



Course Selection Guide AY 27-28
For IL District 540 Secondary Schools
www.heartland.edu / earlycollege@heartland.edu



EARLY COLLEGE OPPORTUNITIES
Heartland Community College

Course Selection Process

Academic Year 2027-28

A. Course Selection Process

Process	Dates
Course Selection Window for AY 27-28	Sept 1 – Sept 30, 2026
Documentation Due in ShareFile for requested new instructors	Sept 30, 2026
HCC Internal Review	Oct 1 – Oct 15, 2026
Course Decisions and Feedback Available in Course Request Form	Oct 26, 2026
High School Course Confirmations Due in Course Request Form	March 15, 2027
<i>Career Center Course Confirmations Due in Course Request Form</i>	<i>April 5, 2027</i>
New Instructor Orientation Sessions begin	April 2027
High School Schedules and Preliminary Rosters Due for Fall 2027 and Yearlong Courses	May 14, 2027
<i>Career Center Schedules and Preliminary Rosters Due for Fall 2027 Courses</i>	<i>Aug 6, 2027</i>
High School Schedules and Preliminary Rosters Due for Spring 2028 Courses	Oct 16, 2027
<i>Career Center Schedules and Preliminary Rosters Due for Spring 2028 & Yearlong Courses</i>	<i>Nov 1, 2027</i>

Review the list of approved courses for College NOW Dual Credit in this course selection guide. Note course credit/contact hours, capacities and any prerequisite requirements, with special attention to these considerations:

- Courses that are 3 contact hours or less should be semester-long offerings (not yearlong), unless otherwise previously approved
- Courses with more than 3 contact hours being requested as semester-long offerings must include a sample meeting schedule to ensure required contact time can be met in the semester offering
- Requests for courses not listed on the course selection guide must be sent to EarlyCollege@heartland.edu for review and approval by the Provost and Vice President, Academic Affairs.

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B. Course Request Form

Locate the [AY 27-28 COURSE REQUEST FORM](#) in the *Shared Google Hub > Course Selection Folder*

1. “Confirm recurring course requests” section.

For each current course listed, choose one of the following in the “Recurring Request” field.

Please do not make any additional changes in this section:

- ◆ **Yes** – to request the same course & instructor for AY 27-28
- ◆ **No** – if course will not be offered again in AY 27-28
- ◆ **Instructor Change** – to request the course but with a different instructor than what is listed (*you will request the changed instructor in the “Add additional course requests” section*)
- ◆ **Rotation** – for sequenced courses where the listed course will not be offered in AY 27-28 (*you will request the course in sequence for AY 27-28 in the “Add additional course requests” section below*)

2. “Add Additional Course Requests” section.

To request any course for AY 27-28 that is not listed in the above section:

- ◆ Choose the **course** you are requesting from the drop-down list of approved courses.
- ◆ Indicate the **term** you are requesting the course for. *Be as specific as you can here to help us keep our records straight*
- ◆ List the **instructor** name, if you know it
- ◆ Choose the appropriate **Instructor Status** from the drop-down. Use:
 - **New** – for a new instructor hired by the school district OR new to the discipline/course requested
 - **Returning** – for an instructor who has taught the requested course before but is not currently teaching
 - **Previously Approved** – for an instructor who has previously been approved to teach the course but did not end up teaching it.
 - **Available HCC Faculty** – to request an HCC instructor for the course. If approved, course will be taught online, asynchronous and on HCC’s academic course calendar.
 - **TBD** – If you are in the process of hiring a potential instructor, or additional follow-up is needed



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C. Submit a New Instructor for Approval

For full consideration and approval of new instructors, please submit (or work with the instructor to submit) the following documentation to our [Secure ShareFile account](#) by September 30:

- Resume or curriculum vitae or completed [CNFacultyForm](#)
- Complete set of OFFICIAL undergraduate and graduate college transcripts (scanned copies are acceptable, but must be official)
- Any applicable credentials, certifications or licenses (for CTE classes)

The complete set of instructor materials will be forwarded to the appropriate Academic Dean to complete an academic audit for the instructor. The Early College Office will notify you of the status of each instructor at the conclusion of the course approval window process, around mid-October.

General Education

Academic Year 2027-28

Reference: [Course Descriptions](#) | [IAI GECC Requirements](#)

General Education Course Instructor Qualifications

A Qualified Master's Degree (QMD) in the discipline being taught in the specific undergraduate course OR any Master's degree with at least 18 graduate credit hours in courses specific to the content being taught in the undergraduate course. ([See Academic Credentialing Chart \(pdf\)](#))

Communication & English

Course Options	Credits	Capacity	Prerequisites/Placement
COMM 101: Intro to Oral Communication+	3	22-25	Place at college-level Literacy
ENGL 101: Critical Reading & Writing+	3	20-25	Place at college-level Literacy
ENGL 102: Multimodal Composition+	3	20-25	Complete ENGL 101 w/ C or better

+Course capacity can adjust within the range provided if the course meets more than 50 minutes per credit hour per week.

Fine Arts

Course Options	Credits	Capacity	Prerequisites/Placement
ART 150: Understanding Art%	3	30	Place at college-level Literacy
MUSI 150: Music Appreciation	3	30	Place at college-level Literacy

%Mature Content Warning: Artworks studied may feature nudity, violence, religious imagery, or other sensitive cultural themes. Discussions of these themes are common and essential in college art courses.

Humanities

Course Options	Credits	Capacity	Prerequisites/Placement
HUMA 101: Intro to the Humanities*%	3	30	Place at college-level Literacy
LITR 111: Intro to Literature+	3	24-25	Complete OR co-enroll in ENGL 101

*Course also counts in the Fine Arts section.

%Mature Content Warning: Course content may address sensitive themes, including violence, sexuality, religion, and discrimination.

+Course capacity can adjust within the range provided if the course meets more than 50 minutes per credit hour per week.

Life Sciences

Course Options	Credits (WCH)	Capacity	Prerequisites/Placement
BIOL 114: Contemporary Biology	4 (5)	30	Place at college-level English OR co-enroll in ENGL 99/101

#Weekly contact hours noted in () if different than credit hours. One contact hour equals 50 minutes of instruction time



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General Education

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Reference: [Course Descriptions](#) | [IAI GECC Requirements](#)

Mathematics

Course Options	Credits	Capacity	Prerequisites/Placement
MATH 111: Finite Math for Business and Social Science	4	30	Complete MATH 106 or 109 w/ a C or better OR place at MATH 111 or higher AND place at ENGL 099/101 or higher OR complete/co-enroll in GED 70
MATH 131: Explorations in Mathematics	3	30	Complete MATH 94, 95, or 97 w/ a C or better OR place at MATH 131 OR complete MATH 89 w/ a C or better OR co-enroll in MATH 89 AND place at ENGL 99/101 OR complete/co-enroll in GED 70
MATH 141: Introduction to Statistics	4	30	Complete MATH 94, 95, or 97 w/ a C or better OR place at MATH 141 or higher OR complete MATH 89 w/ a C or better OR co-enroll in MATH 89 AND place at ENGL 99/101 OR complete/co-enroll in GED 70
MATH 151: Calculus for Business & Social Science	4	30	Complete MATH 106 or 109 w/ a C or better OR place at MATH 151 or higher AND place at ENGL 099/101 or higher OR complete/co-enroll in GE 70
MATH 161: Calculus I	4	30	Complete MATH 109 & MATH 128 w/ C's or better OR complete MATH 129 w/ a C or better OR place at MATH 161 AND complete MATH 098 w/ a C OR place out of Geometry AND place at ENGL 099/101 or higher OR complete/co-enroll in GED 70

Physical Sciences

Course Options	Credits [#]	Capacity	Prerequisites/Placement
CHEM 120: Fundamentals of Chemistry	4 (5)	30	Completion of MATH 92, 95, or 97 w/ a C or better OR place at MATH 89 and 131/141 or higher AND place at college-level English OR co-enroll in ENGL 99/101
CHEM 161: General Chemistry I	5 (7)	30	High school/college-level CHEM course in the last 5 yrs OR complete CHEM 120 w/ a C or better AND complete or co-enroll in MATH 109 OR place at MATH 129 or higher
EASC 101: Intro to Geology	4 (5)	30	Place at college-level English OR co-enroll in ENGL 099/101
EASC 111: Environment Earth	3	30	Place at college-level English OR co-enroll in ENGL 099/101
EASC 122: Intro to Earth Science Lab	1 (2)	30	Complete OR co-enroll in EASC 111 or EASC 121

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General Education

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Reference: [Course Descriptions](#) | [IAI GECC Requirements](#)

Social & Behavioral Sciences

Course Options	Credits	Capacity	Prerequisites/Placement
HIST 101: Western Civilization to 1500	3	30	Place at college-level English OR co-enroll in ENGL 099/101
HIST 102: Western Civilization since 1500	3	30	
HIST 135: History of the US to 1865	3	30	
HIST 136: History of the US since 1865	3	30	
PSY 101: Intro to Psychology	3	30	
SOC 101: Intro to Sociology	3	30	



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Transfer Electives

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Reference: Course Descriptions

Transfer Elective Instructor qualifications:

- A master's degree in-discipline or master's degree w/ a minimum of 18 in-discipline graduate hours.
- SCED 105: A master's degree in any discipline, plus completion of On Course or another appropriate experience or training

Course Options	Credits (WCH)	Capacity	Prerequisites/Placement
AGRI 104: Computer Applications in Agriculture	3 (4)	30	N/A
AGRI 110: Introductory Agricultural Economics	3	30	Semester-long offering: Place at college level English OR co-enroll in ENGL 99/101 *High school or previous agriculture experience, or completion of AGRI 101 recommended
AGRI 120: Introductory Horticulture	3	30	
AGRI 150: Principles of Agronomy	4 (5)	30	Year-long Offering: None
AGRI 157: Introductory Soil Science	4 (5)	30	Complete high school/college-level chemistry course within the last 5 yrs AND place at college-level English OR co-enroll in ENGL 099/101
AGRI 170: Introduction to Animal Science	4 (5)	30	Semester-long offering: Place at college level English OR co-enroll in ENGL 99/101 *High school or previous agriculture experience, or completion of AGRI 101 recommended Year-long Offering: None
BUSN 110: Intro to Business	3	30	Place at college-level Literacy
CHLD 101: Intro to Early Childhood	3	32	Place at ENGL 99/101 (N/A for yearlong offering)
CHLD 102: Growth & Development of the Young Child	3	32	Place at college level English OR co-enroll in ENGL 99/101 (N/A for yearlong offering)
EDUC 101: Introduction to Education	3	30	Place at college-level Literacy OR co-enroll in ENGL 99/101
SCED 105: Life Success	3	30	N/A

Weekly Contact Hours noted in () if different than credit hours. One contact hour equals 50 minutes of instruction time.

Career-Technical Education

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Reference: Course Descriptions

CTE Instructor qualifications:

Typically 2,000 work hours experience AND any additional pertinent certifications where applicable. (Exceptions are noted for applicable courses.)

Administrative Office Professional | Business Technology

Course Options	Credits (WCH)	Capacity	Prerequisites/Placement
BTEC 115: Business Communications	3	30	N/A
BTEC 145: Employment Success Strategies	1	30	N/A
CTEC 101: Introduction to Computers	3 (4)	30	N/A
CTEC 125: Microsoft PowerPoint	1	30	N/A
CTEC 135: Microsoft Excel for the Workplace	2	30	N/A
CTEC 138: Advanced Microsoft Excel for the Workplace	1	30	Complete OR co-enroll in CTEC 135
CTEC 145: Microsoft Access for the Workplace	2	30	N/A
CTEC 148: Advanced Microsoft Access for the Workplace	1	30	Complete OR co-enroll in CTEC 145
CTEC 155: Microsoft Word for the Workplace	2	30	N/A
CTEC 158: Advanced Microsoft Word for the Workplace	1	30	Complete OR co-enroll in CTEC 155
CTEC 165: Collaboration and Productivity Tools	2	30	N/A

Weekly Contact Hours (WCH) noted in () if different than credit hours. One contact hour equals 50 minutes of instruction time.

Digital Media | Computer Networking

Course Options	Credits (WCH)	Capacity	Prerequisites/Placement
DMED 101: Intro to Digital Media	3 (4)	18	N/A
DMED 110: Web Page Development	3 (4)	18	N/A
DMED 120: Computer Imaging & Design	3 (4)	18	N/A
DMED 130: Media Design Fundamentals	3 (4)	18	Complete OR co-enroll in DMED 120
NETW 131: Introduction to Networks	3 (4)	20	N/A
NETW 132: Switching, Routing & Wireless Essentials	3 (4)	20	Complete NETW 131 w/ a C or better
NETW 150: Workstation Operating Systems	3 (4)	20	N/A
NETW 151: PC Hardware Maintenance & Repair	3 (4)	20	N/A
NETW 160: Intro to Networking	3 (4)	20	N/A
NETW 167: Windows Server Administration	3 (4)	20	Complete NETW 150 w/ a C or better

Weekly Contact Hours (WCH) noted in () if different than credit hours. One contact hour equals 50 minutes of instruction time.

Early Childhood Education

Instructor qualifications: Master's degree w/a minimum of 18 graduate hours in ECE or related field.

Course Options	Credits	Capacity	Prerequisites/Placement
CHLD 202: Healthy, Safety & Nutrition for the Young Child	3	32	N/A for yearlong offering

Career-Technical Education

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Reference: Course Descriptions

Electronic Vehicles & Energy Storage

Course Options	Credits (WCH)	Capacity	Prerequisites/Placement
EVES 101: Introduction to Electric Vehicle Technology	3 (4)	16	N/A
EVES 110: Braking Systems 1	2 (3)	16	
EVES 115: Steering and Suspension Systems 1	2 (3)	16	

Weekly Contact Hours (WCH) noted in () if different than credit hours. One contact hour equals 50 minutes of instruction time.

Health Sciences

Course Options	Credits (WCH)	Capacity	Prerequisites/Placement
EMT 101: Emergency Medical Technician*	8 (9)	25	N/A
HLTH 110: Medical Terminology	3	30	Place at college level Literacy Yearlong offering: None
NURS 110: Nursing Assistant**	8 (11)	8	N/A for year-long offering

Weekly Contact Hours (WCH) noted in () if different than credit hours. One contact hour equals 50 minutes of instruction time.

*Instructor qualifications for EMT 101: A current license as an EMT-B, EMT-I, EMT-P, RN or physician;

- a minimum of four years of experience in pre-hospital emergency care;
- at least two years of documented teaching experience; documented classroom teaching experience, i.e., BTLS, PHTLS, CPR, Pediatric Advanced Life Support (PALS);
- documented successful completion of the Illinois EMS Instructor Education Course or equivalent to the National Standard Curriculum for EMS Instructors.

Instructor qualifications for NURS 110: 2,000 work hours experience **AND an active IL RN license **AND** current Train the Trainer (IDPH) certificate **OR** 2,000 work hours experience **AND** a BSN degree **AND** active IL RN license. Must have State-issued CNA instructor number.

Industrial Technology

Course Options	Credits (WCH)	Capacity	Prerequisites/Placement
CAD 101: Intro to AutoCAD	3 (4)	25	N/A
CAD 110: CAD Software Applications	3 (4)	25	Complete OR co-enroll in CAD 101
CAD 235: CAD for Construction	3 (4)	16	Complete OR co-enroll in CAD 101
CNST 101: Construction Materials & Methods	3 (4)	16	N/A
HVAC 102: Air Conditioning and Refrigeration I	3 (4)	6	N/A
HVAC 103: Heating Systems I	3 (4)	6	N/A
MFTG 115: Operations Management	3 (4)	25	N/A
TECH 114: Intro to Technical Graphics	3 (4)	20	N/A
WELD 116: Shielded Metal Arc Welding I	3 (4)	varies	N/A
WELD 118: Intro to Gas Metal Arc Welding	3 (4)	varies	N/A

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