Topics covered include Whigs, Tories, and Walpole as "first Prime Minister," Scotland, Wales and "Celtic Nationalism," the Irish Question, growth of the British Empire in India and North America, American Revolution, Industrial Revolution, Gladstone, Disraeli and Victorian Britain, the rise of the Labour Party, the Irish Revolution, the Common Market, and Britain today.

HIST 135
History of the US to 1865 . . . . . .3 HRS
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)

HIST 136
History of the US Since 1865 . . . . . .3 HRS
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)

HIST 150
Latin American History . . . . . .3 HRS
The history of Latin America from Pre-Columbian civilizations to the present will be covered. Special emphasis will be placed on developing historical and cultural understanding of the nations that emerged in the 19th century and their growth and development to the present. This course utilizes a comparative approach to political, economic, and social history. (GECC S2 910N)

HIST 210
African-American History . . . . . .3 HRS
Prerequisite: ENGL 101 or equivalent 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.

HIST 240
History of the American Frontier . . . . . .3 HRS
Westward movement and the influence of the frontier on American life and institutions are covered. Focus on local and Midwestern context.

HIST 255
The Russian Empire, 1890 to Present . . . . . .3 HRS
Learn of historical forces which led to the rise and fall of the USSR. Topics include extension into the Far East, the Russo-Japanese War, the overthrow of the Czar, the Revolution of 1917, Stalinism, World War II expansion of the Empire, the Cold War and military build-up, Perestroika, and recent revolutions in the Republics.

HIST 259
History of Illinois . . . . . .3 HRS
This course presents Illinois history from the earliest times to the present. Includes political, economic, social, cultural, educational, and constitutional developments.

HIST 261
Non-Western Civilization I . . . . . .3 HRS
This course is designed as an introduction to the study of non-western civilizations from their earliest origins to the early to mid-seventeenth century. The cultural, political, economic, and social roots will be explored. An appreciation of the organizing principles and philosophical and religious tenets of these diverse civilizations will be developed through in-depth readings on selected topics in all of the following areas: East Asian, South Asian, Western and Central Asian, African, and native American. (GECC S2 904N)

HIST 262
Non-Western Civilization II . . . . . .3 HRS
This course is designed as an introduction to the study of non-western civilizations from the late fifteenth century to the present. The cultural, political, economic, and social roots will be explored. An appreciation of the organizing principles and philosophical and religious tenets of these diverse civilizations will be developed through in-depth readings on selected topics in all of the following areas: East Asian, South Asian, Western and Central Asian, and African. (GECC S2 905N)

HIST 288
What Is Race? . . . . . .3 HRS
Prerequisite: ENGL 101 or equivalent with a grade of C or better. The course explores the historic and scientific context of scientific inquiries into race. Topics include: scientific and pseudo-scientific concepts related to definitions of race, the ranking of races, eugenics, the development of scientific racism, and refutations of scientific racism.

HEALTH

HLTH 101
Heartsaver CPR . . . . . .0.5 HR
The Heartsaver CPR Course has no specific prerequisites. Individuals taking this course should be interested in learning cognitive and motor skills to meet performance criteria in adult, child, and infant CPR and relief of foreign-body airway obstruction (FBAO). This course is designed for lay rescuers particularly those who are expected to respond to emergencies in the workplace, including security guards, firefighters, police, and other lay responders who are required to obtain a credential documenting completion of a CPR course.

HLTH 103
Heartsaver AED . . . . . .0.5 HR
The Heartsaver AED Course has no specific prerequisites. Heartsaver AED, a comprehensive course for the first responder, is designed to teach cardiopulmonary resuscitation (CPR), use of an automated external defibrillator (AED), and relief of foreign-body airway obstruction (FBAO) to all lay rescuers, particularly those who are expected to attend a CPR course for the workplace or to participate in a public access defibrillator program at home or in the community.

HLTH 104
BLS for Healthcare Providers . . . . . .0.5 HR
The American Heart Association (AHA) BLS (Basic Life Support) 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.

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.

HLTH 111
Pathophysiology . . . . . .3 HRS
Prerequisite: Completion or concurrent enrollment in BIOL 182. An introduction to the current understanding of disease processes across the life span. Examines the major health problems in the United States, emphasizing etiology, risk factors, gender differences, physiologic changes of specific diseases, and treatment approaches.

HLTH 116
Effects of Chemical Substances on Health . . . . . .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.

HLTH 120
Nutrition . . . . . .3 HRS
Principles and concepts of nutrition will be emphasized along with the functions and sources of nutrients. Factors affecting nutrition throughout the life span, potential nutritional problems, and nutritional planning will be studied.

HLTH 125
Nutrition for Health Care Majors . . . . . .3 HRS
Prerequisite: Completion or concurrent enrollment in BIOL 182. Introduces the role nutrition plays in health maintenance and disease management. Includes essential nutrients, their function, and dietary sources; food and nutrition issues and applications throughout the life cycle; and diet therapy for specific disease states. Introduces nutrition screening, assessment, and counseling.

HLTH 201
Community Public Health . . . . . .3 HRS
Introduces the political, cultural, and economic principles and concepts of health and disease relative to community living. Including the study of provision of healthcare, community health programs, healthcare reform, and community health for specific populations.

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 1. develop a greater knowledge of health topics and 2. 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.

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 health care 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.

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.

HUMA 101
Introduction to the Humanities . . . . . .3 HRS
An introduction to major art forms, including music, literature, theatre, film, painting, sculpture, and architecture. Each of these arts will be considered by examining the constituent elements and formal qualities that are characteristic of the art form, as well as by studying their relationships to one another and to the societies from which they developed. (GECC HF 900)

HUMA 201
Western Humanities I . . . . . .3 HRS
Prerequisite: ENGL 101 or equivalent with a grade of C or better. Discussion and analysis of major cultural achievements of the Western tradition, as expressed in philosophy, religion, art, music, and literature, from earliest times to the Renaissance. Broadly interdisciplinary in approach, this course emphasizes not only the connections between those artistic and literary expressions that Western society has traditionally regarded as significant and the socio-political, economic, and historical conditions that in part gave rise to them, but also the continuing role for the idea of tradition itself as a factor in the intellectual heritage of the West. (GECC HF 902)

HUMA 202
Western Humanities II . . . . . .3 HRS
Prerequisite: ENGL 101 or equivalent with a grade of C or better. Discussion and analysis of major cultural achievements of the Western tradition, as expressed in philosophy, religion, art, music, and literature, from the Renaissance to modern times. Broadly interdisciplinary in approach, this course emphasizes not only the connections between those artistic and literary expressions that Western society has traditionally regarded as significant and the socio-political, economic, and historical conditions that in part gave rise to them, but also the continuing role for the idea of tradition itself as a factor in the intellectual heritage of the West. (GECC HF 903)

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)

HUMA 213
Civilization and Culture of Latin America . . . . . .3 HRS
Prerequisite: ENGL 101 or equivalent with a grade of C or better. Interdisciplinary survey of the significant intellectual and artistic achievements of several Latin American cultures through selected works of literature, philosophy, visual art, and music and other performing arts, as well as a comparative examination of their values, motifs, and aesthetics with those of other cultural expressions. (GECC HF 904N)

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.

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.

HUMA 250
Classical Mythology . . . . . .3 HRS
Prerequisite: ENGL 101 or equivalent with a grade of C or better. An interdisciplinary introduction to classical Greek and Roman mythology, from the myths of creation to the legends of gods and heroes. Myths and legends are related not only to their own time and culture but are traced through the later art and culture of Western civilization—through their expression in literature, painting, sculpture, music, and film—revealing how they have influenced thought, art, and cultural events that are still with us today. (GECC H9 901)

HUMA 276
The American Experience . . . . . .3 HRS
Prerequisite: ENGL 101 or equivalent with a grade of C or better. An interdisciplinary introduction to American culture from its origins to the present time, including readings from and discussions of American history, literature, philosophy, painting, architecture, music, and other arts. (GECC H9 903D)

HUMA 290
Culture and Science . . . . . .3 HRS
Prerequisite: ENGL 101 or equivalent with a grade of C or better. Interdisciplinary study tracing the interrelation between culture and science and the impact of science and the natural world on philosophy, religion, and art from ancient to contemporary civilizations. This study includes both classroom and field experiences.

HUMA 299
Internship in the Humanities & Fine Arts . . . . . .1-6 HRS
Prerequisite: Completion of or enrollment in 12 semester credit hours. Supervised field experience in a variety of settings related to the humanities and/or fine arts, including educational institutions, governmental agencies, businesses, and public and private museums, art galleries, and performance centers. Students will receive on-the-job experience in a volunteer or paid capacity for at least five hours a week (a total of 75 hours a semester equals on internship credit hour) to gain practical skills and experience. Work experience must be approved in advance by the internship coordinator.

INDEPENDENT STUDY

INDP 297
Independent Study . . . . . .1-6 HRS
Prerequisite: Completion of ENGL 101 with a grade of C or better. ***(This prerequisite may be waived with permission of the chair of the division in which the study is undertaken.)*** Advanced study, special project, or experiment, under supervision of an instructor, in an area of special interest to the student. This course provides an opportunity for students to do more advanced or extended work in a subject than current course offerings allow. A minimum of 45 hours of combined classroom/laboratory and supervised study time is required for each hour of credit. A plan, containing information about the nature of the study, criteria for evaluation, semester hours assigned, name of the faculty advisor assigned, and the division chair's approval must be submitted prior to registration. This plan, along with a copy of the course project and the faculty member's assessment report, will remain on file in the division office. The student's transcript will show the discipline in which the independent study was completed, and it will identify the subject of the study. INDP 297 may be repeated once for a total of no more than 6 semester hours credit in independent study.

INSURANCE

INSR 115
Life and Health Insurance I . . . . . .3 HRS
Provides students with an introduction to the principles of insurance, the process of becoming insured, and the policy owner's contractual rights. The course includes information on the features of individual and group life insurance, health insurance, and annuity products. In addition, this course is designed to prepare the student to successfully sit for the Fellow, Life Management Institute (FLMI) 280 examination.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

JAPN 201
Japanese III . . . . . .4 HRS
Prerequisite: JAPN 101 and 102. Intensive practice in conversation and composition, combined with a review of grammatical and syntactic principles to improve speaking skills, oral composition, and the reading and writing of Romaji script, additional kan'ji , and the kana syllabaries.

JAPN 202
Japanese IV . . . . . .4 HRS
Prerequisite: JAPN 101, 102, and 201. Continued practice in oral and written expression, with an emphasis on the development of vocabulary and syntax necessary for sustained conversation in Japanese. A final review of grammar is combined with composition exercises based on readings about Japanese culture and society. (GECC H1 900)

LATIN

LAT 101
Latin I . . . . . .4 HRS
A beginning course in Latin, emphasizing the acquisition of grammatical skills and vocabulary and the development of reading and writing ability. The course will also encourage reading aloud with correct pronunciation and will include adjunct material concerning life and letters in ancient Rome. Students with two or more years of high school Latin should not enroll in LAT 101.

LAT 102
Latin II . . . . . .4 HRS
Prerequisite: LAT 101. A continuation of Latin I, with an emphasis on the acquisition of further and more complex grammatical skills as well the development of students' vocabulary in order to enhance reading and writing ability. The course will also continue to develop the skill of reading aloud and will include further adjunct material concerning life and letters in ancient Rome. Students with one or two years of high school Latin may enroll in LAT 102.

MAINTENANCE

MAIN 101
Industrial Electricity and Systems . . . . . .3 HRS
Prerequisite: TMAT 103 or instructor approval. Industrial Electricity and Systems is a basic course in the operation, characteristics, and applications of industrial electricity and industrial systems. This course covers function and practice of industrial controls in systems such as fluid power, mechanical, and electrical. This course stresses the theory and practice of industrial electricity as it relates to industrial systems and other technological fields.

MAIN 102
Industrial Mechanical Systems . . . . . .3 HRS
This course examines general mechanical and physics principles and how they apply to common industrial mechanical devices. Students will also experience hands-on sessions where they will install and maintain equipment.

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.

MAIN 201
Electric Wiring and Maintenance . . . . . .3 HRS
Prerequisite: MAIN 101. A course in electrical safety and electrical components; includes principles of installation of electrical circuits within a facility. Lectures emphasize principles of component selection, installation, and maintenance of electrical distribution systems.

MAIN 202
Hydraulic & Pneumatic Maintenance . . . . . .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.

MAIN 220
Machine Installation and Maintenance . . . . . .3 HRS
Prerequisite: MAIN 102 and MAIN 201. This course covers the process required for the planning and actual installation of industrial machinery. The course includes preventative maintenance and planning for in-plant operations.

MAIN 221
Heating Systems . . . . . .3 HRS
Prerequisite: MAIN 101 suggested. Heating Systems is a course in theory, operation, and maintenance of industrial boilers and their related systems. Topics include boilers and their operation, disassembly, inspection, and repair. Preventative maintenance procedures and regulations governing maintenance programs are also discussed.

MAIN 222
Industrial Controllers . . . . . .3 HRS
Prerequisite: MAIN 101. This course includes the application and programming of programmable logic controllers (PLCs). Topics include: theory and operation of controllers, and ladder logic program development and implementation.

MATH

MATH 070
Fundamentals of Math . . . . . .3 HRS
Prerequisite: Placement by assessment. Designed for students who need to develop basic arithmetic skills before taking Beginning Algebra. Topics include basic operations with whole numbers, fractions, decimals, signed numbers, and solving equations. Problem solving will be stressed throughout the course.

MATH 087
Beginning Algebra . . . . . .4 HRS
Prerequisite: Math 070 with a grade of C or higher, or assessment. Topics include signed numbers, order of operations, ratio, proportion, percent, data analysis, geometry, exponents, polynomials, factoring, rational expressions, linear equations and inequalities. Problem solving is stressed throughout the course.

MATH 096
Inter Algebra for Bus & Soc Sci . . . . . .3 HRS
Prerequisite: MATH 087 with a grade of C or higher, or assessment. Topics include linear functions, exponents, and modeling problems. Problem solving will be stressed throughout the course. Note, a graphing calculator is required for this course (instruction will be based on a TI 83+).

MATH 098
Geometry . . . . . .3 HRS
Prerequisite: MATH 087 with a grade of C or higher, or equivalent, or assessment. This course fulfills a geometry requirement for students who have not previously studied the subject or who need a review of geometry. The course includes geometric constructions using a straight-edge, protractor, and compass. In addition, it introduces traditional "two-column" proofs; such proofs reinforce higher-order logical skills that are important in many professions. Topics include triangles, polygons, similarity, Pythagoras' Theorem, and circles.

MATH 099
Intermediate Algebra for Math & Science . . . . . .5 HRS
Prerequisite: MATH 087 and MATH 098 with a grade of C or higher, (concurrent enrollment in MATH 098 will be allowed), or assessment. Topics include linear, quadratic, polynomial, rational, and radical functions; inequalities; systems of linear equations; and inequalities. Problem solving will be stressed throughout the course. Note, a graphing calculator is required for this course (instruction will be based on a TI 89).

MATH 106
College Algebra for Bus & Soc Sci . . . . . .4 HRS
Prerequisite: MATH 096 or MATH 099 with a grade of C or higher and MATH 098 (or high school geometry or equivalent) with a grade of C or higher or assessment. A brief review of basic algebraic concepts and introduction to more advanced concepts. Topics are viewed graphically, as well as algebraically. Topics include graphing and analyzing linear, logarithmic, and exponential functions, systems of linear equations, logic, and counting techniques. Note, a graphing calculator is required for this course (instruction will be based on a TI 83+).

MATH 109
College Algebra for Math & Science . . . . . .4 HRS
Prerequisite: MATH 099 with a grade of C or higher, or equivalent, or assessment. The main concept of this course is the notion of a function. Polynomial, radical, rational, exponential, and logarithmic functions are studied from a symbolic, as well as graphical perspective. The course is intended to prepare college students for studying calculus. Additional topics include: Linear systems of equations, matrix algebra, series and sequences, and analytic geometry. Graphing utilities are used extensively as learning tools. Note, a graphing calculator is required for this course (instruction will be based on a TI 89).

MATH 111 √123
Finite Math for Business and Social Science . . . . . .4 HRS
Prerequisite: MATH 106 or MATH 109 with a grade of C or higher, 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)

MATH 115 √123
Discrete Mathematics . . . . . .4 HRS
Prerequisite: MATH 109 with a grade of C or higher, or equivalent, or assessment. Introduction to analysis of finite collections and mathematical foundations of sequential machines, computer system design, data structures, and algorithms. Topics include number systems, set theory (including counting techniques), symbolic logic (including Boolean algebra), trees, matrix theory (including arrays and subscripting), graph theory, relations and functions, recursion, nets, and automata. This course is not intended for a mathematics major or minor. (GECC M1 905)

MATH 128
Trigonometry . . . . . .3 HRS
Prerequisite: MATH 099 with a grade of C or higher, or equivalent, or assessment. This course begins with a definition of the six trigonometric functions. The course work follows an investigation of these functions, their graphs, their relationships to one another, and ways in which they can be used in a variety of applications. Specific applications include triangles, vectors, polar and parametric equations, and conic sections. The course is designed to equip students with an understanding of trigonometry necessary for the study of calculus. Note, a graphing calculator is required for this course (instruction will be based on a TI 89).

MATH 131 √123
Explorations in Mathematics . . . . . .3 HRS
Prerequisite: MATH 096 or MATH 099 (or assessment) and MATH 098 (or at least one year of high school geometry) with a grade of C or higher. 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)

MATH 135
Mathematics for Elementary Teachers I . . . . . .3 HRS
Prerequisite: MATH 098 (or high school geometry) and either MATH 106, or MATH 109, or MATH 131, or MATH 141 (or assessment) with a grade of C or higher, or equivalent. This course focuses on mathematical reasoning and problem solving, and provides instruction in the teaching of mathematics at the elementary grade level. Topics include properties of whole numbers and rational numbers, the four basic arithmetic operations, elementary set theory, number theory, problem solving, and the use of technology in the elementary school classroom. Note, a scientific calculator is required for this course (a graphing calculator is also acceptable).

MATH 136 √123
Mathematics for Elementary Teachers II . . . . . .3 HRS
Prerequisite: MATH 135 with a grade of C or higher 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)

MATH 141 √123
Introduction to Statistics . . . . . .4 HRS
Prerequisite: MATH 096 or MATH 099 with a grade of C or higher, or assessment, and MATH 098 (or at least one year of high school geometry with a C or higher). A course in statistics that introduces various topics in probability and statistics, and demonstrates a variety of real-life applications. Some of the topics covered are sampling techniques and simulation, data organization, distributions, measure of central tendency and variability, probability, estimation, and hypothesis testing. A graphing calculator is required for this course (instruction will be based on a T1 83+). (GECC M1 902)

MATH 142 √123
Business Statistics . . . . . .4 HRS
Prerequisite: MATH 106 or MATH 109 with a grade of C or higher, 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)

MATH 151 √123
Calculus for Business & Social Science . . . . . .4 HRS
Prerequisite: MATH 111 with a grade of C or higher, 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 graphing calculator is required for this course (instruction will be based on a TI 83+). (GECC M1 900)

MATH 161 √123
Calculus I . . . . . .4 HRS
Prerequisite: Math 109 or MATH 127 and MATH 128 with a grade of C or higher, or equivalent, or assessment. A first course in calculus. Topics include functions, curve sketching, limits, continuity, basic techniques of differentiation with applications, introduction to integration with applications. 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)

MATH 162 √123
Calculus II . . . . . .4 HRS
Prerequisite: MATH 161 with a grade of C or higher, or equivalent. A second course in calculus. Topics include integration and its applications, sequences and series, 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)

MATH 163 √123
Calculus III . . . . . .4 HRS
Prerequisite: MATH 162 with a grade C or higher, or equivalent. The third semester of the calculus sequence, focusing on multivariable functions. Topics include differentiation and integration of functions with multiple variables, 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)

MATH 271
Linear Algebra . . . . . .4 HRS
Prerequisite: MATH 162 with a grade of C or higher, or equivalent. This is an introductory course in linear algebra. Topics include vectors and matrices, vector spaces and subspaces, linear independence and dependence, transformations, basis and dimension, determinants, and orthogonality.

MATH 272
Differential Equations . . . . . .4 HRS
Prerequisite: MATH 163 with a grade of C or higher, or equivalent. This is an introductory course in differential equations. Topics include first order linear equations with constant coefficients, undetermined coefficients, exact equations, separation of variables, solution by Laplace transforms, and partial differential equations.

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.

MANUFACTURING TECHNOLOGY

MFTG 101
Principles of Dimensional Metrology . . . . . .2 HRS
The course is designed to develop dimensional measurement understanding and ability. The correlation between industrial process and skilled workers or technicians using the communication aspects of measurement will be discussed. Topics include the traditional concepts of mechanical contact measurement, the principles of standards, comparison measurement, piece-part features, calibration of instruments and non-traditional techniques of non-contact measurement. Metric measurement and related practice will be emphasized.

MFTG 105
Introduction to Robotics . . . . . .1 HR
The student is introduced to the history of machine automation and the reasons for its rapid growth. The physical characteristics of robots and their relation to other automated machinery, various control systems available for robots, power transmission systems, robotic sensing systems, and an overview of robotic applications are also presented.

MFTG 110
Manufacturing Processes I . . . . . .3 HRS
The course is designed to help students develop an understanding of the basic materials and processes used in manufacturing. Topics include engineering materials, traditional and nontraditional machining processes, and flexible and computer-integrated manufacturing.

MFTG 115
Manufacturing Processes II . . . . . .3 HRS
The course focuses on the selection of manufacturing processes, expectations, efficient utilization, and requirements for analysis and evaluation. Topics covered include metal working and forging, metal deposition, casting and molding, welding methods, heat treatment, non-traditional machining, surface finishing, and material selection. Considerable emphasis is placed on manual and computer-aided process planning.

MFTG 120
Computer Numerically Controlled Manufacturing . . . . . .4 HRS
Prerequisite: MFTG 110. This course provides an introduction to numerical control (NC) and computer numerical control (CNC) and the programming of CNC machines. Emphasis is placed on the fundamentals of NC/CNC lathe and mill operations and good programming practices.

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 and methods of determining the stresses and deflections of basic load-carrying members. The laboratory is designed to supplement the classroom presentation and give the student a clearer understanding of the response of components and structures to external loads. The concept of principle stress is emphasized.

MFTG 215
Statistics and Quality Control . . . . . .3 HRS
This 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, and the evaluation of human resources, materials, equipment, and systems in meeting design specifications for products or services during production end use.

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, and control of product and process. Course will cover collection of data, calculation of basic parameters, and the creation, interpretation, and application of control charts.

MFTG 220
Materials Science . . . . . .3 HRS
The course is a study of the basic chemical and physical principles determining the nature, behavior, and treatments of materials for modification of structure and mechanical properties. Application of laboratory methods occurs in relation to the examination, treatment, and evaluation of metals and alloys.

MFTG 225
Production and Operations Management . . . . . .3 HRS
The course focuses on the basic principles and their application for short- and long-term planning and control of operations for the production of products and services and for improvement programs in organizations. The course will also emphasize the characteristics of systems and the solution of problems for process of products and service operations; methods analysis; cost estimating; facilities planning, tooling, and services acquisition and maintenance; production, project, and program scheduling; materials and inventory management; safety and loss prevention; decision making tools; and the evaluation of alternatives.

MFTG 230
Integrated Manufacturing Systems . . . . . .3 HRS
The course acquaints the student with the concepts of integrated manufacturing systems, emphasizing the impact of computer technology in improving traditional manufacturing systems. Topics discussed reflect the challenges of implementing computer-integrated systems, the benefits and costs of planning and implementing automated manufacturing systems, and the changes in managerial style needed to effectively implement the integration of emerging computer technologies.

MILITARY SCIENCE

MSC 101
Introduction to Military Science . . . . . .1 HR
An introduction to the organization, mission, and functions of the Army. Covers the basic problem-solving and time management techniques necessary for basic military operations. Also examines the service components and describes how each is important in accomplishing the Army mission.

MSC 102
Introduction to Leadership & Tactics . . . . . .1 HR
An introduction to military leadership and basic military skills. Students examine common leadership traits and techniques necessary to accomplish military objectives. Military skills such as map reading and field hygiene are also presented.

MSC 111
Land Navigation . . . . . .2 HRS
Gives students comprehensive knowledge of all aspects of military land navigation. Covers the grid reference system and how to use it to determine the precise coordinators of any known point. Examines techniques useful for successfully navigating from one known point to the next.

MSC 112
Introduction to Military Leadership . . . . . .2 HRS
Introduction to principles, responsibilities, techniques of military leadership and problems of leadership in the military environment. Students will learn the basic principles of leadership, counseling, and management skills. Students are introduced to the role and responsibilities of the Army Noncommissioned Officer (NCO). The effective application of communication skills in solving problems and accomplishing various missions is also included.

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.

MTRL 210
Master Planning of Resources . . . . . .3 HRS
Prerequisite: MTRL 101. Students will explore processes used to develop sales and operations plans and identify and assess internal and external demand and forecasting requirements. The course focuses on the importance of producing achievable master schedules that are consistent with business policies, objectives, and resource constraints.

MTRL 220
Detailed Scheduling & Planning . . . . . .3 HRS
Prerequisite: MTRL 101. Students focus on the various techniques for material and capacity scheduling. The course includes detailed descriptions of material requirements planning (MRP), capacity requirements planning (CRP), inventory management practices, and procurement and supplier planning.

MTRL 230
Execution & Control of Operations . . . . . .3 HRS
Prerequisite: MTRL 101. Students focus on the areas of prioritizing and sequencing work, executing work plans and implementing controls, reporting activity results, and providing feedback on performance. The course explains techniques for scheduling and controlling production processes, the execution of quality initiatives and continuous improvement plans, and the control and handling of inventories.

MTRL 240
Strategic Management & Resources . . . . . .3 HRS
Prerequisite: MTRL 101. Candidates explore the relationship of existing and emerging processes and technologies to manufacturing strategy and supply chain-related functions. The course addresses three main topics: aligning resources with the strategic plan, configuring and integrating operation processes to support the strategic plan, and implementing change.

MACHINE TOOL TECHNOLOGY

MTT 101
Machine Tool I . . . . . .4 HRS
This course introduces the student to precision measuring tools, hand tools, and their uses for machining and layout. The student will perform basic machining tasks which includes the use of drilling machines, bandsaw, and engine lathes.

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.

MTT 150
Ferrous Metallurgy . . . . . .3 HRS
A comprehensive study of refining properties, mechanical properties, and physical properties of ferrous materials, including the theory of alloys, heat treatment, and testing.

MTT 201
Machine Tool II . . . . . .3 HRS
Prerequisite: MTT 101. An introduction to common types of milling machines, surface grinders, and their accessories. The course acquaints the student with the basic machine parts, procedures of set-up, and operations of machining for general tool room usage.

MTT 210
Toolmaking II . . . . . .3 HRS
Prerequisite: MTT 110. A comprehensive study of mass production tooling, such as punch press dies, roll formers, and injection molds. Emphasis will be placed on die construction and repair/maintenance of production tools. The students will be required to develop and implement a new build or repair procedure for a given die or mold. Dimensional accuracy and machining efficiency will be evaluated.

MUSIC

MUSI 104
Group Instruction - Basic Guitar . . . . . .2 HRS
An introduction to playing the acoustic guitar, with practice in simple chords and melodies.

MUSI 105
Class Piano I . . . . . .2 HRS
An introduction to reading and performing keyboard music along with the fundamentals of music theory. Particular focus is on learning and performing musical scales, chords, and short piano pieces. Some goals of this course are to stimulate interest in performing music, to provide information about music fundamentals, and ultimately to enhance each student's appreciation for music.

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.

MUSI 120
Choir . . . . . .1 HR
Repertoire of choral works from the Renaissance to the present, with an emphasis on the students' vocal development and improved musicianship. No audition required.

MUSI 145
Jazz Ensemble . . . . . .1 HR
Rehearsal and performance in jazz ensemble.

MUSI 150 
Music Appreciation . . . . . .3 HRS
An introduction to music appreciation and theory for students who do not intend to major in music. This course is designed to provide familiarity with the elements of music and with various musical forms and stylistic periods so the students can actively and perceptively listen to a wide variety of music. The ability to read music is not required for enrollment in MUSI 150. (GECC F1 900)

MUSI 155
Introduction to Opera . . . . . .3 HRS
An introductory course in opera, from its earliest inception in the Baroque era to the twentieth century. The major operas experienced in the course through video and recorded performance are related to their own time and culture, and the student is made familiar with the myths, legends, and stories that gave rise to opera's plots, characters, and dramatic actions. The ability to read music is not required for enrollment in the course.

MUSI 260
Jazz, Blues and Rock & 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.

NETW 121
Cisco Network Academy I . . . . . .3 HRS
Prerequisite: NETW 150 or concurrent enrollment. This is the first of four courses in the Cisco Networking Academies designed to provide students with classroom and laboratory experience in current and emerging networking technology. Instruction includes, but is not limited to: safety, networking, network terminology and protocols, network standards, LANs, WANs, OSI models, cabling, cabling tools, routers, router programming, topologies, and IP addressing. Particular emphasis is given to the use of decision-making and problem-solving techniques in applying science, mathematics, communication, and social studies concepts to solve networking problems. In addition, instruction and training are provided in the proper care, maintenance, and use of networking software, tools, and equipment and local, state, and federal safety, building, and environmental codes and regulations.

NETW 122
Cisco Network Academy II . . . . . .3 HRS
Prerequisite: NETW 121. This is the second of four courses in the Cisco Networking Academies designed to provide students with classroom and laboratory experience in current and emerging networking technology. Instruction includes, but is not limited to, network terminology and protocols, network standards organizations and specifications, LANs, WANs, OSI models, Ethernet, Token Ring, Fiber Distributed Data Interface, TCP/IP Addressing Protocol, dynamic routing, routing and the network administrator's role and function. Particular emphasis is given to the use of decision-making and problem-solving techniques in applying science, mathematics, communication, and social studies concepts to solve networking problems. In addition, instruction and training are provided in the proper care, maintenance, and use of networking software, tools, and equipment and local, state, and federal safety, building, and environmental codes and regulations.

NETW 123
Cisco Network Academy III . . . . . .3 HRS
Prerequisite: NETW 122. This is the third of four courses in the Cisco Networking Academies designed to provide students with classroom and laboratory experience in current and emerging networking technology. Instruction includes, but is not limited to, Novell IPX protocol configuration on routers, Fast Ethernet, LAN switching methods, LAN segmentation with bridges, routers, and switches. Particular emphasis is given to the use of decision-making and problem-solving techniques in applying science, mathematics, communication, and social studies concepts to solve networking problems. In addition, instruction and training are provided in the operation and benefits of Spanning Tree protocol and virtual LANs.

NETW 124
Cisco Network Academy IV . . . . . .3 HRS
Prerequisite: NETW 123. This is the last of four courses in the Cisco Networking Academies designed to provide students with classroom and laboratory experience in current and emerging networking technology. Instruction includes, but is not limited to: WAN services, LAPB, Frame Relay terms and features, Integrated Services Digital Network, router commands to monitor and configure Frame Relay LMIs, maps, and subinterfaces, Novell IPX protocol configuration on routers, Fast Ethernet, LAN switching methods, LAN segmentation with bridges, routers, and switches. Particular emphasis is given to the use of decision-making and problem-solving techniques in applying science, mathematics, communication, and social studies concepts to solve networking problems.

NETW 150
Workstation Operating Systems . . . . . .3 HRS
Prerequisite: CSCI 101. This course presents the features of a workstation operating system and takes a detailed look at command line based and graphical user interface based microcomputer operating systems. The class will be taught using MS-DOS, Windows 98, and Windows 2K. Includes discussion concerning Network Operating Systems, and functional criteria for operating system design, job management, task management, data management, resource allocation, and dump and trace facilities.

NETW 151
PC Hardware Maintenance & Repair . . . . . .3 HRS
Prerequisite: NETW 150. This course covers the common microcomputer hardware maintenance functions. This course is not intended to train experienced technicians but rather to assist the common microcomputer user concerning basic maintenance functions and to determine when to call an expert technician for help. This course also covers basic installation procedures for commercial microcomputer software.

NETW 160
Introduction to Networking . . . . . .3 HRS
Prerequisite: NETW 150. This course is an introduction to hardware and software used in data communication and networking. Topics include network types, architecture and protocols; layers in the OSI and SNA models; local area networks; and inter-networking. This course provides a knowledge base of networking concepts and terminology in preparation for more advanced study of networks. Practical experience with networks is part of the course.

NETW 162
Networking Technologies . . . . . .4 HRS
Prerequisite: NETW 160 or NETW 121. This course introduces the basic concepts, processes, and rules used in designing and implementing large and small computer networks. It also helps students as a beginning technical course for more advanced networking courses. Topics are basic network functionality and how it relates to the OSI Reference Model, common LAN and WAN protocols, TCP/IP network addressing, and directory services-related products.

NETW 163
Netware Administration . . . . . .3 HRS
Prerequisite: NETW 162 or equivalent. This course prepares students to manage a Novell NetWare network. Students perform a variety of tasks typically required of a system administrator, such as installing the NetWare Network Operating System and client software, creating and modifying user accounts, setting up and maintaining the file system, configuring print services, ensuring system security, and automating users' environments. Information in this course prepares students to take the Certified Novell Administrator exam.

NETW 164
Advanced Netware Administration . . . . . .3 HRS
Prerequisite: NETW 163 or equivalent. This course will provide students with advanced administration skills for use in a Novell NetWare network environment. Students will learn how to manage and optimize network servers for better performance, manage the Novell Directory Services (NDS) database, install and backup Netware operating system, and build a TCP/IP network and security.

NETW 166
Windows Workstation Administration . . . . . .3 HRS
Prerequisite: NETW 162 or equivalent. This course prepares students to set up and support the Microsoft Windows workstation operating system. It also helps prepare students for the Microsoft Certified Professional examination.

NETW 167
Windows Server Administration . . . . . .3 HRS
Prerequisite: NETW 166 or equivalent. This course prepares students to install and configure Microsoft Windows Server. Various file systems and disk management functions, administering the operating system, network protocols, and remote access are included. It also helps prepare students for the Microsoft Certified Professional examination.

NETW 168
Managing a Windows Network Environment . . . . . .3 HRS
Completion of NETW167 with a grade of C or better. The goal of this course is to provide the knowledge required by System Administrators, Network Administrators, and IT professionals who implement, manage, and troubleshoot existing network and server environments based on the Microsoft Windows® platform. These skills are generally required in medium to large size organizations that maintain user desktops and servers, spanning multiple physical locations via Large Area Networks (LANs) and the Internet or Intranets. This course will help prepare for the MCSA certification exam "Managing a Microsoft 2000 Network Environment."

NETW 170
Network Security Fundamentals . . . . . .3 HRS
Prerequisite: NETW 124 or NETW 167 with a grade of C or better. 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 and organizational security. This course will help prepare for the CompTIA's "Security+" certification exam.

NETW 181
UNIX Fundamentals . . . . . .3 HRS
Prerequisite: NETW 162. Fundamental command-line features of the UNIX environment including file system navigation, file permissions, the vi text editor, command shells, and basic network use.

NETW 182
Linux Administration . . . . . .3 HRS
Prerequisite: NETW 181 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.

NETW 208
Data & Cabling Systems . . . . . .3 HRS
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.

NETW 221
Cisco Network Academy V . . . . . .3 HRS
Prerequisite: NETW 124 or active CCNA Certificate. This is the first of four advanced courses in the CISCO Networking Academies 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.

NETW 222
Cisco Network Academy VI . . . . . .3 HRS
Prerequisite: NETW 221. This is the second of four advanced courses in the Cisco Networking Academies designed to provide students with classroom and laboratory experience in current and emerging networking technology. Instruction focuses on Remote Access and using Cisco routers connected in local-area networks (LANS) and wide-area networks (WANS) typically found at medium to large network sites.

NETW 223
Cisco Network Academy VII . . . . . .3 HRS
Prerequisite: NETW 221 or 222 with a grade of C or better. This is the third of four advanced courses in the CISCO Networking Academies 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 wide-area networks (WANs) typically found at medium to large network sites.

NETW 224
Cisco Network Academy VIII . . . . . .3 HRS
Prerequisite: NETW 221, 222, and 223 with a grade of C or better. This is the fourth of four advanced courses in the CISCO Networking Academies designed to provide students with classroom and laboratory experience in current and emerging networking technology. This course looks at the methodology of breaking down the process of troubleshooting into manageable pieces. Troubleshooting is arguably the process that takes the greatest percentage of a network engineer's time. This course will cover troubleshooting procedures for TCP/IP, VLANs, Frame Relay, ISDN and various networking devices such as routers and switches.

NETW 261
Windows Network Infrastructure . . . . . .3 HRS
Prerequisite: NETW 167 with a grade of C or better. The goal of this course is to provide the knowledge required by System Administrators, Network Administrators, and IT professionals who install, configure, manage, and support a network infrastructure that uses the Windows® server products. This course helps prepare for the MCSE Exam, Implementing and Administering a Microsoft Windows 2000 Network.

NETW 262
Windows Directory Services . . . . . .3 HRS
Prerequisite: NETW 167 with a grade of C or better. The goal of this course is to provide the knowledge and skills necessary for System Administrators, Network Administrators, and IT professionals who install, configure, manage, and support network directory services. This course helps prepare for the MCSE Exam, Implementing and Administering a Microsoft Windows 2000 Directory Services Infrastructure.

NETW 296
Special Topics in Networking . . . . . .1-4 HRS
Prerequisite: As set by faculty. Course will offer students an opportunity to study a topic which is (1) unique and infrequently offered as a part of their program curriculum or (2) of special interest to industry. Each student wishing to enroll in Special Topics in Networking will be reviewed based on (1) previous experience, (2) courses completed, and (3) aptitude/ability match with selected topic.

NURS 110
Nursing Assistant . . . . . .8 HRS
Prerequisite: Satisfactory score on HCC's Reading Placement Exam; authorization for criminal background check (required by Illinois law); physical exam, including TB test (required by Illinois law); uniform purchase. The course prepares individuals to function as nursing assistants in nursing homes, hospitals, and private homes. Basic nursing knowledge and skills required to care for individuals in a manner that respects their dignity. The course contains a variety of skills which require fine-motor coordination. Students must also be physically able to lift and transfer patients safely and correctly. NURS 110 meets federal and state guidelines for nursing assistant training, and students who successfully complete this course will be eligible to take the competency evaluation required for nursing assistants. The 8-week course format meets 22 hours for 8 hours credit and the 16-week course format meets 11 hours for 8 hours credit. (Lec 5 Lab 3)

NURS 112
Introduction to Nursing . . . . . .1.5 HRS
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.

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.

NURS 114
Fundamentals of Nursing I for CNAs . . . . . .2 HRS
Prerequisite: Acceptance into the nursing program and concurrent enrollment in or prior completion of BIOL 181, NURS 112, NURS 113, and PSY 101. This is an introductory course in nursing, focusing on scientific principles, communication skills, cultural concepts related to self-care, and basic teaching/learning modalities. Orem's self-care model will be utilized by the student to begin to develop critical thinking pathways. Students cannot receive credit for both NURS 114 and NURS 115. (Lec 2)

NURS 115
Fundamentals of Nursing I . . . . . .4 HRS
Prerequisite: Acceptance into the nursing program and concurrent enrollment in or prior successful completion of BIOL 181, NURS 112, NURS 113, and PSY 101. This is an introductory course in nursing focusing on scientific principles, communication skills, cultural concepts related to self-care, and basic teaching/learning modalities. Orem's self-care model will be utilized by the student to begin to develop critical thinking pathways. Basic clinical skills necessary for implementing Orem's self-care model will be evaluated in the campus laboratory to provide opportunities for the student to develop dexterity and a degree of proficiency in performing nursing procedures. Through planned faculty-supervised experiences in long-term care facilities, the student is given the opportunity to provide nursing care to the adult client. This is an 8-week course which meets 12 hours for 4 hours credit. (Lec 2 Lab 2)

NURS 116
Fundamentals of Nursing II . . . . . .4 HRS
Prerequisite: NURS 114 or 115; concurrent enrollment in or prior successful completion of BIOL 181, NURS 112, NURS 113, and PSY 101. This course in nursing fundamentals builds upon expanded knowledge and skills acquired in Fundamentals of Nursing I. 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. This is an 8-week course which meets 12 hours for 4 hours credit. (Lec 2 Lab 2)

NURS 122
Community-Based Nursing . . . . . .1 HR
Prerequisite: NURS 112 and NURS 116. 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.

NURS 134
Nursing Individuals with Chronic Illness . . . . . .5 HRS
Prerequisite: NURS 112, NURS 113, NURS 116 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)

NURS 135
Nursing Childbearing/Rearing Families . . . . . .5 HRS
Prerequisite: NURS 134 and PSY 101 and concurrent enrollment 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)

NURS 136
Practical Nursing . . . . . .6 HRS
Prerequisite: 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)

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 4 hours for 3 hours credit. (Lec 2 Lab 1)

NURS 232
Leadership & Management in Nursing . . . . . .1.5 HRS
Prerequisite: NURS 122, NURS 135, BIOL 182, ENGL 101, and PSY 101; concurrent enrollment 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 personal. 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.

NURS 240
Mental Health Nursing . . . . . .4 HRS
Prerequisite: NURS 122, NURS 135, BIOL 182, ENGL 101, and PSY 101; concurrent enrollment 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)

NURS 241
Nursing Care of Individuals with Acute Health Problems I . . .4 HRS
Prerequisite: NURS 122, NURS 240, BIOL 182, ENGL 101, and PSY 101; concurrent enrollment 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)

NURS 242
Contemporary Nursing . . . . . .1 HR
Prerequisite: NURS 232, NURS 241, BIOL 191, and ENGL 102; concurrent enrollment 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 lifelong learning.

NURS 245
Nursing Care of Individuals with Acute Health Problems II . . .5 HRS
Prerequisite: NURS 232, NURS 241, BIOL 182, BIOL 191, ENGL 102, PSY 101; concurrent enrollment or successful completion of COMM 101, NURS 242, and SOC 101. This course in medical-surgical nursing focuses on clients with acute alterations in oxygenation, perfusion, nutrition, and sexuality. Critical thinking pathways will be applied holistically utilizing Orem's self-care model when caring for individuals with acute health problems. Campus laboratory experiences allow the student to practice more complex psychomotor skills. Planned faculty-supervised experiences in acute care facilities provide the student the opportunity to implement a more sophisticated knowledge base and skill level. The students also plan and deliver a supervised group health teaching project in the community. Clinical experiences are complemented by observational experiences in specialty areas. This is an 8-week course which meets 15 hours for 5 hours credit. (Lec 2.5 Lab 2.5)

NURS 246
Nursing Care of the Individual with Complex Health Problems . . .5 HRS
Prerequisite: NURS 232, NURS 245, BIOL 182, BIOL 191, ENGL 102, and PSY 101; concurrent enrollment 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)

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)

OFFICE TECHNOLOGY

OTEC 101
Beginning Keyboarding . . . . . .1 HR
An introductory course designed to develop basic data input skills. The course provides instruction in keyboard and machine control techniques. A minimum speed attainment on straight copy of 20 words per minute as demonstrated on a three-minute timed writing with 95 percent accuracy is required by the end of the course.

OTEC 102
Keyboarding Applications . . . . . .1 HR
Prerequisite: OTEC 101, or permission of instructor. This course is a continuation of OTEC 101 and provides an introduction to basic formatting of business documents. Class activities are designed to improve speed and accuracy in basic keyboarding skills and to introduce proper formatting of personal letters, business letters, envelopes, manuscripts, tabulations, and employment documents.

OTEC 103
Keyboarding & Document Formatting . . . . . .2 HRS
An introductory course in office technology designed to develop basic data input and word processing skills. The course provides instruction in keyboard and machine control techniques. Emphasis is placed on correct skill-building and on efficient use of the MS Word software package. Credit will not be awarded for students who have previously taken OTEC 101 and/or OTEC 102.

OTEC 112
Records Management . . . . . .3 HRS
This course involves the organization and management of records systems, including storage, retention, transfer, and disposition of records. Manual, mechanical, and electronic methods of records management will be studied.

OTEC 118
Machine Transcription/Proofreading . . . . . .3 HRS
Prerequisite: OTEC 102 or OTEC 103. This course assists the student in developing the necessary skills on a transcribing machine to produce business correspondence with speed and accuracy. In addition, students will learn proofreading techniques and skill in locating errors.

OTEC 140
Office Procedures . . . . . .3 HRS
Prerequisite: ACSM 153 or 155, BUSN 115 or ENGL 106, OTEC 102, and OTEC 103. A capstone course for the Office Technology certificate program. Topics include presentation of business communication, travel arrangements, preparations for meetings and conferences, human relations, telecommunications, processing mail, and working with customers and clients.

OTEC 296
Topics in Office Technology . . . . . .1-6 HRS
Prerequisite: None. This course will offer students an opportunity to study a special topic or current issue which is unique and infrequently offered as part of their program. The course is intended to familiarize students with some of the latest trends in office technology. The topic will be announced in the schedule book. Because topics studied will change each semester, OTEC 296 may be repeated up to a total of 6 credit hours.

PHIL 101
Introduction to Philosophy . . . . . .3 HRS
An introduction to philosophical questioning and to the rudiments of philosophical ways of reasoning. This course will examine some key notions of the history of philosophy, especially in the areas of metaphysics, epistemology, ethics, and social/political philosophy. (GECC H4 900)

PHIL 111
Logic . . . . . .3 HRS
An introduction to the forms of inductive and deductive reasoning including modern symbolic logic. (GECC H4 906)

PHIL 114
Ethics . . . . . .3 HRS
An introduction to the study of moral philosophy. This course will provide an introductory historical survey of the major ethical systems and will consider their application to contemporary moral problems. (GECC H4 904)

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)

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)

PHIL 211
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 211 may be repeated for a total of 6 hours.

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.

PHYSICS

PHYS 110
Conceptual Physics . . . . . .3 HRS
Prerequisite: MATH 087 with a grade of "C" or higher. This is an elementary course that emphasizes principles and applications of mechanics, heat, sound, and electricity. The course is presented with an emphasis on observations and descriptions being used to illustrate basic problem-solving principles and laws, with students learning to solve problems applying these principles and laws.

PHYS 161 
College Physics I . . . . . .5 HRS
Prerequisite: MATH 109 or MATH 127 with a grade of C or higher, 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)

PHYS 162
College Physics II . . . . . .5 HRS
Prerequisite: PHYS 161 or equivalent with a grade of C or higher. 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.

PHYS 171 
Mechanics . . . . . .4 HRS
Prerequisite: MATH 161, and credit or concurrent enrollment in MATH 162. First course in a calculus-based physics sequence for students in engineering, mathematics, physics, and chemistry. Topics include Newton's Laws, work and energy, oscillations, transverse waves, systems of particles, and rotations. Laboratory activities stress development of measurement, observational, and analytical skills, and are based on lecture topics. Students may not receive credit for both PHYS 171 and PHYS 161. (GECC P2 900L)

PHYS 172
Electricity & Magnetism . . . . . .4 HRS
Prerequisite: PHYS 171, and credit or concurrent enrollment in MATH 163. This is the second course in a calculus-based physics sequence for students in engineering, mathematics, physics, and chemistry. Topics include Coulomb's Law, electric fields, Gauss' Law, electric potential, capacitance, circuits, magnetic forces and fields, Ampere's law, induction, electromagnetic waves, polarization, and geometrical optics. Laboratory activities stress development of measurement, observational, and analytical skills, and are based on lecture topics. Students may not receive credit for both PHYS 172 and PHYS 162.

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.

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.

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.

POLITICAL SCIENCE

POS 090
Constitution . . . . . .1 HR
This class will provide a background on the history, purpose, meaning, and content of the United States and Illinois Constitution. The Declaration of Independence and flag are also covered. Students may fulfill their constitution requirement by taking this class and successfully passing the constitution exam.

POS 101

American Government and Politics . . . . . .3 HRS

A study of the structure and processes of American government and politics. Topics studied include the Constitution, the Presidency, Congress, the Federal Court System, political parties and elections, foreign policy formulation, and current controversial issues. Special focus on the dynamics of government will also include discussions on the role of the media in politics, civil rights, and economics. (GECC S5 900)

POS 124

State and Local Politics . . . . . .3 HRS

A study of sub-units of government in America. This study includes state and local systems and their interrelationships with the American federal system of government. Topics covered in this course include: the Governors, the Legislature, the State Judiciary, finance, urban government, political participation and federalism. Successful completion of this course certifies the student has met the state requirements concerning the Illinois and Federal Constitutions. (GECC S5 902)

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)

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 904N)

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)

PHYSICAL SCIENCE

PSCI 110

Physical Science . . . . . .4 HRS

Prerequisite: MATH 096, or MATH 099, or equivalent, or assessment. A study of the fundamental principles of physics, chemistry, and astronomy for the non-science major. Special attention is given to methods of scientific inquiry and the philosophical importance of scientific discoveries. Three hours of lecture and two hours of laboratory per week. (GECC P9 900L)

PSY 101
Introduction to Psychology . . . . . .3 HRS
The study of psychology as a science and the determinants of human personality and functioning. This course also focuses on how we may use the principles of physical and emotional/cognitive growth, learning, personality functioning and coping, and social interactions in our everyday lives. (GECC S6 900)

PSY 203
Abnormal Psychology . . . . . .3 HRS
Prerequisite: PSY 101. The examination of the major types of psychological disturbance, terminology in use today, the diagnostic categories and criteria, as well as a general introduction to treatment methods.

PSY 207
Introduction to Child Psychology . . . . . .3 HRS
Prerequisite: PSY 101. Child psychology is the study of human development from birth to puberty. The course will examine the series of stages which occur in development prior to adolescence, define these stages, and identify characteristics, resources, behaviors, and problems during this developmental period. The contributions of a variety of individuals and schools of thought will be drawn from in order to provide a balanced perspective representing modern psychological understandings. (GECC S6 903)

PSY 209
Human Growth & Development . . . . . .3 HRS
Prerequisite: PSY 101. A basic social science course which introduces the student to the major theories and principles of life-span development in our times and cultural framework. Emphasis is placed on the study of physical, emotional, intellectual, and social growth patterns from conception to death. (GECC S6 902)

PSY 210
Social Psychology . . . . . .3 HRS
Prerequisite: PSY 101. Social Psychology is the study of feelings, motivations, perceptions, and behaviors of individuals in social situations. It includes study of our personal perceptions and attitudes towards others, interpersonal dynamics, and the broader social and cultural context in which social behavior occurs. Knowledge of interpersonal understanding, effective communication, and group dynamics are emphasized. Includes specific study of the social psychology of politics, business, and law. (GECC S8 900)

PSY 215
Introduction to Child & Adolescent Psychology . . . . . .3 HRS
Prerequisite: PSY 101. The study of human development from birth through adolescence. The course will examine the series of stages which occur in development through adolescence, define these stages, and identify characteristic resources, behaviors, and problems during this developmental period. The contributions of a variety of individuals and schools of thought will be drawn from in order to provide a balanced perspective representing modern psychological understandings. (GECC S6 904)

PSY 216
Adolescent Psychology . . . . . .3 HRS
Prerequisite: PSY 101. A study of human growth and development during adolescence. Social, physical, intellectual, emotional, and personality growth patterns will be covered. Emphasis will be placed on theories of development, contemporary research, and current issues. (GECC S6 904)

PSY 220
Personality . . . . . .3 HRS
Prerequisite: PSY 101. A study of contemporary theories of personality. An examination of the origins, development, assumptions, implications, and current issues surrounding each theory will be emphasized.

PSY 223
Human Sexuality . . . . . .3 HRS
Prerequisite: PSY 101. A study of the social and psychological aspects of human sexuality. Topics include sexual development, cultural influences, gender identity, sexual dysfunction, love and relationships. Emphasis will be placed on the mental and emotional aspects of human sexuality as well as current issues.

READING

READ 070
Basic Reading . . . . . .3 HRS
Prerequisite: Placement by assessment. Basic Reading reviews foundations of active reading and learning with an emphasis on vocabulary skills and literal comprehension. Though the course focuses on reading as a problem-solving process, topics emphasized include word identification and vocabulary development techniques, sequence, elements of narrative texts, and affective response. Strategies will be applied to and practiced in a variety of brief texts from print and non-print sources.

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 active reading and learning with an emphasis on literal and interpretive comprehension. Though the course focuses on reading as a problem-solving process, topics emphasized include identification of main ideas and details, basic structure of narrative and expository texts, and creative response. Strategies will be applied to and practiced in a variety of mid-length texts from print and non-print sources.

READ 091
Reading Improvement II . . . . . .3 HRS
Prerequisite: Placement by assessment, completion of READ 090 with a grade of C or better, or equivalent. Corequisite: GENS 100 or GENS 105. Reading Improvement II is an advanced course in active reading and learning, with an emphasis on interpretive and evaluative comprehension of typical full-length college texts from print and non-print sources. Though the course focuses on reading as a problem-solving process, topics emphasized include critical reading and thinking, organization of expository texts, vocabulary development techniques, critical response, and study skills (i.e., test-taking, listening and note-taking, memory techniques, time management).

RELIGION

RELI 150
Understanding Religion . . . . . .3 HRS
Prerequisite: Completion of English 101 with a grade of C or higher, 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.

RELI 215
Major World Religions . . . . . .3 HRS
An introduction to comparative religious study. This course will examine the basic tenets, beliefs, and practices of major world religions, including Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, Islam, and some forms of tribal religion, using historical, psychological, sociological, phenomenological, and structuralist approaches. (GECC H5 904N)

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.

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)

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)

SCIENCE INTERNSHIP

SCI 299
Internship in Science . . . . . .1-3 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.

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)

SOC 102
Social Problems . . . . . .3 HRS
A study of the structural sources of social problems and the role of the U.S. in global social problems. The course examines such issues as global inequality, threats to the environment, urban problems, poverty, crime, and health care delivery. (GECC S7 901)

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.

SOC 135
Sociology of Marriage and Family . . . . . .3 HRS
The sociological investigation of marriage and family, with particular attention to the impact of social institutions on marriage and family structure, various marriage and family arrangements and their consequences, interactions within marriage and family, abuse, divorce, and widowhood. (GECC S7 902)

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, and occupational, educational, and global inequalities are among the subjects discussed.

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.

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.

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.

SPANISH

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

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

SPAN 201
Spanish III . . . . . .4 HRS
Prerequisite: SPAN 101 and SPAN 102 or equivalent. Intensive practice in conversation and composition, combined with a review of grammatical and syntactic principles to improve speaking skills, oral composition, and the reading and writing of Spanish.

SPAN 202
Spanish IV . . . . . .4 HRS
Prerequisite: SPAN 201 or proficiency equivalent as determined by the instructor. An advanced intermediate level extension of Spanish 201, Spanish 202 emphasizes mastery communications skills: reading, writing, speaking, and listening. These skills are applied to written discourse and oral discussion of selected advanced intermediate level readings from the world of Peninsular Spanish and Spanish American literature. Since comprehensibility of oral and written expression is tested, the student is expected to independently research grammar and syntax based on the foundation of concepts presented in previous coursework as well as information available in the suggested companion grammar reference text. In each Spanish communications skill area, the student is guided, encouraged, and tested to acquire oral/aural and literary memory. To that end, it is expected that the student is willing to venture learning risks into the newly explored territories. (GECC H1 900)

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.

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.

TECHNOLOGY

TECH 110

Blueprint Reading for Construction . . . . . .2 HRS

The course is an introductory course in the basics of construction blueprint reading. All persons involved in the planning, supplying and/or building of structures should be able to read construction blueprints. Topics include types of drawings, nomenclature, and applications of technical drawings. While no formal prerequisite is required for this course, it is suggested that students have a familiarity with basic mathematical concepts of fractions and linear measurements before enrolling in this course.

TECH 111

Blueprint Reading for Industry . . . . . .2 HRS

The course is an introductory course in the basics of industrial blueprint reading. The course emphasizes understanding and interpreting single part and assembly prints used in common industrial applications. Topics include types of drawings, nomenclature, and applications of technical drawings. While no formal prerequisite is required for this course, it is suggested that students have familiarity with basic mathematical concepts of metric conversion, fraction to decimal conversion, and measurement before enrolling in this course.

TECH 114

Introduction to Technical Graphics . . . . . .3 HRS

The course is an introductory course in the basics of industrial blueprint reading and standard drafting practices through sketching and manual drafting techniques. The course emphasizes understanding and interpreting single part and assembly prints used in common industrial applications. Topics include types of drawings, nomenclature, and applications of technical drawings. While no formal prerequisite is required for this course, it is suggested that students have a familiarity with basic mathematical concepts of metric conversion, fraction to decimal conversion, and measurement before enrolling in this course. The course will include mechanical and architectural drafting applications.

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.

TECH 297
Independent Study in Technology . . . . . .1-4 HRS
Prerequisite: Faculty/Advisor approval. Students will work with faculty to select a technology-related (1) project on which to work or (2) problem to solve. This project or problem should be selected from an area of specialization in their technology-related program. Students gain understanding in this selected area.

TECH 299
Internship in Technology . . . . . .1-4 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.

THEATRE

THEA 101
Introduction to Theatre . . . . . .3 HRS
An introductory course in theatre/drama as a performing art form. Includes study and analysis of historical, social, cultural, aesthetic, and technical aspects of rational and contemporary theatrical/dramatic expression. (GECC F1 907)

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.

THEA 108
Stagecraft . . . . . .3 HRS
Primarily a laboratory course dedicated to defining the process of support the technical theatre lends to the performance of plays. The areas to be investigated include design and implementation of plans for scenery, properties, lighting, sound, make-up, and costuming.

THEA 204
Acting II . . . . . .3 HRS
Prerequisite: THEA 104. Designed to offer the student advanced training in the art of acting with regard to play analysis, believable character creation, implementation of acting skills as applied to a variety of texts and styles, and the practice of the three elements of acting (body, voice, and mind). This course meets 5 hours for 3 hours credit.

TECHNICAL MATH

TMAT 103
Technical Math I . . . . . .4 HRS
Prerequisite: MATH 087 with a grade of C or higher, 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.

TMAT 105
Technical Math II . . . . . .4 HRS
Prerequisite: TMAT 103 with a grade of C or higher, 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.

TECHNICAL PHYSICS

TPHY 103
Technical Physics I . . . . . .4 HRS
Prerequisite: TMAT 103 or MATH 099, or proficiency. This is a first course in technical physics. Topics include statics, motion, Newton's Laws, forces, simple machines, properties of materials, thermodynamics, and electricity. A two-hour laboratory exercise per week will reinforce the lecture material.

TPHY 105
Technical Physics II . . . . . .4 HRS
Prerequisite: TPHY 103 or equivalent with a grade of C or better. This is a continuation of the first semester in technical physics. Topics include magnetism, induction, AC circuits, electronics, momentum, rotational motion, waves, sound, fluids, light, mirrors and lens, vision, nuclear energy, and solar energy. A two-hour laboratory exercise per week will reinforce the lecture material.

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.

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.

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.

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.

WELD 217
Shielded Metal Arc Welding II . . . . . .3 HRS
Prerequisite: WELD 116 or instructor approval. This course is the study of advanced SMAW techniques and procedures. Advanced levels of ability will be developed in meeting industrial requirements. The course involves welding a variety of metals in all positions using approved electrode and designed to prepare students for the AWS welder qualification test for unlimited thickness metals. Safety instruction related to industry and the process are included.

WELD 218
Gas Metal Arc Welding . . . . . .3 HRS
Prerequisite: WELD 217 or instructor approval. This course is the study of the GMAW (also called MIG) welding techniques and procedures. Advanced levels of ability will be developed in meeting industrial requirements. The course involves welding a variety of metals in all positions using approved electrode wire and designed to prepare the student for the AWS welder qualification test for unlimited thickness metals. Additionally, FCAW processes using shielded and non-shielded electrode wire will be covered. Safety instruction related to industry is included.

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 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.

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, and women in the arts, literature, science, law, medicine, and the family may be covered.

PERSONNEL

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